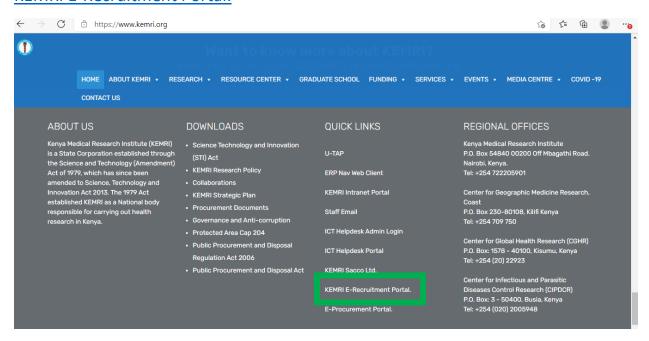*In search of Better Health*

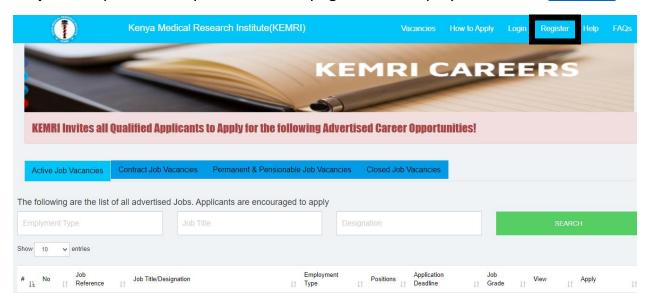# KENYA MEDICAL RESEARCH INSTITUTE

External applicant's vacancy application guide on the KEMRI E-recruitment portal

Step 1. Go to KEMRI Website www.kemri.go.ke , under QUICK LINKS click on [KEMRI E-Recruitment Portal.](#)
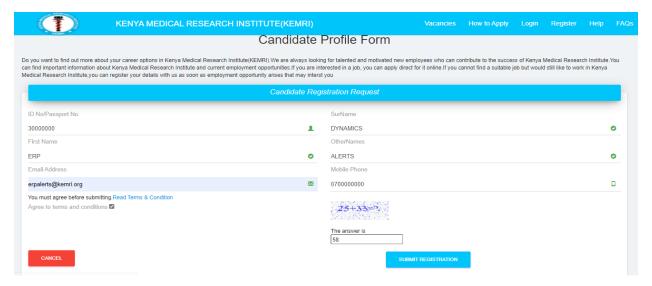
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Step 2. The portal will open and below page will be displayed. Click on Register.
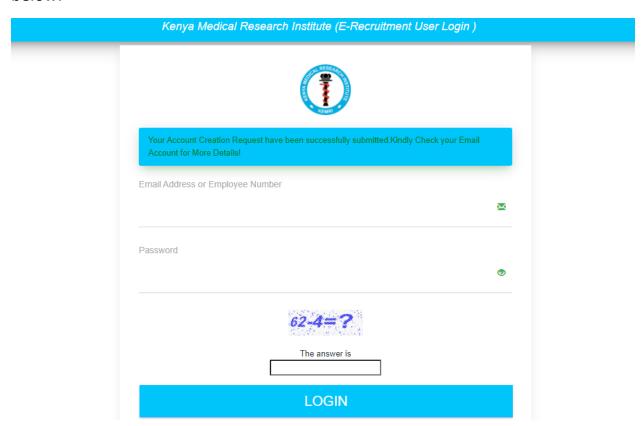

Step 3. Candidate Profile Registration form will open as shown below. Enter your ID No/Passport No, Surname, First Name, Other Names, valid email address, mobile number then click on Agree to terms and Conditions check box, provide the security capture answer and then click on submit Registration button.
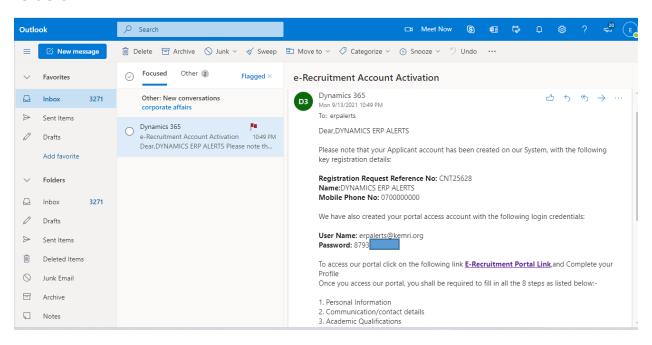
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Step 4. Once you provide all the details on step 3 and submit registration, the message "**Your Account Creation Request has been successfully submitted. Kindly Check your Email Account for More Details!**" will be displayed as shown below.

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Step 5. Login to your email account that you registered with on step 3 above, on your inbox you'll get an email from d365@kemri.go.ke subject: e-Recruitment Account Activation. The email has a one-time Password (OTP) as shown below.

NOTE: If you don't find the email on your inbox, please check on Junk or spam folders.
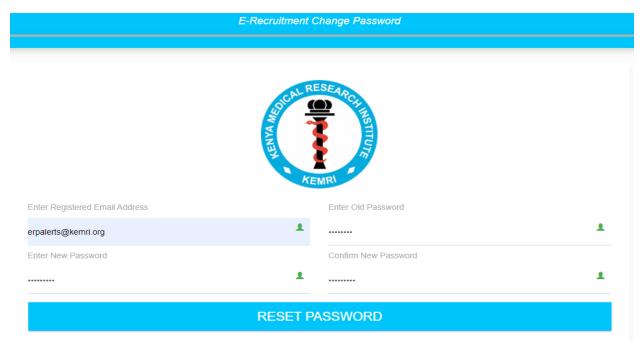
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Step 6. Enter your valid email address, the one-time password sent to you, provide the security capture answer and click the login button as shown below.
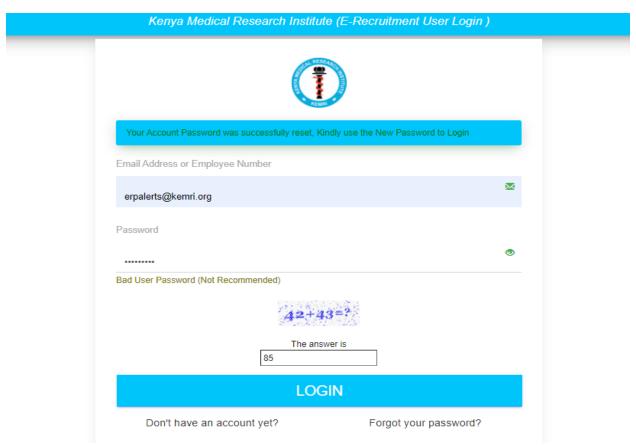
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Step 7. On click of Login button on step 6 above, the e-recruitment change password form will be opened as shown below. Enter your registered email address and the password sent to you on step 5, create your new password, confirm the same new password and click Reset Password.
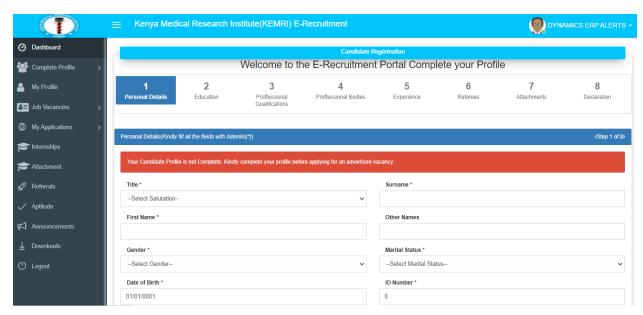
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Step 8. Once you click Reset password on step 7 above, the login page will open with the message "**Your Account Password was successfully reset, Kindly use the New Password to Login**" as shown below. Enter your registered email, the new password, provide the Security capture answer and click Login button.
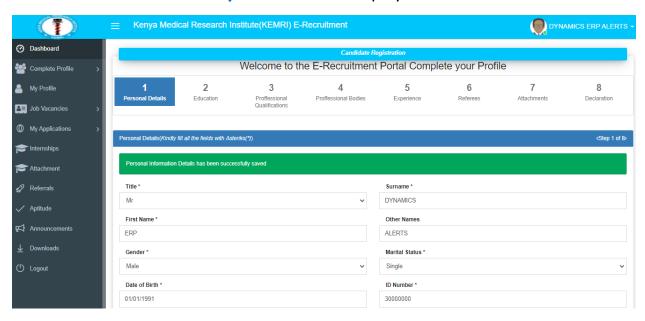
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Step 9. Once you click login on step 8, you will be logged in to the KEMRI e-recruitment portal and the complete profile form with 8 sections will be displayed with the message "**Your Candidate Profile is not complete. Kindly complete your profile before applying for an advertised vacancy**" as show below.

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Step 10. Fill all the mandatory fields with asterisks and any the relevant details and click Save personal details button. The message "**Personal Information Details has been successfully saved**" will be displayed.

NOTE:

1. **Ensure you fill all the necessary details and Click save button on each section, 1. Personal Details, 2. Education, 3. Professional Qualification, 4. Professional Bodies, 5. Experience and 6. Referees.**

2. **Before proceeding to the next step ensure you get the success message that the details have been saved successfully after clicking the save button.**
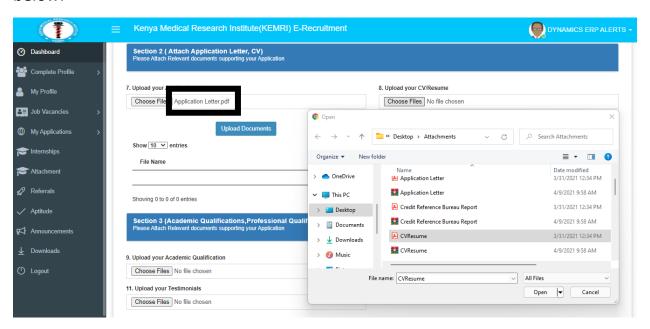
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Section 7 of the candidate profile form is the attachment section where you are required to attach and upload all your supporting documents

The attachment step has 4 parts; Section 1. Statutory Documents (Chapter 6 Requirements), Section 2. Application Letter & CV, Section 3. Academic Qulaification, Professional Qulaifications and Section 4. Developed Proposals and Published Journals.

Section 2. Application Letter, CV and Section 3. Academic Qulaification, Professional Qulification **MUST** be filled before proceeding to the next step.

Step 11. Click on Choose Files, navigate to where your files are located, select the file you wish to attach and click open, the file name will be displayed as shown below.
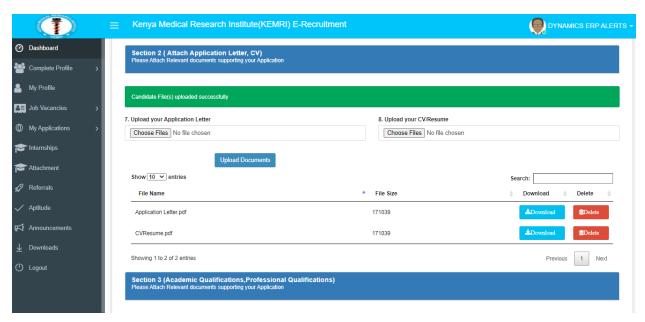
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Step 12. Once you have selected the file to attach and click on upload documents button on step 11, the following success message will be displayed "**Candidate File(s) uploaded successfully**" and the files will be displayed as shown below.

NOTE:

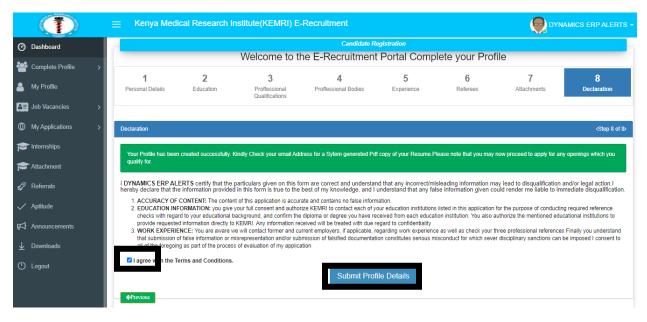**Please ensure you attach all the necessary supporting documents which you have on the different attachments sections, you can use one field to attach as many documents as you have with each file not exceeding 30MBS.**
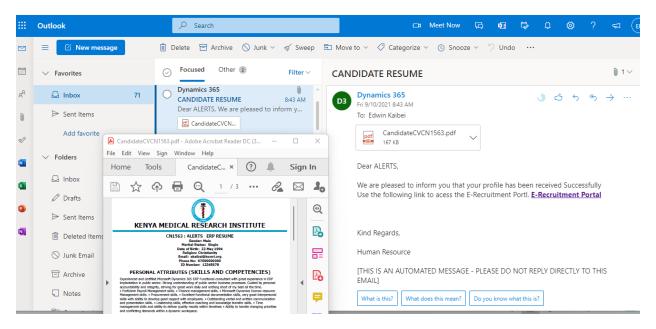
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Step 13. Once you have attached and uploaded all your documents, Click on Proceed button. Section 8. Declaration page will open, Click on Terms and Conditions checkbox**,** then Click on **Submit Profile Details.** The message **"Your Profile has been created successfully. Kindly Check your email Address for a System generated Pdf copy of your Resume. Please note that you may now proceed to apply for any openings which you qualify for."** will be displayed as per the below screenshot.
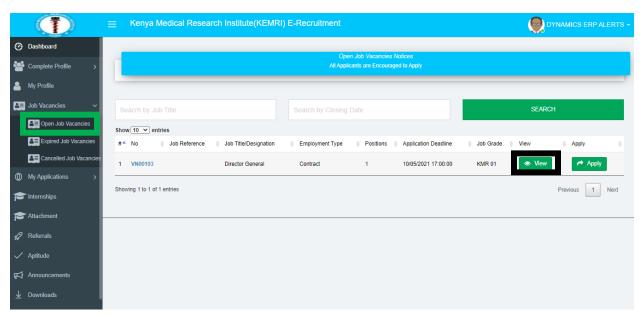
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Step 14. Login to your email account that you registered with on step 3, on your inbox you'll get an email from d365@kemri.go.ke subject: Candidate Resume, the email has a system generated pdf copy of your Resume as shown below.

NOTE: If you don't find the email on your inbox, please check on Junk or spam folders.
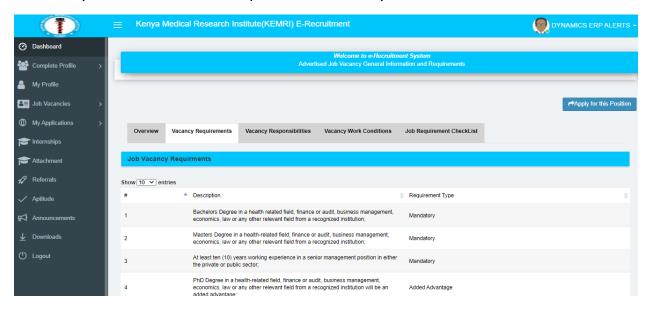
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Step 15. Once you complete your profile and you've gotten an email with a system generated Resume/CV, Click on Job Vacancies, Open Job Vacancies on the Dashboard. A list of all the open adverts will be displayed. Click view on any of the open vacancy that you are interested in applying.
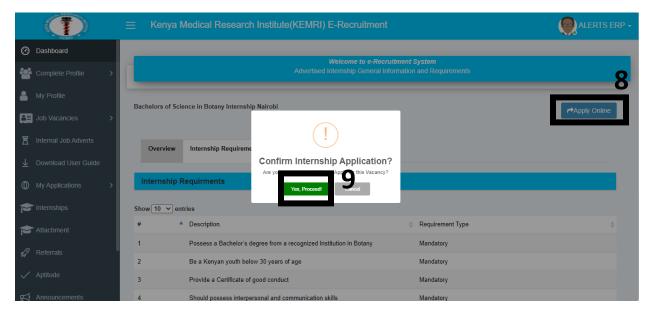
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Step 16. Once you click view, the following page will be displayed with all the necessary information for that particular vacancy.

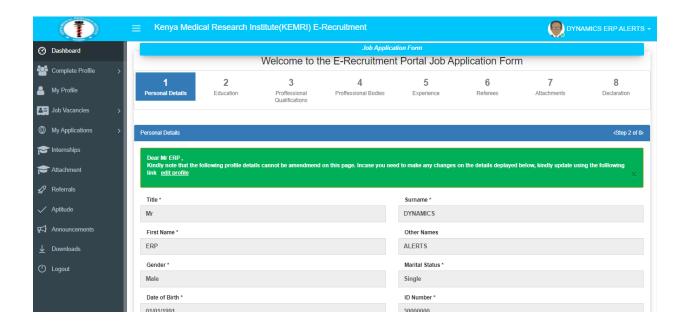**Step 17.** Click on **Apply for this Position**, A dialogue box will open as per the below screenshot. Click **Yes Proceed** on the dialogue box.
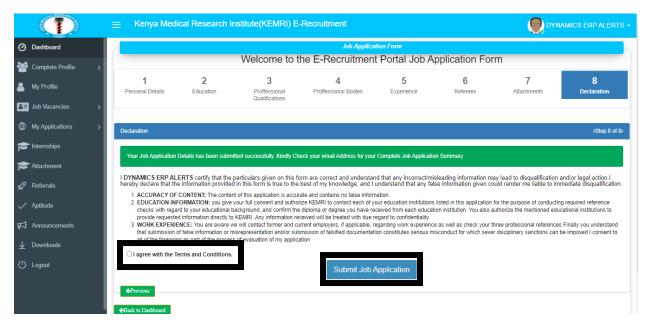
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Step 18. After clicking **Yes Proceed** Button, the system will copy the details you had captured on your profile and fill it on the job application form as shown below. Confirm all the details on the job application form from section 1 to 7.

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Step 19. Once you have confirmed all your details on step 18, click on the checkbox I agree with the Terms and Conditions, then click on **Submit Job Application** button. You will get the following message "**Your Job Application Details has been submitted successfully. Kindly check your email Address for your Complete Job Application Summary**" as per the below screenshot.

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Step 20. Login to your email account that you registered with on step 3, on your inbox you'll get an email from d365@kemri.go.ke subject: Job Vacancy Application, the email has a system generated pdf copy of your job application summary as shown below.

NOTE: If you don't find the email on your inbox, please check on Junk or spam folders.

With the job application summary, that is a confirmation that your job application has been received successfully.