



*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](http://www.kemri.go.ke) , under QUICK LINKS click on [KEMRI E-Recruitment Portal](#).

The screenshot shows the KEMRI website homepage. The navigation menu includes: HOME, ABOUT KEMRI, RESEARCH, RESOURCE CENTER, GRADUATE SCHOOL, FUNDING, SERVICES, EVENTS, MEDIA CENTRE, COVID-19, and CONTACT US. The main content area is divided into four columns: ABOUT US, DOWNLOADS, QUICK LINKS, and REGIONAL OFFICES. The QUICK LINKS column contains several links, with 'KEMRI E-Recruitment Portal' highlighted by a green box. Other links in the QUICK LINKS column include U-TAP, ERP Nav Web Client, KEMRI Intranet Portal, Staff Email, ICT Helpdesk Admin Login, ICT Helpdesk Portal, KEMRI Sacco Ltd., and E-Procurement Portal. The REGIONAL OFFICES column lists contact information for the Kenya Medical Research Institute, Center for Geographic Medicine Research, Center for Global Health Research, and Center for Infectious and Parasitic Diseases Control Research.



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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.

Kenya Medical Research Institute (E-Recruitment User Login )



Your Account Creation Request have been successfully submitted. Kindly Check your Email Account for More Details!

Email Address or Employee Number

Password

62-4=?

The answer is

LOGIN



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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](mailto: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.

The screenshot shows the Outlook web interface. The left sidebar contains navigation options: Favorites, Inbox (3271), Sent Items, Drafts, Add favorite, Folders, and a list of folders including Inbox (3271), Drafts, Sent Items, Deleted Items, Junk Email, Archive, and Notes. The main pane displays an email titled 'e-Recruitment Account Activation' from 'Dynamics 365' (D3), dated 'Mon 9/13/2021 10:49 PM'. The email content is as follows:

Dear,DYNAMICS ERP ALERTS

Please note that your Applicant account has been created on our System, with the following key registration details:

**Registration Request Reference No:** CNT25628  
**Name:**DYNAMICS ERP ALERTS  
**Mobile Phone No:** 0700000000

We have also created your portal access account with the following login credentials:

**User Name:** erpalerts@kemri.org  
**Password:** 8793 [REDACTED]

To access our portal click on the following link [E-Recruitment Portal Link](#),and Complete your Profile  
Once you access our portal, you shall be required to fill in all the 8 steps as listed below:-

1. Personal Information
2. Communication/contact details
3. Academic Qualifications



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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.

*Kenya Medical Research Institute (E-Recruitment User Login )*

  

Your Account Creation Request have been successfully submitted. Kindly Check your Email Account for More Details!

Email Address or Employee Number ✉

erpalerts@kemri.org

---

Password 👁

.....

Good User Password (Recommended)

$62-4=?$

The answer is

58

**LOGIN**



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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.

*E-Recruitment Change Password*



Enter Registered Email Address

erpalerts@kemri.org

Enter Old Password

.....

Enter New Password

.....

Confirm New Password

.....

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.

Kenya Medical Research Institute (E-Recruitment User Login )



Your Account Password was successfully reset, Kindly use the New Password to Login

Email Address or Employee Number

erpalerts@kemri.org



Password

\*\*\*\*\*



Bad User Password (Not Recommended)



The answer is

85

LOGIN

[Don't have an account yet?](#)

[Forgot your password?](#)



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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.

**Kenya Medical Research Institute(KEMRI) E-Recruitment**

**Candidate Registration**

Welcome to the E-Recruitment Portal Complete your Profile

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Bodies 5 Experience 6 Referees 7 Attachments 8 Declaration

Personal Details(Kindly fill all the fields with Asterisks(\*)) <Step 1 of 8>

Your Candidate Profile is not Complete. Kindly complete your profile before applying for an advertised vacancy

Title \* --Select Salutation-- Surname \*

First Name \* Other Names

Gender \* --Select Gender-- Marital Status \* --Select Marital Status--

Date of Birth \* 01/01/0001 ID Number \* 0



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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.

The screenshot shows the 'Candidate Registration' interface. A navigation bar at the top includes the KEMRI logo, the text 'Kenya Medical Research Institute(KEMRI) E-Recruitment', and a user profile icon labeled 'DYNAMICS ERP ALERTS'. A sidebar on the left lists navigation options: Dashboard, Complete Profile, My Profile, Job Vacancies, My Applications, Internships, Attachment, Referrals, Aptitude, Announcements, Downloads, and Logout. The main content area is titled 'Candidate Registration' and 'Welcome to the E-Recruitment Portal Complete your Profile'. It features a progress bar with eight steps: 1. Personal Details (active), 2. Education, 3. Professional Qualifications, 4. Professional Bodies, 5. Experience, 6. Referees, 7. Attachments, and 8. Declaration. Below the progress bar, a blue banner reads 'Personal Details(Kindly fill all the fields with Asterisks(\*)' and '<Step 1 of 8>'. A green success message states 'Personal Information Details has been successfully saved'. The form fields are as follows:

Title *	Mr	Surname *	DYNAMICS
First Name *	ERP	Other Names	ALERTS
Gender *	Male	Marital Status *	Single
Date of Birth *	01/01/1991	ID Number *	30000000

**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 Qualification, Professional Qualifications and Section 4. Developed Proposals and Published Journals.

Section 2. Application Letter, CV and Section 3. Academic Qualification, Professional Qualification **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.

The screenshot shows the KEMRI E-Recruitment portal interface. The top navigation bar includes the KEMRI logo, the text 'Kenya Medical Research Institute(KEMRI) E-Recruitment', and a 'DYNAMICS ERP ALERTS' notification. The left sidebar contains a menu with items: Dashboard, Complete Profile, My Profile, Job Vacancies, My Applications, Internships, Attachment, Referrals, Aptitude, Announcements, Downloads, and Logout. The main content area is titled 'Section 2 (Attach Application Letter, CV)' and contains a 'Choose Files' button. A file explorer window is open, showing the 'Attachments' folder on the Desktop. The file explorer displays a list of files with columns for Name and Date modified. The file 'CVResume' is selected, and its name is shown in the 'File name' field at the bottom of the window. The 'Open' button is visible in the file explorer window.



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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.**

Kenya Medical Research Institute(KEMRI) E-Recruitment

**Section 2 ( Attach Application Letter, CV)**  
Please Attach Relevant documents supporting your Application

Candidate File(s) uploaded successfully

7. Upload your Application Letter  No file chosen

8. Upload your CV/Resume  No file chosen

Show  entries Search:

File Name	File Size	Download	Delete
Application Letter.pdf	171039	<input type="button" value="Download"/>	<input type="button" value="Delete"/>
CVResume.pdf	171039	<input type="button" value="Download"/>	<input type="button" value="Delete"/>

Showing 1 to 2 of 2 entries

**Section 3 (Academic Qualifications,Professional Qualifications)**  
Please Attach Relevant documents supporting your Application



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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.

The screenshot displays the 'Candidate Registration' section of the KEMRI E-Recruitment portal. The progress bar shows 8 steps: 1. Personal Details, 2. Education, 3. Professional Qualifications, 4. Professional Bodies, 5. Experience, 6. Referees, 7. Attachments, and 8. Declaration (highlighted in blue). The main content area is titled 'Declaration' and includes a green message box stating: '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.' Below this, there is a disclaimer and three numbered points: 1. ACCURACY OF CONTENT: The content of this application is accurate and contains no false information. 2. EDUCATION INFORMATION: you give your full consent and authorize KEMRI to contact each of your education institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and confirm the diploma or degree you have received from each education institution. You also authorize the mentioned educational institutions to provide requested information directly to KEMRI. Any information received will be treated with due regard to confidentiality. 3. WORK EXPERIENCE: You are aware we will contact former and current employers, if applicable, regarding work experience as well as check your three professional references. Finally you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed. I consent to all of the foregoing as part of the process of evaluation of my application. At the bottom, there is a checkbox labeled 'I agree with the Terms and Conditions.' which is checked, and a blue 'Submit Profile Details' button. A 'Previous' button is also visible at the bottom left.



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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](mailto: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.

The screenshot displays an Outlook email client interface. The main window shows an email from 'Dynamics 365' with the subject 'CANDIDATE RESUME' received on Friday, 9/10/2021 at 8:43 AM. The email content includes a PDF attachment named 'CandidateCVCN1563.pdf' (167 KB) and a message: 'Dear ALERTS, We are pleased to inform you that your profile has been received Successfully Use the following link to access the E-Recruitment Portl. [E-Recruitment Portal](#)'. Below the message, it says 'Kind Regards, Human Resource' and '[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]'. There are three buttons at the bottom: 'What is this?', 'What does this mean?', and 'Do you know what this is?'. A preview of the resume is visible in the background, showing the header 'KENYA MEDICAL RESEARCH INSTITUTE' and 'CN1563: ALERTS ERP RESUME'. The resume details include: Gender: Male, Marital Status: Single, Date of Birth: 22 May 1994, Religion: Christianity, Email: skkalbei@kemri.org, Phone No: 0700000000, ID Number: 12345678. The 'PERSONAL ATTRIBUTES (SKILLS AND COMPETENCIES)' section lists: 'Experienced and certified Microsoft Dynamics 365 ERP Functional consultant with great experience in ERP implementation in public sector. Strong understanding of public sector business processes. Guided by personal accountability and integrity, striving for great work daily and nothing short of my best all the time. + Profound Payroll Management skills. + Finance management skills. + Microsoft Dynamics human resource Management skills. + Procurement skills. + Excellent functional documentation skills, very good interpersonal skills with ability to develop good rapport with employees. + Outstanding verbal and written communication and presentation skills. + Leadership skills, effective coaching and knowledge transfer skills. + Time management skills and ability to deliver quality results within timelines. + Able to handle changing priorities and conflicting demands within a dynamic workspace.'



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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.

Kenya Medical Research Institute(KEMRI) E-Recruitment

Open Job Vacancies Notices  
All Applicants are Encouraged to Apply

Search by Job Title      Search by Closing Date      **SEARCH**

Show 10 entries

#	No	Job Reference	Job Title/Designation	Employment Type	Positions	Application Deadline	Job Grade	View	Apply
1	VN00193		Director General	Contract	1	10/05/2021 17:00:00	KMR 01	<b>View</b>	<b>Apply</b>

Showing 1 to 1 of 1 entries      Previous 1 Next



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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.

Welcome to e-Recruitment System  
Advertised Job Vacancy General Information and Requirements

[Apply for this Position](#)

Overview Vacancy Requirements Vacancy Responsibilities Vacancy Work Conditions Job Requirement Checklist

**Job Vacancy Requirments**

Show 10 entries

#	Description	Requirement Type
1	Bachelors Degree in a health related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution;	Mandatory
2	Masters Degree in a health-related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution;	Mandatory
3	At least ten (10) years working experience in a senior management position in either the private or public sector;	Mandatory
4	PhD Degree in a health-related field, finance or audit, business management, economics, law or any other relevant field from a recognized institution will be an added advantage	Added Advantage

**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.

Welcome to e-Recruitment System  
Advertised Internship General Information and Requirements

Bachelors of Science in Botany Internship Nairobi

[Apply Online](#)

Overview Internship Requirements

**Internship Requirements**

Show 10 entries

#	Description	Requirement Type
1	Possess a Bachelor's degree from a recognized Institution in Botany	Mandatory
2	Be a Kenyan youth below 30 years of age	Mandatory
3	Provide a Certificate of good conduct	Mandatory
4	Should possess interpersonal and communication skills	Mandatory

**Confirm Internship Application?**  
Are you sure you want to Apply for this Vacancy?

[Yes, Proceed!](#) [Cancel](#)



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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.

**Job Application Form**

Welcome to the E-Recruitment Portal Job Application Form

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Bodies 5 Experience 6 Referees 7 Attachments 8 Declaration

Personal Details <Step 2 of 8>

Dear Mr ERP,  
Kindly note that the following profile details cannot be amendmend on this page. Incase you need to make any changes on the details deployed below, kindly update using the following link [edit profile](#)

Title \* Mr Surname \* DYNAMICS

First Name \* ERP Other Names ALERTS

Gender \* Male Marital Status \* Single

Date of Birth \* 04/01/1991 ID Number \* 20000000



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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.

Kenya Medical Research Institute(KEMRI) E-Recruitment

**Job Application Form**

Welcome to the E-Recruitment Portal Job Application Form

1 Personal Details 2 Education 3 Professional Qualifications 4 Professional Bodies 5 Experience 6 Referees 7 Attachments 8 Declaration

Declaration <Step 8 of 8>

Your Job Application Details has been submitted successfully. Kindly Check your email Address for your Complete Job Application Summary

I DYNAMICS ERP ALERTS certify that the particulars given on this form are correct and understand that any incorrect/misleading information may lead to disqualification and/or legal action. I hereby declare that the information provided in this form is true to the best of my knowledge, and I understand that any false information given could render me liable to immediate disqualification.

1. **ACCURACY OF CONTENT:** The content of this application is accurate and contains no false information.
2. **EDUCATION INFORMATION:** you give your full consent and authorize KEMRI to contact each of your education institutions listed in this application for the purpose of conducting required reference checks with regard to your educational background, and confirm the diploma or degree you have received from each education institution. You also authorize the mentioned educational institutions to provide requested information directly to KEMRI. Any information received will be treated with due regard to confidentiality.
3. **WORK EXPERIENCE:** You are aware we will contact former and current employers, if applicable, regarding work experience as well as check your three professional references. Finally you understand that submission of false information or misrepresentation and/or submission of falsified documentation constitutes serious misconduct for which severe disciplinary sanctions can be imposed. I consent to all of the foregoing as part of the process of evaluation of my application.

I agree with the Terms and Conditions.

Submit Job Application

Previous

Back to Dashboard



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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](mailto: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.

The screenshot displays an Outlook email interface. The main window shows an email titled "JOB VACANCY APPLICATION" from "Dynamics 365" dated "Fri 9/10/2021 9:07 AM" to "Edwin Kaibei". The email body contains a PDF attachment named "JobApplication\_JAP1375..." (168 KB) and the following text:

Dear ALERTS,

We are pleased to inform you that your application for the post Bachelors of Science in Botany Internship Nairobi has been Received Successfully  
You will be contacted shortly and an email sent to you as regards when you will be invited for your interview  
Use the following link to access the E-Recruitment Portl. [E-Recruitment Portal](#)

Kind Regards,  
Human Resource

[THIS IS AN AUTOMATED MESSAGE - PLEASE DO NOT REPLY DIRECTLY TO THIS EMAIL]

A preview window of the PDF attachment is open, showing the following details:

**KENYA MEDICAL RESEARCH INSTITUTE**  
JAP13752 : Bachelors of Science in Botany Internship Nairobi Job  
Name: ALERTS  
Gender: Male  
Marital Status: Single  
Date of Birth: 22 May 1994  
Religion:  
Email: akaibei@kemri.org  
Phone No: 0795000006  
ID Number: 12345678

Highest Academic Qualification: Masters  
Years in a management position or leading teams: 2  
Years of working experiences: 6

**PERSONAL ATTRIBUTES (SKILLS AND COMPETENCIES)**