



NATIONAL BIOSAFETY AUTHORITY

EMPLOYMENT OPPORTUNITIES

The National Biosafety Authority (NBA) is a State Corporation established under the provisions of the Biosafety Act No.2 of 2009. The mandate of NBA is to exercise supervision and control over the development, transfer, handling and use of genetically modified organisms (GMOs) with a view to ensuring safety to human and animal health as well as the provision of adequate level of protection to the environment.

The Authority wishes to recruit qualified, experienced and dynamic persons to fill the following positions:

DIRECTOR, TECHNICAL SERVICES, JOB GRADE -D5

(a) Job Specification

This is the top-most position in the cadre of Biosafety Officers. The Director, Technical Services reports to the CEO and is responsible for providing strategic leadership and direction in regard to general supervision and control over transfer, handling and use of genetically modified organisms (GMOs), with a view of ensuring safety of human and animal health as well as provision of adequate level of protection of the environment. The officer is also responsible for creating awareness & education on biosafety, biosafety risk assessment, compliance & enforcement; and certification & laboratory services.

The duties and responsibilities at this level entails;

- i. Initiating the formulation and implementation of policies, procedures, strategies and activities in relation to plant, animal and microbial biosafety including categorization, approval and certification of biosafety facilities.

- ii. Advising the Board on policies, procedures, strategies and activities in relation to plant, animal and microbial biosafety including categorization, approval and certification of biosafety facilities.
- iii. Ensuring Compliance with the policies procedures, strategies and activities in relation to plant, animal and microbial biosafety including categorization, approval and certification of biosafety facilities.
- iv. Developing and issuing of technical papers, reports and other submissions to the board and other stakeholders.
- v. Developing systems and controls for facilitating trade through digitization of processes, timely consignment clearance and issuance of permits and certificates.
- vi. Assisting the CEO in developing technical board agenda and technical board papers
- vii. Ensuring that risk assessment for GMO applications is carried out in a scientific, transparent and predictable manner;
- viii. Ensuring that socio-economics impact assessment during environmental release of GMO applications is done;
- ix. Ensuring confidentiality of business information submitted by applicants
- x. Overseeing the management of the International and the National Biosafety Clearing House (BCH).
- xi. Ensuring development of Biosafety curriculum and certification criteria for biosafety professionals and competencies on biosafety.
- xii. Ensuring development of guidelines and checklists for inspection, classification and certification of GMO containment facilities.
- xiii. Approving the schedules for monitoring of approved GMO research projects, post release monitoring and market surveillance activities.
- xiv. Advising the CEO on the establishment and operationalization of Institutional Biosafety Committees (IBCs) in research institutions engaged in GMO research-related activities.
- xv. Ensuring GMO sampling, detection and analysis protocols are developed for timely analysis of samples as well as reviewing the GMO analysis reports.

- xvi. Ensuring enhancement of biosafety awareness and education.
- xvii. Mentoring and coaching of biosafety staff
- xviii. Appraisal of officers that directly and indirectly report to the Director
- xix. Ensuring the setting, implementation and monitoring of Performance contracting within the directorate
- xx. Ensuring preparation of budgets proposals, procurement and work plans for the directorate

b) Person's Specifications

- i. At least Twelve (12) years' experience, five (5) of which must be in a senior management level in the public or private sector;
- ii. Bachelor's degree in Biotechnology/Biochemistry/Molecular/Biology/ Environmental Science/Agricultural Sciences/Microbiology/ or related fields from a recognized institution.
- iii. Master's degree in Biotechnology/Biochemistry/Molecular Biology/ Environmental Science/Agricultural Sciences/Microbiology/ or related fields from a recognized institution.
- iv. Doctorate (PhD) level qualification in Biotechnology/Biochemistry/Molecular Biology/Environmental Science/Agricultural Sciences/Microbiology/ or related fields from a recognized Institution.
- v. Authorship in at least eight (8) peer reviewed publications on Biotechnology, Biochemistry, Molecular biology, Agricultural Sciences and related subjects.
- vi. Biosafety related short courses
- vii. Leadership Course lasting not less than four weeks from a recognized institution
- viii. Member of a professional Body in good standing (where applicable)
- (vii) Demonstration of results in work performance
- (viii) Proficiency in Computer application
- (ix) Meets the provisions of Chapter Six of the Constitution of Kenya.

c) Key Competencies and Skills

- i. Strategic leadership skills
- ii. Communications and interpersonal skills
- iii. Analytical skills
- iv. Leadership skills
- v. Results orientated

PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER- JOB GRADE -C4

(a) Job Specifications

The job holder is responsible for coordinating and managing the activities of the Human Resource and Administration Department.

The duties and responsibilities at this level entails:

- i. Coordinating all Human Resource Management function including preparation of annual staff budget, recruitment, training and development, staff welfare and discipline, career management, salary administration and performance management.
- ii. Facilitating formulation, implementation and review of human resource management and administration policies, procedures and strategies.
- iii. Developing proposals for review of staff salary and remuneration.
- iv. Ensuring implementation of scheme of service.
- v. Advise the management on all human resource management matters.
- vi. Ensure administrative guidelines on labour laws, constitutional requirements and any other employment statutes issued by government from time to time.
- vii. Providing advice on the development and review of effective organizational structure.
- viii. Managing staff development and performance management systems.

- ix. Ensure prudent utilization of resources including finances, human and capital resources allocated to his/her department
- x. Carry out market surveys to advice on current trends in human resource and talent management.
- xi. Supervising, mentoring and coaching staff within the Authority.

(b) Person's Specifications

For appointment to this grade, an officer must have:

- i. At least Six (6) years' experience in human resource management in the public or private sector, three (3) of which should be in a supervisory /management position.
- ii. Bachelor's degree in Human Resource Management, OR Bachelor's degree in Social sciences and a Higher national diploma in HR management
- iii. Masters' Degree in Human Resource Management/ Development/ Business/ Administration/Management/Public Administration/Social sciences or any other relevant field from a recognised institution.
- iv. Certificate in a management course lasting not less than four (4) weeks from a recognized institution;
- v. A holder of a valid HRM Professional Practising Certificate.
- vi. Proficiency in computer applications
- vii. Demonstrated results in work performance.
- viii. Meets the provisions of Chapter Six of the Constitution of Kenya

c) Key competencies and skills

- i. Good communication skills
- ii. Good customer relations
- iii. Supervisory skills

SENIOR COMMUNICATIONS OFFICER, JOB GRADE- C3

(a) Job specification

The job holder is responsible for coordinating and managing the activities of the Communications Department.

The duties and responsibilities at this level entails:

- i. Facilitate public participation and engagement with regard to NBA's operations and regulatory framework
- ii. Develop strategies aimed at creating Biosafety awareness and demystifying transgenic products
- iii. Ensure data maintenance and documentation arising from media monitoring and follow up on NBA media coverage and mentions
- iv. Conduct research and routing stakeholder surveys and coordinate CRS activities
- v. Coordinate corporate social responsibility activities
- vi. Ensure maintenance of photo database to ease retrieval
- vii. Work closely with the Technical division, providing comprehensive communications support for major campaigns, as well as helping to create and deliver long range plans to develop communications in the area of biosafety
- viii. Act as the first point of contact within the Communications team for the Research and Policy and Campaigns teams
- ix. Ensure protocol and courtesy is observed
- x. Ensure that stakeholder's database is updated
- xi. Ensure handling of customer complaints in conjunction with complaints committee
- xii. Act as the first point of contact within the Communications team for the Research and Policy and Campaigns teams
- xiii. Organize participation in shows and exhibitions as well as maintain calendar of events
- xiv. Handling customer complaints in conjunction with complaints committee

(b) Person's Specifications

- i. At least 4 years' experience with at least 1 year in managerial position
- ii. Bachelor's degree in Communications/Public Relations/Journalism/Mass Communication from recognized institution or other relevant fields
- iii. Master's degree in Communications/Public Relations/Journalism/Mass Communication from recognized institution or other relevant fields
- iv. Postgraduate Diploma in Mass Communication, Communication or Public Relations
- ix. Member of a professional Body in good standing (where applicable)
- v. Proficiency in Computer Application
- vi. Meets the provisions of Chapter Six of the Constitution of Kenya

(c) Key competencies and skills

- i. Good communication skills
- ii. Good client relations skills

BIOSAFETY OFFICER, JOB GRADE- C2

(a) Job specification

This is the entry position for a Biosafety officer. A candidate in this level will work under guidance and supervision of a senior officer. The officer may be deployed to the departments of Biosafety Risk Assessment, Biosafety Education and Awareness, Compliance and Enforcement or Certification division. The duties and responsibilities at this level entail assisting in:

- i. Receiving GMO applications;
- ii. Screening applications for administrative and technical completeness;

- iii. Carrying out risk assessment of GMO applications in a scientific, transparent and predictable manner ;
- iv. Coordinating training of Institutional Biosafety Committees and other stakeholders;
- v. Developing materials for Biosafety awareness creation and education;
- vi. Developing tools for reviewing the impacts of awareness creation and education;
- vii. Preparing technical papers, policy briefs, reports and publicity materials;
- viii. Organizing forums for public participation and awareness creation
- ix. Monitoring of approved GMO research projects;
- x. Post release monitoring of GMOs approved for release to the environment;
- xi. Conducting GMO market surveillance activities;
- xii. Inspection of GMO containment facilities prior to project commencement;
- xiii. Preparing technical papers and reports
- xiv. Facilitating trade through integration into the single window system
- xv. Vetting of documents, physical inspection and sampling of consignments at the point of entry;
- xvi. Preparing of GMO-Free certificates for non-GMO export commodities.

(b) Person's Specifications

- i. Bachelor's degree in Biotechnology/Biochemistry/Molecular Biology/ Environmental Science/ Agricultural Sciences/Microbiology/ Agricultural Economics or related fields from a recognized Institution.
- ii. A relevant Masters degree will be an added advantage
- iii. Proficiency in Computer applications.
- iv. Meets the provisions of Chapter Six of the Constitution of Kenya

(c) Key competencies and skills

- i. Good communication skills
- ii. Analytical skills
- iii. Report Writing Skills

In fulfilling the Chapter Six requirements, the applicants MUST attach clearance certificates from the following bodies:-

- (i) Kenya Revenue Authority
- (ii) Ethics and Anti-Corruption Commission (EACC)
- (iii) Higher Education Loans Board (HELB)
- (iv) Directorate of Criminal Investigations (DCI) and
- (v) Credit Reference Bureau (CRB)

Internship Opportunities (3)

The Authority declares internship Opportunities in the Technical and Finance & Administration Divisions. This programme is aimed at providing the youth an opportunity for on-the-job experience to build upon skills learned at school and for professional development to enhance their employability.

Academic Requirements

Technical Division- (2)

Bachelors' degree in Biotechnology, Environmental Science, Agricultural Sciences, Molecular Biology, Microbiology or related Biological Sciences from a recognized institution.

Finance and Administration (HR)-1

Bachelor's degree in Human Resource Management, OR Bachelor's degree in Social sciences and a Higher National Diploma in HR Management.

Other requirements the successful Interns will be required to have in line with the Internship Policy and Guidelines for the Public Service:

- Valid certificate of good conduct
- Personal accident insurance cover for the internship period
- Copy of PIN certificate
- National Identity Card (ID) or copy of Passport
- Medical Insurance Cover from NHIF or any other reputable Medical Insurance

Firm

Eligibility of Internship

Be unemployed Kenyan graduates of degree programmes from recognized training institutions who have completed their degree courses and have not been exposed to work experience related to their area of study. The individuals recruited shall be of high integrity and must satisfy the requirements of Leadership and Integrity set out in Chapter six (6) of the Constitution of Kenya.

Duration of Internship

The above positions are on a six (6) Month strictly non -renewable contract.

If you believe you meet the criteria for the position above, please submit your application including copies of your academic and professional certificates, testimonials and a detailed Curriculum Vitae, email and telephone contacts of three (3) referees in sealed envelope clearly marked with job title or send by email to the address below **on or before 25th March 2019** to:

Chief Executive Officer
National Biosafety Authority
Pest control Products Board (PCPB) building Loresho- Off Waiyaki way
P.O Box 28251 - 00100 - NAIROBI
Email: info@biosafetykenya.go.ke

NBA is an equal opportunity employer; women and persons with disability are encouraged to apply. Only shortlisted candidates will be contacted and they will be required to present valid clearance certificates as stipulated in Chapter Six of the Constitution.