



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 replace the following positions with qualified, experienced and dynamic persons as follows:

1. DIRECTOR, TECHNICAL SERVICES, JOB GRADE – D5 (I Post)

The job holder is responsible for providing strategic direction and leadership in technical services at the Authority.

(a) Job Specification

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. Ensuring that risk assessment for GMO applications is carried out in a scientific, transparent and predictable manner;
- vi. Advising the CEO on the establishment and operationalization of Institutional Biosafety Committees (IBCs) in research institutions engaged in GMO research-related activities.
- vii. Ensuring GMO sampling, detection and analysis protocols are developed for timely analysis of samples as well as reviewing the GMO analysis reports
- viii. Any other duties assigned from time to time.

(b) Person Specification

- 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. Strategic Leadership Course lasting not less than six weeks from a recognized institution
- vii. Member of a professional Body in good standing (where applicable)

(c) Key Competencies and Skills

- i. Strategic leadership skills
- ii. Excellent Interpersonal skills
- iii. Analytical skills

- iv. Leadership skills
- v. Results orientated
- vi. Proficiency in Computer Applications
- vii. High level of Integrity

2. DIRECTOR, FINANCE AND ADMINISTRATION, JOB GRADE – D5 (I Post)

The job holder is responsible for heading the Finance and Administration Division and oversees roles that provide enabling support to the organization's core functions.

(a) Job Specification

The duties and responsibilities at this level includes;

- i. Formulates and implements Financial, Planning, ICT, Human Resources and Administration policies, procedures and strategies
- ii. Designs, implements, monitors and supervise internal financial control measures and systems to safeguard the property and assets of the authority.
- iii. Prepares core budget and providing technical support/advice to the line managers.
- iv. Ensures timely preparation and presentation of financial statements.
- v. Advises the Board of Management and Management on matters relating to Finance, Planning, Information Communication Technology (ICT), Human Resources and Administration
- vi. Ensures the authority performs to the requirements of state corporations act as well as international accounting standards.
- vii. Ensures Effective financial mobilization and management including exercising expenditure control.
- viii. Any other duty that may be assigned from time to time.

(b) Person Specification

- 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 Commerce (Finance Option)
- iii. Master's degree in a relevant field

- iv. Strategic Leadership Course lasting not less than six weeks from a recognized institution
- v. Member of a professional Body in good standing (where applicable)

(c) Key Competencies and Skills

- i. Strategic leadership skills
- ii. Excellent Interpersonal skills
- iii. Analytical skills
- iv. Leadership skills
- v. Results orientated
- vi. Proficiency in Computer Applications
- vii. High level of Integrity

3. CORPORATION SECRETARY/HEAD, LEGAL SERVICES, JOB GRADE – D3 (I Post)

The job holder is responsible for managing all Corporation and Legal matters, handling litigation cases against the company and keep custody of important legal documents.

(a) Job Specification

The duties and responsibilities at this level includes;

- i. Serve as secretary to the Board of directors and committee meetings.
- ii. Ensure timely preparation and circulation of the Board and Committee papers
- iii. Coordinate Board induction, training and evaluation
- iv. Provide guidance to the Board on their duties and responsibilities on matters of governance.
- v. Provides stewardship in monitoring, reviewing and drawing the legislation governing the operations of the Authority,
- vi. Manage and supervise corporate litigation
- vii. Conduct continuous legal audit to ensure there is compliance with the legal and regulatory obligations
- viii. Ensure safe Custodian of all legal documents e.g. title deeds, contracts and all sensitive company documents.

(b) Person Specification

- i. At least Twelve (10) years' experience, three (3) of which must be in a senior management level in the public or private sector;
- ii. Bachelor's degree in Law
- iii. Master's degree in Law
- iv. Strategic Leadership Course lasting not less than six weeks from a recognized institution
- v. Member of a professional Body in good standing (where applicable)

(c) Key Competencies and Skills

- i. Strategic leadership skills
- ii. Excellent Interpersonal skills
- iii. Analytical skills
- iv. Leadership skills
- v. Results orientated
- vi. Proficiency in Computer Applications
- vii. High level of Integrity

DEPUTY DIRECTOR, TECHNICAL SERVICES, JOB GRADE NB 3

(a) Job Specification

An officer at this level reports to the Director, Technical Services and is the head of Department responsible for coordinating functions of the department in regard to ensuring safety of human and animal health as well as provision of adequate level of protection of the environment.

The duties and responsibilities at this level entails;

Biosafety Risk Assessment

- i. Overseeing the GMO applications process including receiving, screening, acknowledgement and engagement of reviewers
- ii. Overseeing the risk assessment for GMO applications is carried out in a scientific, transparent and predictable manner;
- iii. Overseeing socio-economics impact assessment during environmental release of GMO applications is done;
- iv. Ensuring confidentiality of Business Information in GMO applications is maintained
- v. The Deputy Director shall serve as the Contact Person for Emergency measures to the Cartagena Protocol on Biosafety.
- vi. Coordinate the reviews technical papers, reports and other submissions to the board and other stakeholders.
- vii. Assisting the Director in developing technical board agenda and technical board paper in the area of biosafety risk assessment and BCH activities.
- viii. Mentoring and coaching of biosafety staff within the Department
- ix. Appraisal of officers that directly and indirectly report to the Deputy Director
- x. Ensuring the setting, implementation and monitoring of Performance contracting within the department
- xi. Ensuring preparation of budgets proposals, procurement and work plans for the department

Biosafety Education and Awareness

- i. Ensure guidelines and procedures related to biosafety training of professionals and competencies are developed;

- ii. Advising the Director on the establishment and operationalization of Institutional Biosafety Committees (IBCs) in research institutions engaged in GMO research-related activities.
- iii. Coordinating enhancement of biosafety awareness, education and capacity building activities.
- iv. Coordinate the reviews technical papers, reports and other submissions to the board and other stakeholders.
- v. Assisting the Director in developing technical board agenda and technical board paper on biosafety education and awareness matters
- vi. Oversee the development of policy briefs and publicity materials;
- vii. Mentoring and coaching of biosafety staff within the Department
- viii. Appraisal of officers that directly and indirectly report to the Deputy Director
- ix. Ensuring the setting, implementation and monitoring of Performance contracting within the department
- x. Ensuring preparation of budgets proposals, procurement and work plans for the department

Compliance and Enforcement

- i. Overseeing preparation of schedules for monitoring of approved GMO research projects, post release monitoring of GMOs released into the environment.
- ii. Ensuring market surveillance activities are undertaken.
- iii. Coordinate the reviews technical papers, reports and other submissions to the board and other stakeholders.
- iv. Approving GMO-Free certificates for non-GMO export commodities;
- v. Assisting the Director in developing technical board agenda and technical board paper in compliance and enforcement activities
- vi. Overseeing the development of systems and controls for facilitating trade through digitization of processes, timely consignment clearance and issuance of permits and certificates.
- vii. Coordinating and reviewing GMO market surveillance and inspection and monitoring schedules;

- viii. Ensuring that inspection and monitoring reports of approved GMO projects and containment facilities
- ix. Mentoring and coaching of biosafety staff within the Department
- x. Appraisal of officers that directly and indirectly report to the Deputy Director
- xi. Ensuring the setting, implementation and monitoring of Performance contracting within the department
- xii. Ensuring preparation of budgets proposals, procurement and work plans for the department

Certification and Laboratory Services

- i. Assisting the Director in developing technical board agenda and technical board paper in the area Certification and Laboratory Services.
- ii. Overseeing the development of guidelines and checklists for inspection, classification and certification of GMO containment facilities.
- iii. Ensuring GMO sampling, detection and analysis protocols are developed for timely analysis of samples as well as reviewing the GMO analysis reports.
- iv. Overseeing the development of certification criteria for biosafety professionals and competencies on biosafety.
- v. Coordinating the establishment of new Institutional Biosafety Committees (IBCs) and registered IBCs seeking renewal;
- vi. Oversee the preparation of technical papers, reports and other submissions to the board and other stakeholders in areas of certification and laboratory services.
- vii. Mentoring and coaching of biosafety staff within the Department
- viii. Appraisal of officers that directly and indirectly report to the Deputy Director
- ix. Ensuring the setting, implementation and monitoring of Performance contracting within the department
- x. Ensuring preparation of budgets proposals, procurement and work plans for the department

(b) Person Specification

- i. At least ten (10) years' experience, three (3) 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 relevant fields from a recognized Institution.
- iii. Master's Degree in Biotechnology/Biochemistry/Molecular Biology / Environmental Science/Agricultural Sciences/Microbiology or relevant fields from a recognized Institution from a recognized Institution.
- iv. Authorship in five (5) publications on Biotechnology, Biochemistry, Molecular biology, Agricultural Sciences and related subjects will be an added advantage.
- v. Biosafety related short courses
- vi. Management Course lasting not less than four weeks from a recognized institution
- vii. Member of a professional Body in good standing where applicable
- viii. Demonstration of work performance
- ix. Proficiency in Computer applications
- x. Relevant skills and competencies
- xi. Meets requirement of Chapter Six of the Constitution.

(c) Key Competencies and Skills

- viii. Strategic leadership skills
- ix. Excellent Interpersonal skills
- x. Analytical skills
- xi. Leadership skills
- xii. Results orientated
- xiii. Proficiency in Computer Applications
- xiv. High level of Integrity

BIOSAFETY OFFICERS, JOB GRADE – C2 (2 Posts)

(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 Specification

- i. Bachelor's degree in Biotechnology/Biochemistry/Molecular Biology/ Environmental Science/Agricultural Sciences/Microbiology or related fields from a recognized Institution.

- ii. Master's degree in Biotechnology/Biochemistry/Molecular Biology/ Environmental Science/Agricultural Sciences/Microbiology or related fields from a recognized Institution 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 skills

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

RECORDS MANAGEMENT OFFICER, JOB GRADE C2 (1 Post)

(a) Job Specification

The job holder is responsible for ensuring that all information and records management practices relating to the Authority are identified, documented, kept and updated.

The duties and responsibilities at this level includes;

- i. Store, arrange, index and classify records;
- ii. Ensure Mail processing – receive, sort, open, scan and distribute incoming mail and process outgoing mail;
- iii. Manage and process manual records;
- iv. Create and maintain hard copy folders.
- v. Retrieve files and distribute files to relevant officers;
- vi. Prepare temporary value records for off-site storage;
- vii. Index profiling and distribution of memos;
- viii. Produce reports and statistics as required;
- ix. Open and close files as per the Standard Operating Procedure;
- x. Ensure proper storage of files in the cabinets and preservation of Archives.
- xi. Maintaining databases for control and retrieval of documents.

(b) Person Specification

- i. Ensure proper storage of files in the cabinets and preservation of Archives.
- ii. Bachelors' Degree in Library and Information Studies Records Management option
- iii. Diploma or Certificate in Records Management
- iv. At least 2 years' working experience preferably in a government Institution.
- v. Member of a professional Body in good standing.

(c) Key competencies and skills

- i. Proficiency in Computer Applications
- ii. Good Interpersonal skills
- iii. High level of Integrity
- iv. High level of Integrity

If you believe you meet the criteria for the positions above, please submit your application in **Hard OR Soft Copy** enclosing 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 to the address below **OR** scanned copies of all your certificates and send to; info@biosafetykenya.go.ke **on or before 13th April, 2021 at 5.00 p.m.**

Chief Executive Officer
National Biosafety Authority
Nacosti Building, Loresho, - Off Waiyaki way
P.O Box 28251 – 00100 – NAIROBI
Email: info@biosafetykenya.go.ke

Only shortlisted candidates will be contacted and they **MUST** bring with them current clearance certificates during interviews from the following bodies: -

- (i) Kenya Revenue Authority (KRA)
- (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)

NBA is an equal opportunity employer; women and persons with disability are encouraged to apply.