



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 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, BIOSAFETY RESEARCH & COMPLIANCE, JOB GRADE NBA 2 (1 POST)

Reporting to the CEO, the job holder is the head of the Biosafety Research and Compliance Directorate responsible for providing strategic direction and leadership in technical services at the Authority.

a) Job Specification

Duties and responsibilities entail;

- i. Advising the CEO and the Board on policies and strategies on Biosafety Research, Standards and Licensing, Biosafety Clearing House and International Cooperation; and Monitoring & Surveillance;
- ii. Initiating the formulation and implementation of policies, procedures, strategies and activities in relation to Biosafety Research, Standards and Licensing, Biosafety Clearing House and International Cooperation; and Monitoring & Surveillance;
- iii. Ensuring implementation of the Biosafety Act and Regulations to achieve Authority's mandate;
- iv. Putting in place frameworks and systems for timely processing of GMO approval documents as approved by the Board;
- v. Ensuring that a system for the management of the Biosafety Clearing House (BCH) is established. The director will be the focal point for the BCH;
- vi. Ensuring compliance to international obligations on biosafety;

- vii. Coordinating regional and international agreements on biosafety and related activities;
- viii. Ensuring a framework for resource mobilization that includes development of project proposals and concept notes on biosafety programs is established;
- ix. Ensuring a framework for registration and strengthening of Institutional Biosafety Committees engaged in GMO research-related activities is in place;
- x. Ensuring a framework for facilitation of trade through digitization of processes, timely consignment clearance and issuance of permits and certificates is put in place;
- xi. Approving GMO-Free certificates for non-GMO export commodities;
- xii. Ensuring proper labelling and traceability of approved GM foods, feeds, seeds and other commodities;
- xiii. Putting in place a framework for the monitoring of approved GMO research projects in containment and confinement facilities;
- xiv. Approving monitoring and post release monitoring schedules and budgets;
- xv. Reviewing monitoring and post release monitoring reports before being sent to applicants and other stakeholders;
- xvi. Ensuring market surveillance activities are conducted nationally and at counties for purposes of testing;
- xvii. Ensuring the development and domestication of relevant standards on biosafety;
- xviii. Ensuring surveys, research to inform the Board and Management on topical matters and overall biosafety issues are conducted and findings/ recommendations implemented;
- xix. Approving the Directorate's technical papers, reports and other submissions for consideration by the Board;
- xx. Assisting the CEO in developing Board agenda and Board papers;
- xxi. Approving of the Directorate's work plans, budgets and procurement plans; and
- xxii. Management of staff performance in the Directorate.

b) Person Specifications

- i. At least twelve (12) years' work experience five (5) years of which should be at a management level;
- ii. Bachelors degree in any of the following disciplines: Molecular, Biology, Biotechnology, Biological sciences, Biochemistry, Environmental Sciences, Agricultural Sciences, Microbiology or equivalent qualification from a recognized institution;

- iii. Masters Degree in the following disciplines: Molecular Biology, Biotechnology, Biological sciences, Biochemistry, Environmental Sciences, Agricultural Sciences, Microbiology or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to a professional body where applicable;
- v. Leadership course lasting not less than four (4) weeks;
- vi. Demonstrate results in work performance;
- vii. Proficiency in computer applications; and
- viii. Fulfil the requirements of Chapter Six of the Constitution.

c) Competencies and skills

- i. Analytical;
- ii. Communication;
- iii. Report writing;
- iv. Team work;
- v. Strategic Leadership.

2. DEPUTY DIRECTOR, HUMAN RESOURCE & ADMINISTRATION, JOB GRADE NBA 3 (1 POST)

Reporting to the Director Corporate Services, the job holder will head the Human Resource management and Administration Department responsible for providing leadership to the Department and technical advise to the management.

a) Job Specification

Duties and responsibilities entail;

- i. Overseeing development and review of human resource and administration policies, rules and regulations;
- ii. Coordinating the recruitment and selection process in order to ensure that the Authority has a critical mass of qualified human resource with the required competencies;
- iii. Implementing staff induction and on-the-job orientation programmes aimed at providing new staff with relevant information about the technical and social aspects of their work;
- iv. Participating in Assessment;

- v. Overseeing development of human resource plans and strategies;
- vi. Monitoring and coordinating implementation of Human Resource Management policies, rules and regulations;
- vii. Ensuring implementation of an effective human resource management information system for monitoring, tracking and evaluating employee activities including staff training, performance management and welfare programmes;
- viii. Overseeing & proper maintenance, storage and security of personnel records to ensure integrity of data and information related to human resources development programmes as well as administrative support services;
- ix. Coordinating resolution of employee grievances and disciplinary cases, recommending appropriate action to resolve grievances as well as assisting employees to find satisfactory solutions to personal problems through counseling services;
- x. Developing and institutionalizing performance appraisal process;
- xi. Maintaining professional Human Resource Management standards;
- xii. Advising on human resource planning, talent management and Succession and career Management using core competencies matrix in liaison with HODs;
- xiii. Advising on career development and review of Career Guidelines;
- xiv. Coordinating organizational development and job reviews;
- xv. Interpreting labour laws and other statutes that impact on human resource;
- xvi. Coordinating industrial relations and staff welfare matters;
- xvii. Spearheading the development, implementation and review of Human Resource Management system;
- xviii. Spearheading assessment of skills and competency needs;
- xix. Overseeing budgeting, allocation and optimal utilization of resources and opportunities to be provided to the department;
- xx. Reviewing of terms and conditions of service;
- xxi. Ensuring proper utilization of human resources and advising on proper deployment;
- xxii. Coordinating records and knowledge management;
- xxiii. Ensuring compliance with all statutory requirements relating to Human Resource and Administration; and
- xxiv. Coordinating implementation of the department's strategic plan and realization of its objectives;
- xxv. Ensuring accountability and prudent management of resources and assets and ensuring compliance with principles and values of good governance transparency, accountability, ethics and integrity; and
- xxvi. Coordinating transport and fleet management function.

b) Person Specifications

For appointment to this grade, an officer must have:

- i. At least ten (10) years' experience four (4) years in supervisory role of which must have been in senior management level in human resource management in the public or private sector.
- ii. Masters Degree in Human Resource Management, Development, Business Administration or Management, Public Administration, Social sciences or any other relevant field from a recognized institution;
- iii. Bachelors degree in Human Resource Management, Development, Business Administration or Management, Public Administration, Social sciences or any other relevant field from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to IHRM or a relevant and recognized institution and in good standing;
- vi. Certified Human Resource professional (CHRP-K);
- vii. Proficiency in computer applications;
- viii. Good communication skills;
- ix. Demonstrate results in work performance;
- x. Fulfilled the requirements of Chapter Six of the Constitution.

c) Competencies and Skills

- i. Team Building
- ii. Report Writing
- iii. Communication
- iv. Presentation

Interested and qualified persons are invited to submit applications by post, email, attaching copies of their National Identity Card (or Valid Passport), academic and professional certificates, testimonials and a detailed curriculum vitae with email and telephone contacts of three (3) referees.

Degree certificates acquired from Foreign Universities will be required to have been equated by the Commission for University Education.

The applications forwarding email should have the subject line as the Job Title and be delivered to chairman@biosafetykenya.go.ke. An autogenerated confirmation email will be sent to the applicant upon successful delivery of the application package.

Applications should be received on or before **5th April 2023 at 5.00pm.**

Only shortlisted candidates will be contacted.

Please note that the successful candidate on offer for employment shall be required to submit clearance certificates from:

- (i) Ethics and Anti-Corruption Commission;**
- (ii) Directorate of Criminal Investigations;**
- (iii) Credit Reference Bureau;**
- (iv) Kenya Revenue Authority; and**
- (v) Higher Education Loans Board.**

The National Biosafety Authority is an equal opportunity employer and encourages all qualified persons including the youth, women and persons with disability to apply.