



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. SENIOR HUMAN RESOURCE OFFICER, JOB GRADE – C3 (I Post)

(a) Job Purpose

The job holder is responsible for ensuring efficient and effective management of the human resource and development function.

(b) Job Specification

The duties and responsibilities at this level entails;

- i. Participating in the preparation of monthly, quarterly and annual reports;
- ii. Supervising, mentoring and coaching staff;
- iii. Implementing the training and development policy and procedures in line with the Authority's corporate objectives and labor regulations;
- iv. Managing staff induction and coordinating on the job training for new staff;
- v. Organizing training programs;
- vi. Giving guidance on the utilization of the company's training budget, providing information on return on investment and writing monthly management reports on staff training and development plans;

- vii. Identifying and empowering trainers of trainers in each department in liaison with the head of departments so as to add value to on the job training programs;
- viii. Identifying and developing partnerships with external training and accreditation bodies' agencies and providers necessary to deliver required training to appropriate standards;
- ix. Carrying out exit interviews and preparing reports accordingly;
- x. Liaising with other departments on all administrative and human resource management issues;
- xi. Facilitating and ensuring employee relations matters are addressed on time and are in line with the organization procedures and policies;
- xii. Assisting in preparing the procurement plan for the department;
- xiii. Preparation of the payroll and ensuring statutory compliance;
- xiv. Coordinating staff welfare matters including pension, Rewards among others;

(c) Person Specification

- i. Bachelor's degree in Human Resource Management/Development/Business Administration/Management/Public Administration/Social sciences or any other relevant field from a recognized institution;
- ii. Masters' Degree in a relevant field is an added advantage.
- iii. Higher National Diploma in Human Resource management;
- iv. Four (4) weeks training on Senior Management Course in a Government Training Institution.
- v. At least four (4) years relevant experience in a busy office environment of which one (1) year is on a supervisory role;
- vi. A full member of IHRM and a current practicing certificate;

(d) Key Competencies and Skills

- i. Proficiency in Computer Applications
- ii. Knowledge of Labour laws
- iii. Excellent Interpersonal skills
- iv. High level of Integrity
- v. Leadership skills
- vi. High level of Integrity

2. SENIOR PLANNING OFFICER, JOB GRADE – C3 (1 Post)

a) Job Purpose

The job holder is responsible for taking lead in developing and communicating the Authority's strategy as well as monitoring the implementation progress.

b) Job Specifications

- i. Plan and formulate the Authority's development and resource mobilization strategies;
- ii. Draft the Authority's strategic plan, coordinate its review and communicate to the various units.
- iii. Develop the relevant implementation tool (e.g. annual operation plan) in consultation with all other departments.
- iv. Continuously track the strategic plan implementation and report progress to senior management
- v. Convene senior management forums on strategy development, implementation and review
- vi. Analyze data collected during these activities and avail the information for decision making.
- vii. Be involved in Budget development
- viii. Participate in the preparation of monthly, quarterly and annual reports
- ix. Supervise, mentor and coach staff below

c) Person Specifications

For appointment to this grade, an officer must have:

- i. Bachelor of Arts (Economics or Economics and Statistics/Mathematics) or Planning;
- ii. Masters' Degree in a relevant field is an added advantage;
- iii. Four (4) weeks training on Senior Management Course in a Government Training Institution;
- iv. At least four (4) years relevant experience in a busy office environment of which one (1) year is on a supervisory role;
- v. Institute for Economic Affairs Membership

d) Key Competencies and Skills

- i. Computer Applications skills.
- ii. Data analysis and planning software skills
- iii. High integrity levels
- iv. Interpersonal skills
- v. Analytical skills
- vi. Leadership skills
- vii. Results orientated

DRIVER, JOB GRADE – B2 (I Post)

(a) Job Purpose

The job holder is responsible for providing transport services to routine pool activities in the organization.

(b) Job Specifications

The duties and responsibilities at this level entails;

- i. Drive the vehicle as authorized;
- ii. Ensure Safety of passengers and goods therein;
- iii. Ensure Security and safety of the vehicle on and off the road;
- iv. Maintain work tickets for vehicles assigned to them;
- v. Recognize and report abnormal operation of the vehicle;
- vi. Clean the vehicle;
- vii. Petty cash management;
- viii. Undertake any other related duties.

(c) Person Specifications

- i. Kenya Certificate of Secondary Education (KSCE) D PLAIN or its equivalent qualification from a recognized institution.
- ii. Valid driving license
- iii. At least 3 years' working experience preferably in a government Institution.
- iv. First Aid course from a recognized Institution.
- v. Adequate knowledge of the Highway code and the Traffic Act Chapter 403

(d) Key Competencies and Skills

- i. Good Interpersonal skills
- ii. Defensive driving skills
- iii. High Integrity Levels

OFFICE ASSISTANT II, JOB GRADE – A3 (I Post)

(a) Job Purpose

The job holder is responsible for providing cleaning, catering and messenger services to the organization.

(b) Job specifications

The duties and responsibilities at this level entails;

- i. Undertaking cleaning duties in the area of deployment;
- ii. Preparing and serving tea;
- iii. Performing messenger duties;
- iv. Ensuring general arrangement of the office;
- v. Undertake petty cash management
- vi. Undertaking any other related duties.

(c) Person Specifications

- i. Kenya Certificate of Secondary Education (KSCE) D PLAIN or its equivalent qualification from a recognized institution.
- ii. At least 1 year working experience preferably in a government Institution.

(d) Key Competencies and Skills

- i. Good Interpersonal skills
- ii. Be well groomed
- iii. Ability to work under pressure
- iv. Integrity of high levels

In fulfilling the Chapter Six requirements, the applicants **MUST** attach current 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)

If you believe you meet the criteria for the positions above, please submit your application in Hard 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 **on or before 21st December, 2020 at 5.00 p.m.** 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.