



# **NATIONAL BIOSAFETY AUTHORITY**

## **CAREER OPPORTUNITIES**

The National Biosafety Authority is a State Corporation established through the Provisions of the Biosafety Act no.2, 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 is seeking to recruit talented, creative, competent and dynamic team players with proven track records to the following vacant positions:

1. Director, Finance and Administration NB2- (1 Position)
2. Corporation Secretary NB 2- (1 Position)
3. Chief Legal and Corporate Affairs Officer NB 3- (1 Position)
4. Chief Biosafety Officers NB 3- (2 Positions)
5. Senior Planning Officer NB 5- (1 Position)
6. Supply Chain Management Officer II NB 7- (1 Position)
7. Principal Internal Auditor NB 4 - (1 Position)
8. Principal Communication Officer NB 4 - (1 Position)
9. Biosafety Officers NB 7- (4 Positions)
10. Secretary I NB 8 - (1 Position)

Job Descriptions for the above positions are as follows:

### **DIRECTOR, FINANCE & ADMINISTRATION - SALARY SCALE NB 2**

Three (3) years contract renewable subject to satisfactory performance

#### **(Re-advertisement)**

The job holder is the head of the Finance and Administration Division

S/he will support the following areas: finance, business planning and budgeting, human resources, administration, and IT. He/she will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the Authority continues to fulfill its mandate and build capacity.

#### **Duties and Responsibilities**

- I. Formulating and implementing Financial, Planning, ICT, Human Resources and Administration policies, procedures and strategies.

- II. Designing, implementing, monitoring and supervising internal financial control measures and systems to safeguard the property and assets of the authority.
- III. Preparation of core budget and providing technical support/advice to the line managers.
- IV. Ensuring timely preparation and presentation of financial statements.
- V. Managing and controlling all human, financial, planning, ICT and other tangible resources of the Authority.
- VI. Advising the Board of Management and Management on matters relating to Finance, Planning, Information Communication Technology (ICT), Human Resources and Administration.
- VII. Ensuring the Authority performs to the requirements of state corporations act as well as international accounting standards.
- VIII. Effective financial mobilization and management including exercising expenditure control.
- IX. Ensuring full compliance with the laws and regulations/procedures on accounting requirements.
- X. Ensuring safe custody of all the Authority's documents and records.
- XI. Any other responsibilities as may be necessary to achieve the Authority's objectives

### **Requirement for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Master's Degree in Business Administration and a Bachelor's degree in Commerce, Economics or its equivalent from a recognized institution.
- II. A minimum of ten (10) years working experience in strategic planning ,financial and Human Resource management three(3) of which should be in Senior Management
- III. Professional body membership I e CPA (K)/ACCA, IHRM or equivalent.
- IV. Strong management and negotiation skills
- V. Excellent interpersonal and communication skills
- VI. Ability to work under pressure and meet deadlines.
- VII. A person of high integrity
- VIII. Leadership, negotiation and people management skills
- IX. Proficiency in Computer Applications.
- X. Those who have attended a strategic leadership development program will have an added advantage
- XI. Clearance from KRA , EACC,CRB,CID, and HELB

### **CORPORATION SECRETARY - SALARY SCALE NB 2**

Three (3) years contract renewable subject to satisfactory performance

The job holder will head the Corporate and Legal Services Division

S/he will support the following areas: Legal services and regulatory affairs, corporate planning and strategy change and corporate communications and customer relations departments. He/she will play a critical role in partnering with the senior leadership team in strategic decision making and operations as the Authority continues to fulfill its mandate and build capacity in legal frameworks.

## **DUTIES/TASKS OF CORPORATION SECRETARY**

- Secretary to the Board of Directors and Management committee meetings.
- Ensure timely preparation and circulation of the Board and Committee papers
- Coordinate Board induction, training and evaluation
- Provide guidance to the Board on their duties and responsibilities on matters of governance.
- Ensure that a code of conduct and ethics is developed.
- Ensure timely circulation of Board and committee minutes.
- Provides stewardship in monitoring, reviewing and drawing the legislation governing the operations of the Authority,
- Assist in undertaking annual Governance audit.
- Facilitate effective communication between the Authority and its shareholders.
- Liaising and communicating Board's decisions to Management and other stakeholders including Government.
- Manages and supervises corporate litigation
- Conducts continuous legal audit to ensure there is compliance with the legal and regulatory obligations
- Custodian of all legal documents e.g. title deeds, contracts and all sensitive company documents.
- Prepares and administers the departmental Budget.
- Lead and coordinate the development of the Department work plan and corresponding departmental work plans.
- Facilitate effective communication between NBA and stakeholders.

### **Requirement for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Master Degree in law or Social Sciences or equivalent qualifications from a recognized institution.
- II. CPS (K) up to date practicing certificate and membership,
- III. Should be an advocate of the High Court with strong arbitration skills
- IV. Served in a comparable position in the in a public or private sector for a period of ten (10) years.
- V. Strong management and negotiation skills
- VI. Excellent interpersonal and communication skills
- VII. Ability to work under pressure and meet deadlines.
- VIII. A person of high integrity
- IX. Leadership, negotiation and people management skills
- X. Problem solving and analytical skills
- XI. Proficiency in Computer Applications.
- XII. Those who have attended a strategic leadership development program will have an added advantage
- XIII. Clearance from KRA , EACC,CRB,CID, and HELB

## **CHIEF LEGAL OFFICER & CORPORATE AFFAIRS OFFICER - SALARY SCALE NB 3**

The job holder is responsible for the effective and efficient management of the Legal department, provision of legal advisory services and ensuring effective management of legal and contractual risks.

### **Duties and Responsibilities**

Chief Legal and Corporate Affairs Officer will report to the Corporation Secretary for the management of the Legal and Corporate Affairs function. Specifically, duties and responsibilities at this level entail:

- I. Continuously review of regulation governing the operation of the Authority to ensure compliance with statutory requirement.
- II. Advising the Board and Management in all areas of Corporate Affairs.
- III. Developing, implementing and reviewing corporate Affairs policies, strategies and standards.
- IV. Designing, initiating and supervising research on public relations issues and developing appropriate interventions.
- V. Devise and implement measures to promote the corporate image of the Authority
- VI. Edit press releases, speeches and briefs for the Authority.
- VII. Overseeing all Authority Corporate Affairs activities.
- VIII. Disseminating various customer care issues to relevant HODs for appropriate action managing staff development and performance management systems.
- IX. Reviewing and advising the legal implications of internal policies, and procedures.
- X. Continuously monitoring the legal environment and ensuring compliance with legal requirements
- XI. Reviews and provides legal advice on tender documents and requirements of public procurement law.
- XII. Drawing and vetting contracts and other legal documents and monitoring implementation.
- XIII. Drawing necessary legal instruments e.g legal notices and rules and regulations to streamline and improve business operations.
- XIV. Manages and supervises corporate litigation in liaison with external counsels.
- XV. Attends to disputes settlement through alternative dispute resolution methods
- XVI. Undertake legal research and advice the Authority on legal reforms on an ongoing basis.

## **Requirements for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Master Degree in law (LLM) or Social Sciences or equivalent qualifications from a recognized institution.
- II. CPS (K) up to date practicing certificate and membership,
- III. An Advocate of the High Court
- IV. Served in a comparable position in the in a public or private sector for a period of eight (8) years.
- V. Leadership, negotiation and people management skills
- VI. Proficiency in Computer Applications.
- VII. Clearance from KRA , EACC,CRB,CID, and HELB

## **CHIEF BIOSAFETY OFFICER -SALARY SCALE NB 3**

### **(Re- advertisement)**

An Officer in this position will make a valuable contribution to the mission of the Authority by providing scientific and technical support to the activities of the Authority in GMO applications, review and approval in line with the Authority's Strategic Plan and performance contract objectives, and goals of Kenya's vision 2030.

### **Duties and Responsibilities**

Reporting to the Director, Technical Services he/she will perform the following duties:

- I. Coordination of the NBA's policy regarding the establishment and operations of Working Groups and expert and independent reviews in technical review of GMO dossiers.
- II. Provide scientific and technical support to the GMO application and review processes with respect to receiving applications, risk assessment reports, development of guidance documents, and other scientific outputs.
- III. To ensure Handling of confidential information with tact and discretion.
- IV. Collection and critical review of scientific literature, data and/or dossiers.
- V. Ensure compilation of risk assessment reports on applications
- VI. Liaison and effective cooperation with the regulatory agencies and reviewers on issues related to GMO applications review
- VII. Coordinates preparation of scientific outputs of NBA in the area of GMO use and applications.
- VIII. Coordination and supervision of scientific studies commissioned by NBA in the area of GMOs
- IX. Guide the development of proposals for funding and supervise Biosafety projects
- X. Elaboration of timelines of activities, allocation and follow-up of tasks, information exchange on BCH.
- XI. Training and mentoring of subordinates within Technical Division
- XII. Preparation of departmental targets and setting targets for subordinates

- XIII. Appraisal of subordinates in mid year and end of year
- XIV. Prepare departmental budgets
- XV. To ensure Handling of confidential information with tact and discretion.

## **Requirement for Appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Ph.D. in Biological sciences including Molecular Biology, Biotechnology, Life sciences, Environmental Science, Agricultural Sciences, Microbiology or related disciplines from a recognized institution
- II. Five (5) to six(6) years working experience in application of Molecular Biology, Biotechnology, Life sciences or related disciplines at least one of which at postdoctoral level
- III. Have knowledge of and understanding of Science Technology innovations including Vision 2030
- IV. Postgraduate qualification in Biosafety; Senior management course and Strategic management course from a recognized institution
- V. Leadership, negotiation and people management skills
- VI. Proficiency in Computer Applications
- VII. Clearance from KRA , EACC,CRB,CID, and HELB

## **PRINCIPAL INTERNAL AUDITOR - SALARY SCALE NB4**

Reporting to the Board of Directors he/she will ensure compliance of the Authority's operations to internal control systems, procedures and policies with a view to securing proper utilization of the Authority's assets and other resources.

### **Duties and responsibilities**

- Provide guidance to activities of Board's Audit Committee functions
- Performing risk assessments on key business activities.
- Ensuring staff compliance with statutory and regulatory requirements.
- Supporting and encourage staff to embrace the audit process as a key function of the Authority's operations.
- Assisting the Authority in maintaining effective controls by evaluating their effectiveness and efficiency and by promoting continuous improvement.
- Evaluating the adequacy and effectiveness of the system of internal control.
- Ascertaining the extent to which operating and audit program goals and objectives have been established and conform to those of the Authority.
- Compiling and summarizing the audit reports from the audit staff.
- Coordinating, leading and conducting post-implementation reviews after Internal Audit findings.

## **Requirements for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Be a holder of a Masters Degree in Commerce Degree (Accounting/Finance option) or Master of Science in Auditing.
- II. Should have professional qualifications including CIA,CISA, ACCA, CPA or CFE
- III. Have served in the grade comparable and relevant position for a minimum period of six (6) years, with three (3) years in managerial position.
- IV. Leadership, negotiation and people management skills
- V. Proficiency in Computer application.
- VI. Clearance from KRA , EACC,CRB,CID, and HELB

## **PRINCIPAL COMMUNICATION OFFICER - SALARY SCALE NB 4**

Reporting to the Corporation Secretary, the Principal Communication Officer will be responsible for all the corporate communication, public and media relations functions within the Authority.

### **Duties and Responsibilities**

1. Facilitate public participation and engagement with regard to Biosafety Act, Regulations and policies.
2. Develop strategies aimed at creating Biosafety awareness and demystifying transgenic products.
3. Maintain data and documentation arising from media monitoring and follow up on NBA media coverage and mentions
4. Support in developing and implementing effective internal and external media relations strategies
5. Support in the implementation of the Authority's communication approach with the media and other electronic and digital communication platforms;
6. Participate in the facilitation of media visits to NBA functions and other operational facilities/areas
7. Maintain and update the Authority's media library, website and social media platforms.
8. Produce suitable communication materials for media house use, NBA e-communication and digital sites, stakeholder's events, newspapers and magazines supplements and annual publications.
9. Formulate, implement and advise the Management on communication policies
10. Conduct research and routing stakeholder surveys and coordinate CSR activities
11. Organize and coordinate conferences, workshops, seminars, exhibitions and shows
12. Write speeches and public reports.
13. Ensure quality customer services is delivered and facilitate speedy resolution of public complaints

## **Requirements for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Master's Degree in Communication/Public Relations/Journalism/Mass Communication
- II. Bachelor's Degree in Communication/Public Relations/Journalism/Mass Communication
- III. Postgraduate Diploma in Mass Communication
- IV. Chartered Institute of Public Relations (CIPR)
- V. At least 6 years' experience with at least 3 years in managerial position.
- VI. Proficiency in Computer applications
- VII. Leadership, negotiation and people management skills
- VIII. Clearance from KRA , EACC,CRB,CID, and HELB

## **SENIOR PLANNING OFFICER - SALARY SCALE NB 5**

The Senior Planning Officer shall take lead in developing and communicating the Authority's strategy as well as monitoring the implementation progress.

### **Duties and responsibilities**

- I. Formulates and co-ordinates corporate plans and strategies based upon priorities for resource allocation to various functional programmes.
- II. Planning and formulation of the Authority's development and resource mobilization strategies;
- III. Draft the Authority's strategic plan, coordinate its review and communicate to the various units.
- IV. Develop the relevant implementation tool (e.g. annual operation plan) in consultation with all other departments.
- V. Continuously track the strategic plan implementation and report progress to senior management
- VI. Coordinate and monitor implementation of The Authority's performance contract between the Board and the Government
- VII. Convene senior management forums on strategy development, implementation and review
- VIII. Analyze data collected during this activities and avail the information for decision making
- IX. Identifies problems related to goals and policies and makes proposals for review

## **Requirements for appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. Master's degree in Economics, Statistics, Mathematics, and Planning or its equivalent from

- a recognized institution.
- II. Served in a comparable and relevant position in a public or private sector organization for a period of five (5) years and in a supervisory/managerial position for a period of two (2) years.
- III. Leadership, negotiation and people management skills
- IV. Hands on experience in Government Performance contracting will be an added advantage
- V. Proficiency in Computer Applications
- VI. Clearance from KRA , EACC,CRB,CID, and HELB

### **BIOSAFETY OFFICER II - SALARY SCALE NB 7**

The job holder will be responsible for initiating, planning and implementing Biosafety projects, innovations, offer guidance to less experienced Biosafety Inspectors on team Biosafety projects and disseminate scientific information through reports and technical publications.

#### **Duties and Responsibilities**

- I. Receiving of GMO applications in the Authority.
- II. Screening for administrative and technical completeness.
- III. Assist in liaising with regulators, applicants, expert reviewers and stakeholders.
- IV. Assist in analysis of feedback from regulators, expert reviewers and public comments.
- V. Assist in compilation of risk assessment report.
- VI. Take part in preparation of Board papers, decision documents and approval documents.
- VII. Assist in updating of the information at the National Clearing House and the BCH.
- VIII. Represents NBA in the most positive manner with prospective, employees, clients, suppliers and the community we serve, interacts effectively with a diverse group of staff, students and other customers of our services, learns and uses operating practices of NBA.
- IX. Upholds the Mission Statement: "To ensure and assure safe development, transfer, handling and use of genetically modified organism "
- X. Perform inspections and surveillance of GMO activities within the country.

#### **Requirements for Appointment:**

An officer will qualify for appointment into this position by fulfilling the following requirements;

- I. Bachelor of Science degree in Biotechnology, Environmental Science, Agricultural Sciences, Molecular Biology, Biochemistry, Microbiology or related Biological Sciences

from recognized institution. Masters degree in the above fields will be an added advantage.

- II. Two (2) years of relevant experience with demonstrated supervisory skills
- III. Proficiency in Computer applications.
- IV. Clearance from KRA , EACC,CRB,CID, and HELB

## **SUPPLY CHAIN MANAGEMENT OFFICER II - SALARY SCALE NB 7**

Reporting to the Senior Supply Chain Management Officer, the job holder will ensure effective supplier relationship management; managing and ensuring timely delivery of purchases; monitoring expenditure and ensuring value for money.

### **Duties and Responsibilities**

- I. Making requisition, reporting shortages and losses
- II. Generate procurement reports.
- III. Receiving of goods and taking them on charge after acceptance from the Inspection and acceptance Committee
- IV. Preparation of Local Purchase Order.
- V. Providing accommodation for stores.
- VI. Receiving and issuing of goods
- VII. Preparing responses to decisions of evaluation committees.
- VIII. Maintaining procurement/stores records.
- IX. Conducting annual and periodic stock taking.
- X. Undertaking reconciliation of records.
- XI. Taking charge on receipts.
- XII. Undertaking market surveys and research to support procurement decisions.
- XIII. Compiling documents and forward to accounts department for payments.
- XIV. Issuing and rationing of stores.
- XV. Compiling stores items/assets records for Disposal Committee.

## **Requirements for Appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements;

- I. Bachelor's degree in any of the following areas: Procurement and Logistics, Business Management and Social Sciences or their equivalent qualifications from a recognized institution.
- II. Proficiency in computer applications.
- III. Professional membership KISM
- IV. Two (2) years of relevant experience
- V. CIPS(2) will be an added advantage
- VI. Clearance from KRA , EACC,CRB,CID, and HELB

## **SECRETARY I -SALARY SCALE NB 8**

Reporting to the Divisional Heads, he/she will be providing secretarial services within the Authority.

## **Duties and Responsibilities**

- I. Operate electronic mail systems and coordinate the flow of information both internally and with other organizations.
- II. Compose, type, and distribute meeting notes, routine correspondence, and reports.
- III. Attending visitors and callers, handle their inquiries, and direct them to the appropriate persons according to their needs.
- IV. Operating office equipment
- V. Handling telephone calls and appointments
- VI. Coordinate conferences and meetings.
- VII. Ensuring security of office records, documents and equipment, including classified materials
- VIII. Undertaking secretarial duties that may be assigned

## **Requirements for Appointment**

An officer will qualify for appointment into this position by fulfilling the following requirements:

- I. A Diploma in Secretarial Studies from the Kenya National Examination Council or equivalent qualifications from a recognized institution.
- II. Served in a relevant position in public Service/Private Sector for a period of four (4) years.
- III. Proficiency in Computer Applications
- IV. Clearance from KRA , EACC,CRB,CID, and HELB

**NB:** All applications must be accompanied by the following documents:

- ❖ An application letter
- ❖ A detailed CV with three referees
- ❖ Clearance certificates from:
  - ❖ Kenya Revenue Authority(KRA)
  - ❖ Higher Education Loans Board(HELB)
  - ❖ Ethics and Anti - Corruption Commission(EACC)
  - ❖ Criminal Investigation Department(CID)
  - ❖ Credit Reference Bureau(CRB)

### **APPLICATION GUIDELINES**

Interested and qualified persons should submit their applications together with detailed CVs and copies of relevant certificates through email, postal address or hand delivery to the following address:

**Chief Executive Officer**

**P.O. Box 28251-00100, Nairobi**

**Email: [nbarecruitment@biosafetykenya.go.ke](mailto:nbarecruitment@biosafetykenya.go.ke)**

**Or our office in Gigiri**

**Commission for University Education Complex**

**Along Red hill Road, off Limuru Road**

The application should reach us on or before **29th June 2016.**

**National Biosafety Authority is an equal opportunity employer.**

Persons with Disability, women and those from marginalized communities are encouraged to apply. Only shortlisted candidates will be contacted and any canvassing will lead to automatic disqualification.