



NATIONAL BIOSAFETY AUTHORITY

EMPLOYMENT OPPORTUNITY: CHIEF EXECUTIVE OFFICER

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.

Pursuant to Section 12 of the Act, the Board of the Authority invites applications from suitably qualified Kenyan citizens for appointment to the position of Chief Executive Officer. The job holder is the Accounting Officer of the Authority responsible to the Board in the provision of strategic direction and leadership to the Authority.

Job Title: Chief Executive Officer – NBA/01/2022

a) Job Specification

The duties and responsibilities at this level entails:

- i. The accounting officer of the Authority;
- ii. Ensuring implementation of the Provision of the Biosafety Act, 2009;
- iii. Ensuring the maintenance of efficiency and discipline by all staff of the Authority;
- iv. Managing the budget of the Authority to ensure its funds are properly expended and accounted for;
- v. Establishing effective management processes, systems and structure including succession plans and change management;
- vi. Responsible for the executing and communication of the Board's strategies, decisions and policies;

- vii. Responsible for stakeholder management and the enhancement of the corporate image as well as being the spokesperson of the Authority;
- viii. Ensuring compliance with the relevant laws and statutory obligations;
- ix. Establishing and maintaining harmonious contacts with appropriate National and International institutions dealing with Biosafety;
- x. Responsible for the coordinating and reporting to the Secretariat of the Convention of Biological Diversity (CBD) as the National Focal Point to the Cartagena Protocol on Biosafety;
- xi. Fostering a culture that promotes ethical practices and good corporate governance;
- xii. Ensuring the Authority leverages on technology to deliver efficient and effective services;
- xiii. Guiding in the development and implementation of relevant policies and procedures that give the Authority positive perception and competitive advantage;
- xiv. Facilitating the preparation and implementation of the Authority's strategic and annual work plans;
- xv. Developing networks and partnerships with development partners and spearhead donor collaboration, fundraising and project development within the Authority's area of jurisdiction; and
- xvi. Perform any other function that may be authorized by the Board under the Act.

b) Person Specifications

- i. Bachelors Degree in any of the following field: Biological Sciences, Biotechnology, Environmental Sciences, Agricultural Sciences, Applied Sciences, Business studies, Social Sciences or other equivalent fields from a recognized Institution;
- ii. Masters Degree in relevant field;
- iii. At least Fifteen (15) years proven experience in a relevant field five (5) years of which must be at the level of senior management;

- iv. Leadership Course lasting not less than four weeks;
- v. Member of a professional body where applicable and in good standing; and
- vi. Fulfilled the requirements of Chapter Six of the Constitution.

c) Competencies and Skills

- i. Leadership and analytical skills;
- ii. Excellent organization, interpersonal and communication skills;
- iii. Visionary, transformative and result-oriented strategic thinker;
- iv. Ability to work in multi-discipline, multi-cultural and multi-ethnic environment with sensitivity and respect for diversity; and
- v. Self-driven and team player.

Interested and qualified applicants are invited to submit applications by post, hand delivery or email, enclosing copies of their National Identity Card (or 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.

For applications sent by email, the subject line should contain the Job Title and delivered to chairman@biosafetykenya.go.ke. An autogenerated confirmation email will be sent to the applicant upon successful delivery of the application package.

Applications sent by either post or hand should be contained in sealed envelopes with the Job Title marked on the surface and delivered to the address below:

**The Chairperson
National Biosafety Authority
NACOSTI Building 2nd Floor, Loresho, - Off Waiyaki way
P.O Box 28251 – 00100 – NAIROBI**

Applications should be received on or before **1st August 2022 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.