



## **NATIONAL BIOSAFETY AUTHORITY**

### **EMPLOYMENT OPPORTUNITY**

The National Biosafety Authority (NBA) is a State Corporation established under the Biosafety Act No. 2 of 2009 with an overarching mandate to exercise general 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 invites applications from suitably qualified persons to fill the undermentioned vacant position:

#### **1. POSITION: PRINCIPAL PLANNING OFFICER NBA GRADE 4- (1 POST)**

**Terms of Service: Permanent and Pensionable**

#### **Duties and Responsibilities:**

The duties and responsibilities at this level entails:

- 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. Analyse data collected during data collection and avail the information for decision making;
- vii. Coordinating the development of the Authority Annual Budget and work plans;
- viii. Coordinating research and preparing performance report of NBA program on quarterly and annual basis;
- ix. Ensure provision of quality planning assistance and analysis services to the Authority;
- x. Ensure production of quality planning reports;
- xi. Assessing the strengths and weakness of policy options;
- xii. Analyzing policy recommendations from various departments;
- xiii. Preparation of policy position papers;
- xiv. Developing tools for corporate monitoring and evaluation;
- xv. Coordinate the monitoring and evaluation of performance contracting process for the Authority;
- xvi. Participate in developing project proposal strategies and initiatives;

**Job Requirement:**

For appointment to this grade a candidate must have: -

- i. At least eight (8) years' experience three (3) of which must have been in senior management level in strategy and planning in the public or private sector.
- ii. Masters' Degree in Economics/Statistics/Mathematics/Project planning and Management, Business Development, Development Studies, Business Administration or any business-related course or equivalent from a recognized institution or any relevant field.
- iii. Bachelor's degree in Economics/Statistics/Mathematics/Project planning and Management, Business Development, Development Studies, Business Administration or any business-related course or equivalent from a recognized institution or any relevant field;
- iv. Management course lasting not less than four (4) weeks from a recognized institution; v. Member to a professional body and in good standing;
- v. Proficiency in Computer application;
- vi. Demonstrated results in work performance.
- vii. Fulfilled the provisions of chapter six of the constitution.

**2. POSITION: DRIVER NBA GRADE 9- (1 POST)****Terms of Service: Permanent and Pensionable****Duties and Responsibilities:**

The duties and responsibilities at this level entails:

- i. Ensuring the safe transportation of Board personnel and/or goods from source to destination as per instructions;
- ii. Detecting and report malfunctioning of vehicles system;
- iii. Keeping a record of the vehicle's movement through the "Work Ticket";
- iv. Monitoring and reporting the vehicle service and insurance schedule;
- v. Ensuring the cleanliness of the vehicle;
- vi. Reporting incidents and accidents as soon as they occur as per the policy; and
- vii. Ensuring adherence to or observations of traffic laws.

**Job Requirement:**

For appointment to this grade a candidate must have: -

- i. KCSE (Mean grade of D+) or equivalent qualifications;
- ii. Have passed the Occupational Test III for drivers;
- iii. Minimum four (4) years' active driving experience (Class B, C, E);
- iv. Valid driving license;
- v. Craft certificate;
- vi. Proficiency in computer applications;

- vii. Adequate knowledge of the Highway code; and
- viii. Meet the requirements of Chapter Six (6) of the Constitution of Kenya.

## HOW TO APPLY

Interested and qualified persons are requested to submit their application by attaching copies of the 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 should be submitted either through Post or hand delivered to:

**The Chief Executive Officer,  
National Biosafety Authority,  
NACOSTI BUILDING 2<sup>ND</sup> Floor, Upper Kabete, Off Waiyaki Way  
P.O Box 28251-00100 NAIROBI**

**OR** emailed to [hrm@biosafetykenya.go.ke](mailto:hrm@biosafetykenya.go.ke) with the subject line as the Job Title. An autogenerated confirmation email will be sent to the applicant upon successful delivery of the application package.

**N/B: Kindly note that NBA is an equal opportunity employer committed to diversity and gender equality. Women and Persons with disabilities are encouraged to apply.**

Only Shortlisted candidates will be contacted.

**Please note that successful candidates upon offer of employment shall be required to submit clearance certificates from:**

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

Applications should be received on or before **16<sup>th</sup> December, 2024** by **5.00PM**