



## **NATIONAL BIOSAFETY AUTHORITY**

### **SHORT TERM EMPLOYMENT CONTRACT**

The National Biosafety Authority (NBA) is a State Corporation in Kenya established pursuant to the provisions of the Biosafety Act, No. 2, 2009 to provide 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 positions:

#### **1. POSITION: BIOSAFETY OFFICER NBA GRADE 6- (4 POSTS)**

**Terms of Service: One (1) year renewable contract**

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

An officer at this level will work under the guidance of a senior officer and will be assigned duties and responsibilities in any of the following functional areas:

- i. Biosafety Research, Standards & Licensing
- ii. Biosafety Clearing House & International Cooperation's
- iii. Monitoring & Surveillance of approved research projects and approved GMOs.
- iv. Biosafety Awareness, Education & Capacity Building
- v. Biosafety Evaluation
- vi. Facilities Certification & Laboratory Services

#### **Job Requirement:**

For appointment to this grade a candidate must have: -

- i. Bachelor's 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;
- ii. Proficiency in Computer applications;

## **2. POSITION: PLANNING OFFICER NBA GRADE 6- (1 POST)**

**Terms of Service: One (1) year renewable contract**

### **Duties and Responsibilities:**

An officer at this level will work under supervision and guidance of a senior Officer.

Duties and responsibilities at this level will entail assisting in:

- i. Prepare the Authority's Organizational Performance Contract in liaison with other departments;
- ii. Collect, file and label PC evidences from the department and all other departments;
- iii. Coordinate justification and provision of evidence on behalf of the Authority
- iv. Collecting, analyzing, disseminating data on any issue affecting the Authority as required;
- v. Identify research problems and developing research proposals.
- vi. Implement research projects;
- vii. Coordinate data analysis from all other departments on critical points (e.g. Service charter);
- viii. Conduct ISO Audits and make follow up for reporting and close out.
- ix. Draft and compile quarterly reports for PC and Strategic Plan;
- x. Assist in monitoring the implementation of existing policies and procedures.

### **Job Requirement:**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Economics/Statistics/Mathematics/Project planning and Management, Business Development, Development Studies, or any business-related degree or equivalent qualification from a recognized institution
- ii. Proficiency in computer applications

## **3. POSITION: LABORATORY TECHNICIAN NBA GRADE 9- (1 POST)**

**Terms of Service: One (1) year renewable contract**

### **Duties and Responsibilities:**

An officer in this level will work under the guidance and supervision of a senior officer. Duties and responsibilities entail:

- i. Receiving and entering of samples in the laboratory sample Register;
- ii. Preparing samples and reagents;
- iii. Keeping and updating records of laboratory consumables and equipment;
- iv. Maintaining laboratory work areas, glassware and equipment; and
- v. Ensuring proper disposal of laboratory waste

**Job Requirement:**

For appointment to this grade, a candidate must have:

- i. Certificate in Laboratory Technology, Biological Laboratory Science, Biological Laboratory Technology or any other relevant field from a recognized institution;
- ii. Proficiency in Computer application;
- iii. Be a Member of a professional body of Laboratory Technology

## HOW TO APPLY

Interested and qualified persons are requested 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.

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) Credit Reference Bureau;**
- (iv) Kenya Revenue Authority; and**
- (v) Higher Education Loans Board.**

Applications should be received on or before **26<sup>th</sup> October, 2023 at 11.59 PM EAT.**