



NATIONAL BIOSAFETY AUTHORITY

EMPLOYMENT OPPORTUNITY

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 position:

1. POSITION: PRINCIPAL CORPORATE COMMUNICATION OFFICER NBA GRADE 4- (1 POST)

Terms of Service: Permanent and Pensionable

Duties and Responsibilities:

The duties and responsibilities at this level entails:

- i. Coordinate maintenance of data and documentation arising from media monitoring and follow up on NBA media coverage and mentions;
- ii. Implement Strategic communications plans and provide local market insight for the authorities public-facing communications;
- iii. Handle customer complains in conjunction with complaints committee, managing incoming media requests and building relationships with industry journalists, creating and executing media campaigns;
- iv. Coordinate data analysis of feedback from clients;
- v. Conduct search and routine stakeholder surveys and coordinate CRS activities;
- vi. Coordinate Corporate Social Responsibility activities;
- vii. Provide comprehensive communications support for major campaigns, as well as help create and deliver long range plans to develop communications in the area of biosafety;
- viii. Ensure that stakeholder's database is updated;
- ix. Organize ASK shows, participation and maintain show calendar of events.
- x. Analytics- Using Analytics and other measurement tools to provide reports on metrics, and continually find ways to improve on those metrics through testing and new initiatives;
- xi. Responsible for scheduling media interviews; and
- xii. Assist in developing media plans, distribute and follow up media releases, book interviews and respond to media request.

Job Requirement:

For appointment to this grade a candidate must have: -

- i. Eight (8) years in relevant work experience and at least three (3) years of experience in supervisory role in a position in the Public Service or Private Sector;

- ii. Master Degree in any of the following disciplines: Communications, Public Relation, Journalism, Mass Communication or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: Communications, Public Relation, Journalism, Mass Communication or equivalent qualification from a recognized institution;
- iv. Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership in Chartered Institute of Public Relations, Public Relations Society of Kenya or any other recognized professional body;
- vi. Proficiency in computer application;
- vii. Good communication skills;
- viii. Demonstrated results in work performance; and
- ix. Fulfilled the requirements of chapter six of the constitution.

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 2ND Floor, Upper Kabete, Off Waiyaki Way
P.O Box 28251-00100 NAIROBI**

OR emailed to 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 **26th February, 2024** .