



## **NATIONAL BIOSAFETY AUTHORITY**

### **SHORT TERM EMPLOYMENT OPPORTUNITY**

The National Biosafety Authority (NBA) is a State Corporation in Kenya established pursuant to the Biosafety Act CAP 320 with a mandate to exercise general supervision and control over the transfer, handling, and use of genetically modified organisms (GMOs) with a view to ensuring the safety of human and animal health and to provide an adequate level of protection for the environment.

The Authority invites applications from suitably qualified persons to fill the undermentioned vacant positions:

### **1. POSITION: BIOSAFETY OFFICER NBA GRADE 6- (12 POSTS)**

#### **Terms of Service: Short Term Contract**

#### **a) Job Specifications**

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 Licensing, Monitoring and Surveillance
- ii. Border Management and Regional Offices
- iii. Laboratory Services
- iv. Biosafety Risk Evaluation
- v. Biosafety Awareness, Education and Capacity Building
- vi. Biosafety Partnerships, Collaborations and International Obligations

#### **I) Biosafety Licensing, Monitoring and Surveillance**

##### **Duties and responsibilities entail;**

- i) Processing of applications for GMO-Free certificates and letters of no objection;
- ii) Maintaining and updating registers of GMO-Free Certificates and letters of no objection;
- iii) Processing applications for labelling of approved GMO- and GMO-free labels;

- iv) Maintaining and updating registers for labelling of approved GMO- and GMO-free labels;
- v) Maintaining and updating registers of licensed GMO operators and handlers;
- vi) Carrying out GMO market surveillance activities nationally for compliance with the Biosafety Act;
- vii) Participating in inspection and monitoring of approved GMO for release to the environment;
- viii) Participating in the enforcement of compliance on labelling and licensing of operators and handlers through inspections and appropriate actions against violations;
- ix) Participate in the review of post monitoring market data submitted by applicants, Regulatory agencies and any other stakeholder for regulatory decisions; and
- x) Participate in the development of project proposals and concept notes on biosafety programs.

## **II) Border Management and Regional Offices**

### **Duties and responsibilities entail;**

- i) Implementing policies, procedures, strategies and activities in relation to Border Management and Regional Offices.
- ii) Clearance of cargo in the single window system;
- iii) Vetting of documents, physical inspection and sampling of consignments at the point of entry;
- iv) Carryout GMOs rapid testing assays on targeted consignment;
- v) Implementing policies, procedures, strategies and activities in relation to Border Management and Regional Offices;
- vi) Participating in the enforcement of compliance on border surveillance activities through inspections and appropriate actions against violations;
- vii) Implementation of digitized processes to facilitate biosafety in transboundary movement of GMOs.
- viii) Carrying out surveys on topical matters and biosafety issues in areas within their jurisdiction.
- ix) Participate in the development of project proposals and concept notes on biosafety programs;

## **III) Laboratory Services**

### **Duties and responsibilities entail;**

- i) Drafting operational guidelines and manuals necessary for effective implementation;
- ii) Development of GMO sampling, detection and analysis protocols;

- iii) Carrying out GMO analytical tests on submitted samples;
- iv) Drafting of GMO sampling, detection and analysis protocols;
- v) Data analysis and interpretation of GMOs test result;
- vi) Maintain relevant accreditation of the GMO Molecular laboratory;
- vii) Participate in the development of project proposals and concept notes on biosafety programs; and
- viii) Carrying out surveys on topical matters and biosafety issues in areas within their jurisdiction.

**IV) Biosafety Risk Evaluation  
Duties and responsibilities entail;**

- i) Implementing of policies, procedures, strategies and activities in relation to Biosafety Risk Evaluation;
- ii) Participate in the development of operational guidelines and manuals necessary for effective implementation;
- iii) Participate in the screening and acknowledgment GMO application;
- iv) Participate in the risk assessment process of GMO application;
- v) Drafting of engagement documents and facilitation of Biosafety experts and regulatory agencies;
- vi) Participate in the inspection and certification of GMO containment and confinement facilities prior to project commencement;
- vii) Drafting checklists for inspection, classification and certification of GMO containment facilities;
- viii) Maintaining and updating the GMO Applications register;
- ix) Maintaining a database for certified GMO containment facilities;
- x) Maintaining and updating a roster of biosafety experts;
- xi) Carryout stakeholders public participation for the environmental release application and compile reports;
- xii) Participate in the development of project proposals and concept notes on biosafety programs; and
- xiii) Carrying out surveys on topical matters and biosafety issues in areas within their jurisdiction.

**V) Biosafety Awareness, Education and Capacity Building**  
**Duties and responsibilities entail;**

- i) Implementing of policies, procedures, strategies and activities in relation to Biosafety Awareness, Education and Capacity Building;
- ii) Drafting of guidelines and procedures related to biosafety training of professionals and competencies are developed;
- iii) Participating in the reviewing of registration documents for Institutional Biosafety Committees (IBCs) in research and academic institutions engaged in GMO research-related activities;
- iv) Participating in biosafety awareness, education and capacity building activities;
- v) Assist in the development of training manuals, policy briefs and publicity materials;
- vi) Participate in training of regulatory agencies, expert reviewers and biosafety professionals in GMO research-related activities;
- vii) Create an interactive and effective environment for communication and collaboration with diverse stakeholders;
- viii) Identify national requirements for manpower development and capacity building in Biosafety and coordinate training initiatives to Regulatory agencies, Institutional Biosafety Committees, decision makers and other stakeholders;
- ix) Participate in the development of project proposals and concept notes on biosafety programs; and
- x) Carrying out surveys on topical matters and biosafety issues in areas within their jurisdiction.

**VI) Biosafety Partnerships, Collaborations and International Obligations**  
**Duties and responsibilities entail;**

- i) Implementing of policies, procedures, strategies and activities in relation to Biosafety Partnerships, Collaborations and International Obligations;
- ii) Participating in the generation, analysis and posting of biosafety information in the Biosafety Clearing House (BCH);
- iii) Implementing biosafety related conventions, protocols and treaties;
- iv) Implementing bilateral and multilateral agreements on biosafety programs;
- v) Ensure the implementation plan for the Cartagena Protocol on Biosafety is actualized;
- vi) Drafting country position papers for the Cartagena Protocol on Biosafety meeting of parties;
- vii) Participate in the development of project proposals and concept notes on biosafety programs; and

- viii) Carrying out surveys on topical matters and biosafety issues in areas within their jurisdiction.

## **b) Person Specifications**

For appointment to this grade a candidate must have: -

- i. Bachelors degree in any of the following disciplines: Molecular Biology, Biotechnology, Biological sciences, Biochemistry, Environmental Sciences, Agricultural Sciences, Biosafety or relevant qualification from a recognized institution;
- ii. Proficiency in Computer applications; and
- iii. Fulfilled the requirements of Chapter Six of the Constitution.

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

### **Terms of Service: Short term contract**

#### **a) Job Specifications**

##### **Duties and responsibilities entail:**

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

Duties and responsibilities at this level will entail:

- i. Controlling and monitoring use of official motor vehicles by authorizing motor vehicle movements through work tickets, maintenance of accurate transport records and ensuring regular and scheduled maintenance;
- ii. Coordinating transport staff and allocate appropriate duties;
- iii. Coordinating cleaning contracted staff;
- iv. Supervising issues of fuel orders, fuel cards and preparing fuel consumption reports on monthly basis;
- v. Supporting staff in terms of identifying office accommodation and space for staff;
- vi. Providing tools, equipment and good working environment;
- vii. Ensuring that offices and other facilities are kept clean to the highest standards;
- viii. Ensuring that staff are provided with tea and drinking water in time;
- ix. Acquiring and renewal of licenses;

- x. Ensuring timely repairs and maintenance of office facilities including equipment's and furniture;
- xi. Facilitating prompt payment of electricity, water bills and other utilities;
- xii. Implementing systems and procedures for disposal of vehicles in consultation with the procurement department;
- xiii. Maintaining and updating records of the organization's vehicles and equipment;
- xiv. Ensuring timely renewal of licences for all vehicles and equipment; and
- xv. Facilitating prompt settlement of accident vehicle cases.

## **b) Person Specifications**

For appointment to this grade, a candidate must have:

- i. Masters' degree in any of the following disciplines: - Public Administration, Transport Management / Logistics Business Administration; Office Management, Social Sciences or relevant qualification from a recognized institution;
- ii. Bachelors' degree in Public Administration, Transport Management / Logistics Business Administration; Office Management, Social Sciences, Education (Arts/Social Sciences) or relevant qualification from a recognized institution;
- iii. Proficiency in computer applications;
- iv. Demonstrated results in work performance; and
- v. Fulfilled the requirements of Chapter Six of the constitution

## **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 2ND 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.

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 **15<sup>th</sup> December, 2025 at 5.00PM.**

*The National Biosafety Authority is an equal opportunity employer and encourages all qualified persons including the youth, women and persons with disability to apply.*