



NATIONAL BIOSAFETY AUTHORITY

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 wishes to replace the following position with qualified, experienced and dynamic persons as follows:

1. PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE NBA4 -1 POST

a) Job Specifications

Duties and responsibilities entail;

- i. Implementing the annual procurement and disposal plans and prepare quarterly implementation status reports;
- ii. Coordinating procurement and disposal activities;
- iii. Providing input into the annual procurement and disposal plans;
- iv. Implementing the annual procurement and disposal plans;
- v. Coordinating procurement and disposal activities;
- vi. Preparing contract documents for goods, works and services;
- vii. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- viii. Providing secretariat to committee's incidental to procurement of goods and services, and disposal of assets;
- ix. Overseeing periodic and annual stocktaking exercise;
- x. Coordinating disposal of assets activities;
- xi. Preparing draft statutory reports to PPRA;

- xii. Preparing contract documents for goods, works and services;
- xiii. Liaising with the user department to ensure effective implementation of contracts for goods, works and services;
- xiv. Providing secretariat services to committees incidental to procurement of goods and services, and disposal of assets;
- xv. Overseeing periodic and annual stocktaking exercise;
- xvi. Coordinating disposal of assets activities; and
- xvii. Preparing statutory reports to PPRA, EACC, and National Treasury.

b) Person Specifications

For appointment to this grade, an officer must have:

- i. At least eight (8) years relevant work experience and at least three (3) years in supervisory role in a position in the public or private;
- ii. Masters' degree in Commerce, Procurement and Supplies Management, or relevant qualification from a recognized institution;
- iii. Bachelors' Degree in Commerce, Procurement and Supplies Management, or relevant qualification from a recognized institution;
- iv. Have a management course lasting not less than four (4) weeks from a recognized institution;
- v. Be Member of KISM or its equivalent in good standing;
- vi. Hold a practicing license of KISM in good standing;
- vii. Have Demonstrated results in work performance; and
- viii. Fulfilled the requirements of Chapter Six of the Constitution.

c) Competencies and Skills

- i. Team building;
- ii. Report writing
- iii. Communication.
- iv. Presentation

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.

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.

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 **2nd February , 2026 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.