



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing Date:	18th March 2025
Vacancy No.:	KBI/02/02/2025
Position:	General Manager, Research and Technology Transfer, KBI 2 (1 position)
Location:	Nairobi County
Reporting:	Chief Executive Officer
Basic Salary:	KES 416,570.00 - KES 583,590.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The General Manager, Research and Technology Transfer is responsible for the transfer of production, maintenance and associated technology and knowledge for specific work packages within a vaccines and biologics manufacturing entity. The General Manager will provide strategic leadership in research, grants management, innovation and technology transfer in the Institute to guarantee transfer of and development of new or improvement of existing, technologies and processes for manufacturing and commercialisation.

Requirements:

- i) At least Fifteen (15) years' relevant work experience, five (5) years of which must have been in a Management position in the Public or Private Sector;
- ii) Master's degree in any of the following disciplines: Life Sciences, biomedical sciences, Pharmaceutical or its equivalent qualifications from a recognized institution;
- iii) Bachelor's degree in any of the following disciplines: biomedical sciences, Pharmaceutical sciences, Environmental health, Nursing, Clinical Medicine, Health economics, Medicine and surgery, Veterinary Medicine, Medical Laboratory Sciences, Laboratory Sciences, Analytical/Applied Chemistry, Applied Sciences/Biology, Biochemistry, Microbiology, Food

Science and Technology, Medical Laboratory Technology or Biotechnology or any other equivalent qualification from a recognized institution;

- iv) Professional qualification and membership to a professional body where applicable;
- v) Leadership course lasting not less than four (4) weeks from a recognized institution;
- vi) Proficiency in computer applications; and
- vii) Demonstrated merit and ability as reflected in work performance and results; and
- viii) Fulfill the requirements of Chapter six (6) of the constitution.

Key Competencies and skills

- (i) Research and Development and Technology Transfer skills;
- (ii) Managerial, Supervisory, coaching and mentoring skills;
- (iii) Organizational and administrative skills;
- (iv) Analytical and conceptual skills;
- (v) Ability to form and maintain partnerships and collaborations;
- (vi) Negotiation and conflict management skills;
- (vii) Integrity; and
- (viii) Results-driven.

Key Duties & Responsibilities

- (i) Overseeing the designing, evaluation and implementation of strategies, policies, standards and guidelines for research innovation and technology transfer;
- (ii) Setting the research and innovation agenda for the institute;
- (iii) Spearheading the overall planning, forecasting and release of vaccines, biologicals, and biomedical products;
- (iv) Overseeing innovation, research and development and also technology transfer activities in liaison with other relevant stakeholders;
- (v) Providing custody of repository of potential biologics, vaccines and products for analysis and development.
- (vi) Overseeing preparation of research findings emanating from the Institute R & D activities through policy briefs, technical reports, and publication in peer review journals;
- (vii) Overseeing Partner engagement and development of networks to support innovation, research and technology transfer for vaccines, biologicals, and biomedical products;
- (viii) Spearheading grant application and collaborative research with other institutions including KEMRI, universities, and national and international pharmaceutical companies that will lead to new products or technology for the institute;
- (ix) Overseeing innovation product development, technology transfer and response to pandemics and emergencies.
- (x) Ensuring horizon scanning for changing technologies and trends to ensure product viability.
- (xi) Promoting establishment and maintenance of cutting-edge equipment, technologies, systems and resources to support research, knowledge management and technology transfer for vaccines, biologics and biomedical products;

- (xii) Overseeing mining of appropriate technologies by review of literature/patents, internal brainstorming meetings, and organizing special calls for proposals among other techniques;
- (xiii) Steering and coordinating technology transfer from partner companies or institutions to the Institute and vice-versa;
- (xiv) Ensuring compliance to local and international regulatory requirements and best practice for innovation, research and technology transfer;
- (xv) Spearheading development, Review and implementations of work plans, budgets, procurement plans and performance targets for innovation research and technology transfer.
- (xvi) Mobilizing resources through grant applications, lobbying and stakeholder engagement to support research and technology transfer activities;
- (xvii) Providing technical advice to the Director General/CEO and senior management on all matters relating to research and development and technology transfer in the Institute;
- (xviii) Overseeing the protection of Institute's innovations with Intellectual Property Rights (IPR) potential and copy rights to the Kenya Industrial Property Institute (KIPI), and World Intellectual Property Organization (WIPO) if applicable;
- (xix) Overseeing career development, staff appraisal, mentorship, training, skill-building and succession management for staff in the department to meet both Institution's and personal development goals;
- (xx) Overseeing implementation of quality management systems and Risk management in research and development and technology transfer department;
- (xxi) Disseminating research findings in various platforms both locally and internationally through policy briefs, technical reports, and publication in peer review journals;
- (xxii) Overseeing timely preparation of Board papers on relevant technical matters;

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/03/02/2025
Position:	General Manager, Production KBI 2 (1 position)
Location:	Nairobi County
Reporting:	Chief Executive Officer
Basic Salary:	KES 416,570.00 - KES 583,590.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The General Manager, Production shall be responsible for the overall development, performance and maintenance of the organisation's manufacturing activities to meet market demands, in compliance with the national and international regulations to obtain maximum efficiency, quality and service for the organisation. The General Manager shall ensure technical management, supervision and control of all production processes and is also responsible for the operationalisation of human vaccine production facilities that meets current Good Manufacturing Practices (cGMP) and World Health Organisation Prequalification and complies with all relevant regulatory requirements.

Requirements:

- i. A minimum period of fifteen (15) years relevant work experience five (5) years of which must have been in a Management position in the Public or Private Sector;
- ii. Master's degree in any of the following disciplines: Pharmaceutical Sciences, Microbiology, Biochemistry, Bio/chemical engineering or equivalent Life Sciences discipline from a recognized institution;

- iii. Bachelor's degree in the following disciplines: pharmacy, microbiology, biomedical engineering, biology, medical laboratory sciences, biotechnology, and Chemistry (analytical, industrial, organic, biochemistry, materials science) or equivalent qualification from a recognized institution;
- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a professional body where applicable;
- vi. Proficiency in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.
- viii. Fulfill the requirements of Chapter six (6) of the constitution.

Job Specification

Key Competencies and skills

- i. Knowledge on Commercial Production of vaccines and biologics, Manufacturing processes, research science and regulatory compliance;
- ii. Managerial, Supervisory, coaching and mentoring skills;
- iii. Environmental and Social Safeguards, Health and Safety Management;
- iv. Organizational and administrative skills;
- v. Analytical and conceptual skills;
- vi. Ability to form and maintain partnerships and collaborations;
- vii. Negotiation and conflict management skills;
- viii. Integrity; and
- ix. Results-driven.

Key Duties & Responsibilities

- i. Overseeing, the development, review, and implementation of Strategies, Policies, and guidelines for Production;
- ii. Fostering continuous improvement of production processes, focusing on reducing waste, enhancing efficiency, and improving product quality;
- iii. Ensuring compliance with local and international regulatory requirements and standards for production;
- iv. Overseeing the successful transfer of new technologies and products from R&D to full-scale production, overseeing scale-up processes and validation.
- v. Overseeing the availability and release of appropriate vaccines, pharmaceuticals, and technologies in collaboration with warehouse and quality control teams;
- vi. Promoting innovations of new products, and scale-up or improvement of existing products and processes in collaboration with the Research and Development Department;
- vii. Overseeing the development, and implementation of the risk management plan;
- viii. Overseeing integration of new products and technologies into the production process;

- ix. Ensuring production data and records are compiled and maintained as per WHO Good Manufacturing Practices (GMP) guidelines;
- x. Approving and managing of budgets, procurement plans, workplans;
- xi. Ensuring timely resolution of customer complaints;
- xii. Approving the technical specifications for production, and engineering equipment, machinery and resource;
- xiii. Developing and overseeing the implementation of advanced contamination control strategies, including cleanroom management, aseptic processing, and environmental monitoring.
- xiv. Overseeing Installation, Operation and Performance Qualification (IQ, OQ & PQ), commission and de-commission of Machines and equipment in compliance with WHO GMP guidelines;
- xv. Contributing to current innovation, technical and operational knowledge on matters affecting pharmaceutical industry through publications, editorials, among others.
- xvi. Ensuring compliance with Occupational Safety and Health Act 2007 (OSHA) and Environmental management requirements;
- xvii. Fostering continuous process improvement and provide technical advice on engineering projects, and emerging technologies;
- xviii. Networking and collaborating with relevant stakeholders including pharmaceutical industries, regulators, MOH, and professional bodies;
- xix. Implementing Board's strategies, decisions and policies as communicated by the CEO;
- xx. Providing regular, thorough and prompt communication to the CEO on key technical, financial and administrative matters;
- xxi. Reviewing all Board papers for accuracy, relevance and presentation to the CEO in good time; and
- xxii. Overseeing the development and implementation of staff development programs, performance appraisal systems, mentorship and coaching.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

- 5. Letter of Application (Indicate Vacancy Number)
- 6. Current Resume or Curriculum Vitae with telephone number and e-mail address
- 7. Three letters of professional reference with contact telephone numbers and e-mail addresses
- 8. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/07/02/2025
Position:	Manager, Human Resource and Administration, KBI 3 (1 position)
Location:	Nairobi County
Reporting:	General Manager, Corporate Services
Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Manager Human Resource and Administration will be responsible for managing the Human Resource and Administrative function at both operational and strategic level. The role will provide expert professional advice and support to the senior leadership team and employees on all aspects of human resource including organisational culture and strategic change, staff development, employee relations, recruitment, reward and recognition, people management and guidance and support on human resource matters and employment law. This role will also be responsible for all administrative functions within the organisation, ensuring smooth daily procedures, maintaining systems and ensuring compliance with relevant policies and circulars to support BioVax's overall goals effectively.

Requirements:

- i. At least thirteen (13) years' relevant work experience, three (3) years of which should have been in Supervisory position in the Public or Private Sector;
- ii. Bachelor's degree in any of the following disciplines: - Human Resource Management/Development, Economics, Sociology, Business Administration, Public

- Administration, Commerce Political Science/Government, Anthropology or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: Human Resource Management, Administration, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution;
- iv. Leadership course lasting not less than four weeks (4) from a recognized institution;
- v. Membership to a relevant professional body and in good standing;
- vi. Proficiency in computer application; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Job Specification

Key Competencies and skills

- i. Influencing, persuasion and negotiation skills.
- ii. Effective communication skills.
- iii. Policy and strategic implementation.
- iv. Risk Management.
- v. Technical competence.
- vi. Decision-making and problem-solving skills.
- vii. Empowering/delegating.
- viii. High standards of professional ethics.
- ix. Managerial, administrative and supervisory skills.
- x. Emotional intelligence.
- xi. Project planning and management.

Key Duties & Responsibilities

- i. Coordinating the development, review and implementation of human resource management and administration policies, regulations and procedures;
- ii. Implementing strategic objectives and plans on human resource and administration; interpreting and advising on human resource management and administration policies and regulations;
- iii. Managing staff medical scheme, pension and statutory deductions;
- iv. Ensuring institutionalization of performance management including performance appraisal system;
- v. Managing staff recruitment, selection, induction and placement;
- vi. Managing staff payroll and leave;
- vii. Coordinating training and development of staff;
- viii. Managing staff disciplinary process and grievances;
- ix. Managing staff establishment and human resource information systems;
- x. Initiating review and development of career guidelines;

- xi. Monitoring and evaluating the impact of training programs on performance and service delivery;
- xii. Managing employee relations and staff welfare; and
- xiii. Coordinating the management of the service's fleet, equipment and assets and security services.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/06/02/2025
Position:	Manager, Strategy and Planning, KBI 3 (1 position)
Location:	Nairobi County
Reporting:	Chief Executive Officer
Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Strategy and Planning Manager will be responsible for developing and executing long-term strategic plans for the organisation through coordinating the strategy formulation, execution; strategic planning and performance management, monitoring and evaluation and risk and quality management systems. The role requires the analysis of trends, identifying growth opportunities and monitoring performance to ensure that the company aligns with its overall vision and goals, often collaborating with cross-functional teams to effectively implement strategies.

Requirements:

- i. At least thirteen (13) years' relevant work experience, three (3) of which must have been in a Supervisory position in the Public Service or Private Sector;
- ii. Master's Degree in any of the following fields: Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- iii. Bachelor's Degree in any of the following fields: Economics, Statistics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;

- iv. Leadership development course lasting not less than four (4) weeks from a recognized institution;
- v. Member of a relevant professional body where applicable;
- vi. Proficiency in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Job Specification

Key Competencies and skills

- Strong strategic planning experience and innovative thinking;
- Strong research, analytical and problem-solving skills with the ability to make data-driven decisions;
- Leadership, managerial and collaboration skills;
- Research skills
- Negotiation and problem-solving skills
- Mentoring and coaching skills
- Proficiency in using strategic planning software and tools

Key Duties & Responsibilities

- i. Overseeing development, implementation and review of procedures, standards, guidelines and protocols related to strategy and planning services;
- ii. Spearheading the development, execution, evaluation, reporting and review of the Institute's Strategic Plan;
- iii. Initiating and supervising corporate, business and Institute's performance contract reviews, and recommend strategic interventions;
- iv. Monitoring the implementation of Institute's policies, standards, guidelines and procedures;
- v. Offering technical advice in matters pertaining to Strategy and planning;
- vi. Developing internal monitoring, evaluation and reporting system;
- vii. Overseeing monitoring, evaluation, verification, analysis of work plans, and progress reports;
- viii. Cultivating a risk management culture to ensure all material risks are identified, analyzed and mitigated;
- ix. Coordinating the development of risk management tools;
 - x. Overseeing assessments and implementation of the strategic risk management plan;
 - xi. Coordinating and guiding the Board on management approach of risk appetite and tolerance;
- xii. Overseeing performance management in the Institute with key focus on the Institute's Scorecards;
- xiii. Ensuring prudent utilization of resources allocated to the department;
- xiv. Developing and implementing departmental work plans and budgets;

- xv. Coordinating the development and compilation of periodic performance reports;
- xvi. Articulating the Institute strategic priorities through planning, monitoring and evaluation of new and ongoing projects and strategic initiatives;
- xvii. Developing change-management programs within the Institute; and
- xviii. Facilitating training and research in the department.

Terms of Service

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KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing Date:	18th March 2025
Vacancy No.:	KBI/05/02/2025
Position:	Manager, Safety, Health and Environment, KBI 3 (1 position)
Location:	Nairobi County
Reporting:	General Manager, Safety, Health, Environment, and Biosafety /Biosecurity
Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Manager of Safety, Health, and Environmental Management will be responsible for developing, implementing, and overseeing a comprehensive program to ensure the safety of employees, protect the environment, and maintain compliance with all relevant health and safety regulations such as WHO GMP and the Environmental Management and Co-ordination Act (Cap 387), ensure compliance to biosafety and biosecurity measures within the organisation, by promoting a culture of safety awareness and proactive risk mitigation across all departments. This role will be required to create linkages and coordinate knowledge transfer of Safety, Health, Environment, Social Safeguards and Biosafety/Biosecurity standards/processes/procedures in accordance with national, regional and international requirements.

Requirements:

1. At least thirteen (13) years' experience in the relevant field, three (3) years of which must have been in a Supervisory position in the Public Service or Private Sector;
2. Master's degree in any of the following fields; Biomedical Sciences, Health sciences, Public Health, Medical laboratory sciences, Environmental Safety, Occupational Safety and Health or any relevant Health Sciences or its equivalent qualifications from a recognized institution;
3. Bachelor's degree in any of the following fields: Biomedical Sciences, Health sciences, Public Health, Medical laboratory sciences, Environmental Safety, Occupational Safety and Health or any relevant Health Sciences or equivalent qualifications from a recognized Institution;
4. Demonstrated merit and ability in managerial, administrative, and professional competence in work performance and results;
5. Leadership course lasting not less than four (4) weeks from a recognized institution;
6. Membership to a relevant professional body;
7. Must have demonstrated merit and ability as reflected in work performance and results; and
8. Meet the requirements of Chapter Six (6) of the Constitution.

Job Specification

Key Competencies and skills

1. Knowledge of health, safety, social safeguards, biosafety, biosecurity and environmental management requirements;
2. Understanding of conducting site audits;
3. Strong managerial, organisational and decision-making skills;
4. Working knowledge of relevant legislation and regulations;
5. Strategic, Analytical and conceptual skills;
6. Ability to form and maintain partnerships and collaborations;
7. Negotiation, influencing and conflict management skills;
8. Supervisory, coaching and mentoring skills;
9. Integrity; and
10. Results-driven.

Key Duties & Responsibilities

- i. Supervising all aspects of biological waste from laboratories and clinics, and ensuring the effective execution of the waste management plan from transportation, handling and disposal;
- ii. Formulating and execution of a strategic plan to enhance the Institute's Biological Specimen Repository processes, working closely with IT specialists and senior laboratory management to drive improvements;
- iii. Reviewing all SHE, Biosafety and Biosecurity documentation for regulatory submissions, compliance reviews, and internal reports;

- iv. Developing and testing of contingency plans for Safety Health and Environment and Biosafety and Biosecurity incidents.
- v. Overseeing development of emergency management and response plans while assessing potential vulnerabilities and risks in the Institute in collaboration with relevant functional areas;
- vi. Evaluating the Institutional compliance with Environmental, Health and Safety Laws and Biosafety and Biosecurity laws and regulations and recommend changes and new strategies for continuous improvement;
- vii. Oversee the implementation of all Institutional matters of SHE, Biosafety/Biosecurity in key areas such as Laboratories, biobanks etc. for compliance with regulatory requirements and report to the General manager for;
- viii. Overseeing the development of the Institute's bio-risk assessment procedures and activities across Production and Research departments, scientific proposals, projects, and integrated biosciences to identify, control, and manage hazards effectively;
- ix. Ensuring implementation of audit report on third party contractor requirement to meet Corporate SHE, Biosafety and Biosecurity policy and procedures;
- x. Planning and coordinating all new study/project sample storage requests in close liaison with researchers;
- xi. Preparing and implementing internal SHE, Biosafety, and Biosecurity audit schedules;
- xii. Overseeing environmental safety, biosafety, and biosecurity drills and prepare a report for submission to the General Manager;
- xiii. Ensuring inspection servicing, verification, of all safety equipment is conducted;
- xiv. Organizing Safety, Health, Environment (SHE) and Biosafety/Biosecurity training, workshops and seminars for capacity building, sharing of research information and networking;
- xv. Identifying and secure funding to support the Safety Management and Risk Framework, and provide strategic advice on effective solutions for biobanking;
- xvi. Leading the development of research proposals and review manuscripts and proposals to ensure they meet institute regulations;
- xvii. Reviewing all Board papers generated by the Division, for accuracy, relevance, and presentation to the General Manager;
- xviii. Implementing Board's strategies, decisions and policies as communicated by the General Manager;
- xix. Scheduling and facilitating all Divisional meetings at a minimum quarterly;
- xx. Setting corporate targets and goals for SHE, Biosafety and Biosecurity performance improvement;
- xxi. Identifying, initiating, and maintaining collaboration and partnership to build and strengthen Safety, Health, Environment (SHE) and Biosafety/Biosecurity activities involving compliance management;
- xxii. Controlling, managing and executing biosafety & biosecurity procurement plan;
- xxiii. Initiating and overseeing income generating activities in line with institute mandate

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

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1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/9/02/2025
Position:	Manager, Finance and Accounts, KBI 3 (1 position)
Location:	Nairobi County
Reporting:	General Manager, Corporate Services
Entry Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialize safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Manager, Finance and Accounts will be responsible for managing the financial health of the organization through overseeing all financial aspects within the organization while ensuring prudent management of financial resources and the reporting thereof within the existing legal and regulatory framework. The role requires provision of strategic financial insights to support decision-making within the company.

Requirements:

- i. At least thirteen (13) years' relevant work experience, three (3) years of which must have been in a Supervisory position in the Public Service or Private Sector;
- ii. Master's degree in any of the following disciplines: - Commerce (Accounting/Finance Option) Finance, Economics, Business Administration (Finance Option) or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Finance, Economics, Business Administration, Business Management or equivalent qualification from a recognized institution.

- iv. Part III of the Certified Public Accountants (CPA) Examination or equivalent qualification from a recognized institution;
- v. Membership to a relevant professional body such as Institute of Public Accountants (ICPAK) Kenya, Association of Chartered certified accountants (ACCA) or equivalent;
- vi. Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer application skills; and
- viii. Demonstrated high standards of professional competence and managerial ability.

Key Competencies and skills

- i. Managerial, administrative and supervisory skills;
- ii. Proven knowledge of financial analysis and strategy;
- iii. In-depth knowledge of financial reporting standards, tax regulations and industry legislation;
- iv. Effective communication skills;
- v. Policy and strategic implementation;
- vi. Risk Management;
- vii. High standards of professional ethics;
- viii. Project planning and management;
- ix. Integrity and professionalism;
- x. Analytical skills;
- xi. Negotiation, persuasion and influencing skills; and
- xii. Result-driven.

Key Duties & Responsibilities

- i. Coordinating overall budget preparation for recurrent and development expenditure at the Institute including annual estimates;
- ii. Communicating approved annual estimates to various departments;
- iii. Monitoring expenditure on projects and programs on a periodic basis;
- iv. Determining performance indicators for programs;
- v. Initiating preparation of responses to all budgetary matters including all issues raised by Parliamentary Oversight Committees;
- vi. Overseeing the implementation of proposals for financial allocations in the budget;
- vii. Overseeing the preparation of the annual reports and financial statements of the Institute;
- viii. Spearheading the preparation of divisions annual budget for recurrent and development votes;
- ix. Overseeing the accounting of special funds, programs and project funds;
- x. Ensuring the application of Generally Accepted Accounting Principles (GAAPS) including the International Public Sector Accounting Standards (IPSAS) techniques in accounting for Institute's finances, assets, revenue, expenditure and costs;
- xi. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- xii. Responding to all audit queries raised by both internal and external auditors;

- xiii. Coordinating preparation of cash flow projections;
- xiv. Participating in developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury regulations and procedures;
- xv. Coordinating the preparation of responses to all audit queries raised by both internal and external auditors;
- xvi. Coordinating preparation of cash flow projections;
- xvii. Validating final accounts prepared within time frame provided by legislations;
- xviii. Coordinating the development of departmental annual work plans and budgets and ensuring prudent utilization of resources;
- xix. Facilitating operational accountability and team building; and
- xx. Ensuring compliance with principles and values of the Institute

Terms of Service

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KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/04/01/2025
Position:	Manager, Production (Vaccines and Biologicals), KBI 3 (1 position)
Location:	Nairobi County
Reporting:	General Manager, Production
Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Manager, Production, Vaccines and Biological Division is responsible for overseeing the day-to-day operations, ensuring production of high-quality vaccines through spearheading formulation development and fill and finish. The role will require a keen understanding of commercial production processes while providing leadership, accountability and responsibility for production activities through while instituting efficiencies and cost minimization strategies in the division.

Requirements:

- i. A minimum period of ten (10) years relevant work experience three (3) of which must have been in a Supervisory position in the Public Service or Private Sector;
- ii. Master's degree in any of the following disciplines: Pharmaceutical Sciences, Microbiology, Biochemistry, Bio/chemical engineering or equivalent Life Sciences discipline from a recognized institution;
- iii. Bachelor's degree in the following disciplines: pharmacy, microbiology, biomedical engineering, biology, medical laboratory sciences, biotechnology, and Chemistry (analytical, industrial, organic, biochemistry, materials science) or equivalent qualification from a recognized institution;

- iv. Leadership course lasting not less than four (4) weeks from a recognized institution;
- v. Membership to a professional body where applicable;
- vi. Proficiency in computer applications; and
- vii. Demonstrated merit and ability as reflected in work performance and results.

Job Specification

Key Competencies and skills

- i. Understanding and working knowledge of commercial production of biologics (vaccines and others);
- ii. Detailed knowledge of pharmaceutical industry standards and guidelines in cGMP, Quality and Manufacturing;
- iii. Environmental, Social Safeguards, Health and Safety Management;
- iv. Operational costing, Inventory Management, Budgeting and planning;
- v. Analytical and conceptual skills;
- vi. Ability to form and maintain partnerships and collaborations;
- vii. Technical report writing;
- viii. Managerial skills, supervisory, coaching and mentoring skills;
- ix. Negotiation and conflict management skills;
- x. Integrity; and
- xi. Results-driven.

Key Duties & Responsibilities

- i. Overseeing, the development, review and implementation of Strategies, Policies, and guidelines for Production;
- ii. Foster continuous improvement of production processes, focusing on reducing waste, enhancing efficiency, and improving product quality;
- iii. Ensuring compliance with local and international regulatory requirements and standards for production;
- iv. Overseeing the successful transfer of new technologies and products from R&D to full-scale production, overseeing scale-up processes and validation.
- v. Overseeing the availability and release of appropriate vaccines, pharmaceuticals, and technologies in collaboration with warehouse and quality control teams;
- vi. Promoting innovations of new products, and scale-up or improvement of existing products and processes in collaboration with Research and Development Department;
- vii. Overseeing the development, and implementation of risk management plan;
- viii. Overseeing integration of new products and technologies into the production process;
- ix. Ensuring production data and records are compiled and maintained as per WHO Good Manufacturing Practices (GMP) guidelines;
- x. Approving and managing of budgets, procurement plans, workplans;
- xi. Ensuring timely resolution of customer complaints;

- xii. Approving the technical specifications for production, and engineering equipment, machinery and resource;
- xiii. Developing and oversee the implementation of advanced contamination control strategies, including cleanroom management, aseptic processing, and environmental monitoring.
- xiv. Overseeing Installation, Operation and Performance Qualification (IQ, OQ & PQ), commission and de-commission of Machines and equipment in compliance with WHO GMP guidelines;
- xv. Contributing to current innovation, technical and operational knowledge on matters affecting pharmaceutical industry through publications, editorials, among others.
- xvi. Ensuring compliance with Occupational Safety and Health Act 2007 (OSHA) and Environmental management requirements;
- xvii. Fostering continuous process improvement and provide technical advice on engineering projects, and emerging technologies;
- xviii. Networking and collaborating with relevant stakeholders including pharmaceutical industries, regulators, MOH, and professional bodies;
- xix. Implementing Board's strategies, decisions and policies as communicated by the CEO;
- xx. Providing regular, thorough and prompt communication to the CEO on key technical, financial and administrative matters;
- xxi. Reviewing all Board papers for accuracy, relevance and presentation to the CEO in good time; and
- xxii. Overseeing the development and implementation of staff development programs, performance appraisal systems, mentorship and coaching.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/08/02/2025
Position:	Manager, Marketing and Business Development, KBI 3 (1 position)
Location:	Nairobi County
Reporting:	General Manager, Commercial Services
Basic Salary:	KES 322,000.00 - KES 444,500.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Marketing and Business Development Manager will be responsible for providing guidance and coordination in development and execution of strategies aimed at enhancing the Institute's market share growth and profitability through Partnerships, Marketing and Business Development.

Requirements:

1. A minimum period of thirteen (13) years relevant work experience and at least three (3) of which must have been in a Supervisory position in the Public Service or Private Sector;
2. Master's degree in business administration or equivalent qualification from a recognized institution;
3. Bachelor's degree in any of the following: Life Sciences, Bio-Medical Sciences, Sales and Marketing, Business Management, Commerce (Marketing) or equivalent qualification from a recognized institution;
4. Leadership Course not lasting less than four (4) weeks from a recognized institution;
5. Member of professional body in good standing where applicable;
6. Demonstrated high standards of professional competence and managerial ability;
7. Proficiency in computer application skills; and
8. Fulfilled the requirements of Chapter Six (6) of the Constitution.

Job Specification

Key Competencies and skills

- i. Managerial, Supervisory, coaching and mentoring skills;
- ii. Statistical, conceptual and predictive analysis skills;
- iii. Financial acumen and commercial awareness;
- iv. Organizational and administrative skills;
- v. Risk Management skills;
- vi. Ability to form and maintain partnerships and collaborations;
- vii. Negotiation and conflict management skills;
- viii. Integrity; and
- ix. Results-driven.

Key Duties & Responsibilities

1. Coordinating the development and implementation of marketing and business development strategies, policies and standards;
2. Coordinating the formulation of demand forecasting and identification of business growth opportunities;
3. Coordinating full market research cycle to inform new product development;
4. Developing business partnerships;
5. Coordinating promotion of Institute products;
6. Facilitating product and market development;
7. Overseeing the preparation of periodic work progress reports;
8. Coordinating the development, assignment and review of performance against set key indicators;
9. Representing the Institute in marketing forums;
10. Guiding the development of divisional annual work plans and budgets and ensure prudent utilization of resources; and
11. Contributing to current innovation, technical and operational knowledge on matters affecting the pharmaceutical industry through publications, editorials, among others.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing Date:	18th March 2025
Vacancy No. :	KBI/10/02/2025
Position:	Assistant Manager, Vaccines and Biologicals, KBI 4 (1 position)
Location:	Nairobi County
Reporting:	Manager, Production, Vaccines and Production
Basic Salary:	KES 289,403.00 - KES 381,900.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialize safe, effective and quality vaccines and other health products, and improve access to affordable healthcare guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Assistant Manager, Vaccines and Biological – Fill and Finish shall be responsible for fill finish processes of vaccines and biologics products in preparation for distribution, compliance with regulatory standards, ensuring smooth inventory management including raw materials specifications to ensure consistent availability of the department's full range of finished products at the right quantity, quality, cost and timely manner; while also supervising a team to achieve operational goals within the department

Requirements:

- i. A minimum period of ten (10) years of relevant work experience and three (3) years of which must have been in a Supervisory position in the Public or Private Sector;
- ii. Master's degree in the following disciplines of science: pharmacy, microbiology, biomedical engineering, biology, medical laboratory sciences, biotechnology, and Chemistry (analytical, industrial, organic, biochemistry, materials science) or equivalent qualification from a recognized institution;
- iii. Bachelor's degree in the following disciplines of science: pharmacy, microbiology, biomedical engineering, biology, medical laboratory sciences, biotechnology, and

- Chemistry (analytical, industrial, organic, biochemistry, materials science) or equivalent qualification from a recognized institution;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
 - v. Membership to a professional body;
 - vi. Training in GMP and GLP or experience;
 - vii. Training in Quality Management Systems;
 - viii. Proficiency in computer applications;
 - ix. Shown merit and ability as reflected in work performance and results.

Job Specification

Key Competencies and skills

- i. Analytical and conceptual skills;
- ii. Coaching and mentorship skills;
- iii. Communication skills;
- iv. Negotiation and Conflict management skills;
- v. Adaptability; and
- vi. Results-driven.

Key Duties & Responsibilities

- i. Coordinating the formulation and fill-and-finish operations, ensuring all processes are optimized for efficiency and compliance;
- ii. Ensuring compliance to GMP, aseptic processing, and cleanroom management standards across all production stages;
- iii. Leading the preparation of biological bulk drug substance (BDS) in closed controlled systems to prevent contamination as prescribed by ICH Q7, ICHQ9, ISO 14644, ISO 14001, WHO GMP and Waste Management Guidelines;
- iv. Co-ordinating in-process quality control (QC) measures during production in liaison with relevant functional areas;
- v. Organizing and supervising daily tasks for formulation team and conducting regular meetings;
- vi. Monitoring and evaluating the production environment in the aseptic fill-and-finish manufacturing areas in liaison with relevant functional areas;
- vii. Leading the formulation of vaccines and biological products, ensuring compliance with GMP and aseptic processing standards;
- viii. Spearheading the development and implementation of contamination control strategies, including cleanroom and aseptic process management;
- ix. Spearheading process optimization initiatives to improve efficiency, reduce waste, and enhance product quality;
- x. Mentoring and coaching Senior Production Scientists, fostering a culture of continuous improvement;

- xi. Monitoring and evaluating monthly, quarterly, and yearly production schedules and recommending areas of improvement;
- xii. Monitoring and evaluating risk management measures and plans in the Department;
- xiii. Developing and implementing Strategies, Policies, guidelines and SOPs for Vaccines and Biologicals;
- xiv. Managing the integration of new products into the production line, including technology transfer from R&D.
- xv. Developing and reviewing procurement plans, budgets, and workplans, for Vaccines and Biologicals production;

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

- Letter of Application (Indicate Vacancy Number)
- Current Resume or Curriculum Vitae with telephone number and e-mail address
- Three letters of professional reference with contact telephone numbers and e-mail addresses
- Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/12/02/2025
Position:	Principal Product Quality Control Officer KBI 5 (1 position)
Location:	Nairobi County
Reporting:	Product Quality Manager
Entry Basic Salary:	KES 247,320.00 - KES 327,915.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Principal Quality Officer – Quality Control will be responsible for providing technical leadership and performing operational functions to ensure that all product batches consistently meet established quality standards, regulations and customer expectations by leading quality control teams, implementing test procedures and identifying and resolving quality issues throughout the production process.

Requirements:

1. At least seven (7) years' experience in the relevant field, three (3) years of which must have been in a Supervisory position in the Public or Private Sector;
2. Bachelor's degree in any of the following field: Pharmacy, Life/ Biological Sciences (Chemistry, Biochemistry, Biomedical Sciences, Microbiology) or its equivalent from a recognized institution;

3. Master's degree in any of the following field: Pharmacy, Life/ Biological Sciences (Chemistry, Biochemistry, Biomedical Sciences, Microbiology) or its equivalent from a recognized institution;
4. Membership to a professional body where applicable;
5. Certification in Quality Management, Risk Management or any other relevant field;
6. Experience with preparation and execution of quality control filings, notifications, & technical files for approval;
7. Management course lasting not less than four (4) weeks from a recognized institution;
8. Proficiency in computer applications;
9. Shown merit and ability as reflected in work performance and results; and

Job Specification

Key Competencies and skills

1. Working knowledge on product testing and analysis;
2. Strong analytical skills, decision making and problem-solving skills;
3. Excellent technical report writing skills and maintenance of quality documentation;
4. Compliance assurance and non-conformance management;
5. Continuous process improvement skills;
6. Knowledge of relevant legislation and regulations;
7. Strong organisational skills including planning, monitoring and controlling;
8. Leadership, supervisory, coaching and mentorship skills;
9. Conflict resolution and negotiation skills;
10. Integrity; and
11. Results-driven

Key Duties & Responsibilities

1. Supervising the execution of product quality control activities in liaison with other relevant stakeholders;
2. Overseeing the implementation of measures for adequate identification and segregation of test samples to avoid mix-up and cross-contamination
3. Overseeing the preparation of detailed instructions for each test and analysis;
4. Coaching and mentoring officers to ensure skill development and competency;
5. Oversees the maintenance of the sections records and information relating to product quality control activities to ensure proper data handling;
6. Plan quality control activities to assure the quality of all products manufactured by the Institute;
7. Acting as Subject Matter Expert (SME) on product quality control matters for all products manufactured in the Institute and provide "solution-based" advice to development teams;
8. Coordinate environmental monitoring and equipment validation as appropriate for evaluating the adequacy of the manufacturing conditions with relevant functional areas;
9. Releasing or rejecting raw materials and intermediate products, if necessary;

10. Release or reject packaging and labelling materials and the final containers in which drugs are to be placed;
11. Releasing or rejecting each lot of finished preparation;
12. Establishing expiry dates on the basis of the validity period related to specified storage conditions; Establish and, when necessary, revise product quality control procedures and specifications; and
13. Ascertain the examination of returned preparations to determine whether such preparations should be released, reprocessed or destroyed.
14. Proactively partner with Quality Assurance and Research & Development, and other relevant functional areas to develop and maintain product specifications and analytical procedures;
15. Implementing policies, strategies, standards, procedures and guidelines and Quality Management Systems on product quality control;
16. Liaising with production department in controlling of their process and products at every stage of manufacturing to meet the pre-established specifications through testing, auditing, and reporting;
17. Sample, inspect and test as per specifications of raw materials, packaging materials, in-process/intermediate product, and final/finished product for release or rejection and documentation;
18. Reviewing and updating the adequacy and relevance of specifications & analytical procedures in coordination with the quality assurance section;
19. Performing the calibration and preventive maintenance of instruments and types of equipment as per schedule in collaboration with engineering and relevant functional areas;
20. Maintaining and update quality control records, control samples of raw material and finished products of each batch manufactured;
21. Developing and executing measures aimed at reducing the proportion of scrap, waste, and spoilage during the production process;
22. Maintaining and updating labelling procedure at all the stages and record;
23. Controlling sample storage;
24. Maintaining test records as per standard procedures for raw materials, packing materials, in-process/intermediates, and finished products;
25. Ensuring product support services are provided satisfactorily after the products have been sold;
26. Monitoring and maintaining up-to date knowledge on global product quality control intelligence, provide impact evaluation to changing regulations and mitigation approach options;
27. Facilitating the development of dynamic knowledge management systems on product quality control throughout the Institute for use now and in the future;
28. Drafting and reviewing Institute policies and practices and provide advice on changes to product quality control systems;
29. Performing activities necessary for certification, accreditation, or registration of quality laboratories with necessary standards with relevant functional areas;
30. Preparing presentations and relevant documentation for submission to regulatory authorities;

31. Drafting the Institute's product quality control documents, reviewing for completeness and accuracy ensuring submissions meet strict deadlines for submission to the head of the department for timely transmission to regulatory authorities;
32. Implementing instruments for conducting regular and periodic audits on compliance with product quality control requirements for handling of chemical and use of instruments including liaising with the Quality Assurance Manager, conduct site inspections according to applicable regulations, SOPs, and work instructions;
33. Generating advisories to relevant functional areas on product quality control requirements;
34. Collecting, collating, and evaluating scientific data on product quality control standards from a range of sources regarding manufactured products;
35. Carrying out risk mitigation strategies in the section;
36. Drafting product quality control-related strategic proposals for resource mobilization for the division; and
37. Contributing to current innovation, technical and operational knowledge on matters affecting pharmaceutical industry through publications, editorials, among others

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/13/02/2025
Position:	Principal, Engineering Technician, KBI 6 (1 position)
Location:	Nairobi County
Reporting:	Principal Engineer, Maintenance Engineering Section, KBI 5
Entry Basic Salary:	KES 148,113.00 - KES 217,170.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Principal Engineering Technician, Maintenance Engineering section shall carry out all maintenance engineering functions and provide technical expertise, operational functions and guidance on the design, development and maintenance of engineering systems and projects.

Requirements:

- i. At least eight (8) years' relevant work experience;
- ii. Diploma in any of the following disciplines: Mechanical Engineering, Electrical and Electronic Engineering, Biomedical Engineering or equivalent qualification from a recognized institution;
- iii. Member of a professional body where applicable;
- iv. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Fulfill the requirement of Chapter Six (6) of the Constitution.

Key Competencies and skills

- i. Strong technical expertise in engineering functions in a manufacturing facility
- ii. Working knowledge on technical report writing
- iii. Analytical and problem-solving skills;
- iv. Supervisory, coaching and mentorship skills; and
- v. Organizational skills.

Key Duties & Responsibilities

- i. Reviewing standard operating procedures, and approving work instructions for the engineering and technical work performed by the department;
- ii. Maintaining and repairing the Company's facilities (Heating Ventilation Air Condition System, Waste Management System and Water Purification Plant), Equipment, special delivery vehicles and other auxiliaries' equipment;
- iii. Implementing preventive maintenance and calibration schedule as required by WHO GMP guidelines and other requirements;
- iv. Collaborating with external contractors for specified contractual activities;
- v. Solving problems on all engineering and maintenance matters;
- vi. Installation, testing, commission and de-commission of Machines and equipment;
- vii. Ensuring compliance with Occupational Safety and Health Act 2007 (OSHA) and Environmental management requirements;
- viii. Performing continuous process improvement and providing technical advice on engineering projects, and emerging technologies;
- ix. Ensuring procurement of all engineering requirements including spare parts, and other consumables;
- x. Implementing compliance to occupational safety and Health Act 2007 and environment management at the workplace;
- xi. Coordinating and updating on work progress;
- xii. Undertaking troubleshooting and investigation of engineering and processing problems and provide;
- xiii. Timely resolution of Customer Complaints; and
- xiv. Fostering professionalism, integrity, discipline and teamwork.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/11/02/2025
Position:	Principal Engineer KBI 5 (2 positions)
Location:	Nairobi County
Reporting:	Assistant Manager, Engineering Services
Entry Basic Salary:	KES 247,320.00 - KES 327,915.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Principal Engineer shall serve as a technical expert in Maintenance Engineering and Plant Engineering and shall be responsible for coordinating all processing and engineering functions, implementation of engineering strategies on technical matters and acquisition of new technology at BioVax. This role will be required to support technology transfer, set up, test, maintain, calibrate and adjust manufacturing machinery or equipment, using any combination of electrical, electronic, mechanical, hydraulic, pneumatic, or computer technologies.

Requirements:

- i. At least seven (7) years' relevant work experience, three (3) years of which must have been in a Supervisory position in the Public or Private Sector;
- ii. Bachelor's degree in any of the following fields: Mechanical, Mechatronic, Chemical & Processing, Electrical & Electronics, Instrumentation and Control, Biomedical Engineering or its equivalent qualification from a recognized institution;

- iii. Member of Engineers Board of Kenya (EBK) or Kenya Engineering Technology Registration Board (KETRB);
- iv. Member of Institution of Engineer of Kenya or Institution of Engineering Technologists and Technicians of Kenya;
- v. Management course lasting less than four (4) weeks from a recognized institution; and
- vi. Shown merit and ability as reflected in work performance and results;

Key Competencies and skills

- i. Strong technical expertise on engineering functions in a manufacturing facility
- ii. Proven knowledge of engineering principles, engineering mathematics, engineering economics and specification and contract procedures;
- iii. Excellent analytical, conceptual, problem-solving and decision-making skills;
- iv. Strong technical report writing skills;
- v. Excellent organisational and project management skills;
- vi. Working knowledge on quality assurance and auditing procedures;
- vii. Leadership, supervisory, mentorship and coaching skills;
- viii. Attention to detail;
- ix. Negotiation and Conflict management skills; and
- x. Results-driven.

Key Duties & Responsibilities

- i. Developing, Reviewing and Implementing policies, strategies, standards, procedures, and guidelines for the engineering and technical work performed by the department;
- ii. Ensuring that the equipment operates consistently within the specified operating ranges.
- iii. Installing the equipment according to manufacturer's instructions and any applicable regulatory requirements.
- iv. Verifying that the equipment is received in good condition and free from damage.
- v. Troubleshooting and solving problems on all engineering and maintenance matters;
- vi. Establishing and maintaining technical manuals, inventories, catalogues and documentations for plant operation;
- vii. Reviewing specifications and participating in inspections of purchase for replenishment of engineering goods and services;
- viii. Reviewing the technical specifications for required machines and equipment;
- ix. Maintaining and repairing the Company's facilities (Heating Ventilation Air Condition System, Waste Management System and Water Purification Plant), Equipment, special delivery vehicles and other auxiliaries equipment;
- x. Reviewing and implementing of preventive maintenance schedule and undertake calibration as required by WHO GMP guidelines and other requirements;
- xi. Ensuring implementation of service contracts with external contractors;
- xii. Undertaking Installation, Operation and Performance Qualification (IQ, OQ & PQ), commission and de-commission of Machines and equipment in compliance with WHO GMP guidelines;

- xiii. Undertaking periodic inspections of Machines and equipment;
- xiv. Ensuring compliance with Occupational Safety and Health Act 2007 (OSHA) and Environmental management requirements;
- xv. Performing continuous process improvement and provide technical advice on engineering projects, and emerging technologies;
- xvi. Promoting high standards of integrity and transparency in all operations and related management practices;
- xvii. Developing technical, and management reports and board papers as required
- xviii. Reviewing and managing budgets, procurement plans, workplans;
- xix. Resolving Customer Complaints in a timely and
- xx. Fostering professionalism, integrity, discipline and teamwork.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date:	18th February 2025
Closing date:	18th March 2025
Vacancy No.:	KBI/14/02/2025
Position:	Senior Engineer, KBI 6 (1 position)
Location:	Nairobi County
Reporting:	Principal Engineer, Maintenance Engineering Section
Entry Basic Salary:	KES 148,113.00 - KES 217,170.00

About the Institute:

Kenya BioVax Institute Ltd is a State-owned Company mandated to manufacture and commercialise safe, effective and quality vaccines and biologics, and improve access to affordable healthcare through health commodity security, guided by the core values of integrity, innovation, collaboration and excellence.

Job Purpose:

The Senior Engineer will, under direction, perform all maintenance engineering functions in connection with the engineering design and operations support for the manufacturing facility, infrastructure, programs and process. The role will also provide technical supervision and administrative support on capital projects implementation.

Requirements:

- i. At least three (3) years' relevant work experience at the grade of Engineer or in a comparable position;
- ii. Bachelor Degree in any of the following fields: Mechanical, Mechatronic, Chemical & Processing, Electrical & Electronics, Biomedical Engineering or its equivalent qualification from a recognized institution;
- iii. Member of Engineers Board of Kenya (EBK) or Kenya Engineering Technology Registration Board (KETRB);
- iv. Member of Institution of Engineer of Kenya or Institution of Engineering Technologists and Technicians of Kenya; and
- v. Shown merit and ability as reflected in work performance and results.

Job Specification

Key Competencies and skills

- i. Working knowledge of engineering principles, engineering mathematics, engineering economics and specification and contract procedures;
- ii. Strong analytical, conceptual, critical thinking and problem-solving skills;
- iii. Conflict resolution and negotiation skills;
- iv. Knowledge in writing technical reports;
- v. Attention to detail; and
- vi. Results-driven.

Key Duties & Responsibilities

- i. Developing and implementing standards, procedures, and guidelines for the engineering and technical work performed by the department;
- ii. Solving problems on all engineering and maintenance matters;
- iii. Maintaining technical manuals, inventories, catalogues and documentations for plant operation;
- iv. Developing specifications for purchase for replenishment of engineering goods and services;
- v. Maintaining and repairing the Company's facilities (Heating Ventilation Air Condition System, Waste Management System and Water Purification Plant), Equipment, special delivery vehicles and other auxiliaries' equipment's;
- vi. Developing and implementing preventive maintenance schedule and undertake calibration as required by WHO GMP guidelines and other requirements;
- vii. Coordinating implementation of service contract with external contractors;
- viii. Undertaking Installation, Operation and Performance Qualification (IQ, OQ & PQ), of Machines and equipment in compliance with WHO GMP guidelines;
- ix. Undertaking periodic inspections of Machines and equipment;
- x. Ensuring compliance with Occupational Safety and Health Act 2007 (OSHA) and Environmental management requirements;
- xi. Developing the technical specifications for required machines and equipment;
- xii. Performing continuous process improvement and provide technical advice on engineering projects, and emerging technologies;
- xiii. Promoting high standards of integrity and transparency in all operations and related management practices;
- xiv. Developing technical, and management reports as required
- xv. Preparing, and implementing budgets, procurement plans, workplans;
- xvi. Resolving Customer Complaints in a timely and
- xvii. Fostering professionalism, integrity, discipline and teamwork.

Terms of Service

The successful applicant will be appointed for **five (5) year contract term** and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Applications should include the following:

1. Letter of Application (Indicate Vacancy Number)
2. Current Resume or Curriculum Vitae with telephone number and e-mail address
3. Three letters of professional reference with contact telephone numbers and e-mail addresses
4. Copies of Academic Certificates and Transcripts

Interested and qualified persons are required to make their applications **ONLINE** through the Kenya BioVax E-recruitment link: <https://recruitment.biovax.go.ke> so as to reach the Institute on or before **18th March, 2025 latest 5.00 pm East African Time.**

Only **ONLINE** applications shall be accepted.

THE KENYA BIOVAX INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER; WOMEN, THE MARGINALISED AND DISABLED PERSONS ARE ENCOURAGED TO APPLY.

THE KENYA BIOVAX INSTITUTE DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEW MEETING AND PROCESSING OF OFFER LETTER.

Only short-listed candidates will be contacted.