



## **KENYA BIOVAX INSTITUTE LIMITED**

### **A. Vacancy Announcement**

**Opening date:** 20<sup>th</sup> May 2025  
**Closing date:** 3<sup>rd</sup> June 2025  
**Vacancy No.:** KBI/02/05/2025  
**Position:** Senior Quality Assurance Officer KBI 16 (1 position)  
**Location:** Nairobi County  
**Reporting:** Principal Quality Assurance Officer  
**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:**

Ensure compliance of the processes and products to established industry standards, specifications, and procedures, ensure quality system is implemented and its integrity maintained.

### **Requirements:**

- i. A minimum of four (4) years relevant work experience;
- ii. Bachelor's Degree in the following disciplines; Microbiology, Biomedical Engineering, Biology, Biometry, Medicine, Virology, Immunology, Biotechnology, Biochemistry, Applied biology, General biology, Animal Science, Medical Laboratory sciences, Veterinary Medicine, Veterinary Science Environmental science or equivalent qualification from a recognized institution;
- iii. Training in Current Good Manufacturing practices (cGMP) and Good Laboratory Practices (GLP);
- iv. Training in Quality Management Systems;
- v. Supervisory course lasting not less than two (2) weeks;

- vi. Proficiency in computer applications; and
- vii. Fulfil the requirements of Chapter Six (6) of the Constitution.

### **Job Specification**

#### **Key Competencies and skills**

- i. Good analytical skills;
- ii. Effective communication skills;
- iii. Interpersonal skills;
- iv. Creativity and innovative;
- v. Result – driven;
- vi. Integrity and professionalism
- vii. Team player.

#### **Key Duties & Responsibilities**

- i. Analyze raw materials, intermediates, standards and finished products;
- ii. Ensure safety standards and cleanliness of laboratory are maintained;
- iii. Prepare deviation reports, testing protocols, and trend analyses in technical reports;
- iv. Conduct assessment on new technologies and methods to make recommendations regarding their usage;
- v. Write/revise standard quality control operating procedures;
- vi. Monitor storage conditions for materials and products;
- vii. Ensure performance and evaluation of in-process controls;
- viii. Evaluate and sign Quality Assurance records;
- ix. Implement Standard Operation Procedures;
- x. Undertake process validations and calibrations of control equipment;
- xi. Undertake drawing up equipment specifications and modifications;
- xii. Prepare and submit periodic reports.

#### **Terms of Service**

The successful applicant will be appointed for **five (5) year 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

## **B. Vacancy Announcement**

**Opening date:** 20<sup>th</sup> May 2025

**Closing date:** 3<sup>rd</sup> June 2025

**Vacancy No.:** KBI/02/05/2025

**Position:** Senior Driver KBI 10 (1 position)

**Location:** Nairobi County

**Reporting:** Administration Officer

**Basic Salary:** KES 59,456.00 - KES 79,534.00

### **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:**

Provide a safe and professional driving of the CEO/Director General.

### **Requirements:**

A minimum period of four (4) years relevant experience.

- ii. Kenya Certificate of Secondary Education mean grade D+ (plus) or equivalent qualification;
- iii. Valid driving license free from any current endorsements for any of the classes of vehicles which the officer is required to drive;
- iv. Passed Occupational Trade Test for Drivers Grade I from Kenya
- v. Institute of Highway and Building Technology or any other recognized institution;
- vi. Defensive Driving certificate from Automobile Association (AA) of
- vii. Kenya or its equivalent qualification from a recognized institution;
- viii. Passed the Suitability Test for Drivers Grade I from Kenya Institute of Highways and Building Technology or any other recognized institution;
- ix. First-Aid Refresher Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;

- x. Proficiency in computer application; and
- xi. Shown merit and ability as reflected in work performance and Results.

## **Job Specification**

### **Key Competencies and skills**

Effective communication skills.

- ii. Ability to work under minimal supervision.
- iii. Good time management.
- iv. Team player.
- v. Excellent interpersonal skills.
- vi. Good integrity
- vii. Accountability.

### **Key Duties & Responsibilities**

- i. Drive vehicle as authorized;
- ii. Carry out routine checks on the vehicle's cooling oil, electrical and brake systems, tyre pressure etc.;
- iii. Detect malfunctioning of vehicles system;
- iv. Maintenance of work tickets for vehicles assigned;
- v. Ensuring security and safety of the vehicle;
- vi. Inducting and coaching drivers;
- vii. Ensure safety of the passengers and/or goods there in; and
- viii. Maintain cleanliness of the vehicle.

### **Terms of Service**

The successful applicant will be appointed for **five (5) year 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

## **C. Vacancy Announcement**

**Opening date:** 20<sup>th</sup> May 2025  
**Closing date:** 3<sup>rd</sup> June 2025  
**Vacancy No.:** KBI/03/05/2025  
**Position:** Driver II KBI 11 (1 position)  
**Location:** Nairobi County  
**Reporting:** Administration Officer  
**Basic Salary:** KES 54,450.00 - KES 68,400.00

**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:**

Provide safe and timely transportation of staff and equipment for the Institute's effective service delivery.

**Requirements:**

- i. A minimum period of four (4) years relevant experience.
- ii. Kenya Certificate of Secondary Education mean grade D+ (plus) or equivalent qualification;
- iii. Valid driving license free from any current endorsements for any of the classes of vehicles which the officer is required to drive;
- iv. Passed Occupational Trade Test for Drivers Grade I from Kenya
- v. Institute of Highway and Building Technology or any other recognized institution;
- vi. Defensive Driving certificate from Automobile Association (AA) of
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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 **3<sup>rd</sup> June, 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.***