



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Vacancy No	:	KBI/01/10/2025
Position	:	General Manager, Production - Job Grade KBI 2
No. of Vacancies	:	One (01)
Location	:	Nairobi
Reporting	:	This position reports to the Director General / Chief Executive Officer
Salary	:	Entry Basic Salary of KES. 416,570 Plus Applicable Allowances

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

KENYA BIOVAX INSTITUTE LIMITED

- (v) Membership to a professional body where applicable;
- (vi) Proficiency in computer applications;
- (vii) Demonstrated merit and ability as reflected in work performance and results;
- (viii) Fulfill the requirements of Chapter six (6) of the constitution; and
- (ix) Demonstrated merit and ability as reflected in work performance and results.

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;

KENYA BIOVAX INSTITUTE LIMITED

- (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; and
- (xxi) Overseeing the development and implementation of staff development programs, performance appraisal systems, mentorship and coaching.

Terms of Service

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



KENYA BIOVAX INSTITUTE LIMITED

Vacancy No	:	KBI/02/10/2025
Position	:	Manager, Safety, Health and Environment - Job Grade KBI 3
No. of Vacancies	:	One (01)
Location	:	Nairobi
Reporting	:	This position reports to the General Manager, Regulatory Affairs, Product Quality and Safety
Salary	:	Entry Basic Salary of KES. 322,000 Plus Applicable Allowances

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 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 organization, 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:

- (i) 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;
- (ii) 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;
- (iii) 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;
- (iv) Demonstrated merit and ability in managerial, administrative, and professional competence in work performance and results;
- (v) Leadership course lasting not less than four (4) weeks from a recognized institution;

KENYA BIOVAX INSTITUTE LIMITED

- (vi) Membership to a relevant professional body;
- (vii) Must have demonstrated merit and ability as reflected in work performance and results; and
- (viii) Meet the requirements of Chapter Six (6) of the Constitution.

Job Specification

Key Competencies and skills

- (i) Knowledge of health, safety, social safeguards, biosafety, biosecurity and environmental management requirements;
- (ii) Understanding of conducting site audits;
- (iii) Strong managerial, organizational and decision-making skills;
- (iv) Working knowledge of relevant legislation and regulations;
- (v) Strategic, Analytical and conceptual skills;
- (vi) Ability to form and maintain partnerships and collaborations;
- (vii) Negotiation, influencing and conflict management skills;
- (viii) Supervisory, coaching and mentoring skills;
- (ix) Integrity; and
- (x) 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;

KENYA BIOVAX INSTITUTE LIMITED

- (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) Overseeing preparation 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) Coordinating 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) Identifying, initiating, and maintaining collaboration and partnership to build and strengthen Safety, Health, Environment (SHE) and Biosafety/Biosecurity activities involving compliance management; and
- (xx) Controlling, managing and executing biosafety & biosecurity procurement plan.

Terms of Service

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



KENYA BIOVAX INSTITUTE LIMITED

Vacancy No	:	KBI/03/10/2025
Position	:	Manager, Finance and Accounts - Job Grade KBI 3
No. of Vacancies	:	One (01)
Location	:	Nairobi
Reporting	:	This position reports to the General Manager, Corporate Services
Salary	:	Entry Basic Salary of KES. 322,000 Plus Applicable Allowances

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 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.

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.

Job Specification

KENYA BIOVAX INSTITUTE LIMITED

Key Competencies and skills

- (i) Proven knowledge of financial analysis and strategy;
- (ii) In-depth knowledge of financial reporting standards, tax regulations and industry legislation;
- (iii) Effective communication skills;
- (iv) Managerial, administrative and supervisory 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;

KENYA BIOVAX INSTITUTE LIMITED

- (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

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



KENYA BIOVAX INSTITUTE LIMITED

Vacancy No	:	KBI/04/10/2025
Position	:	Manager, Marketing and Business Development - Job Grade KBI 3
No. of Vacancies	:	One (01)
Location	:	Nairobi
Reporting	:	This position reports to the General Manager, Commercial Services
Salary	:	Entry Basic Salary of KES. 322,000 Plus Applicable Allowances

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 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 in the institute.

Requirements:

- (i) 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;
- (ii) Master's degree in Business Administration or equivalent qualification from a recognized institution;
- (iii) 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;
- (iv) Leadership Course not lasting less than four (4) weeks from a recognized institution;
- (v) Member of professional body in good standing where applicable;
- (vi) Demonstrated high standards of professional competence and managerial ability;
- (vii) Proficiency in computer application skills; and
- (viii) Fulfilled the requirements of Chapter Six (6) of the Constitution.

KENYA BIOVAX INSTITUTE LIMITED

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

- (i) Coordinating the development and implementation of marketing and business development strategies, policies and standards;
- (ii) Coordinating the formulation of demand forecasting and identification of business growth opportunities;
- (iii) Coordinating full market research cycle to inform new product development;
- (iv) Developing business partnerships;
- (v) Coordinating promotion of Institute products;
- (vi) Facilitating product and market development;
- (vii) Overseeing the preparation of periodic work progress reports;
- (viii) Coordinating the development, assignment and review of performance against set key indicators;
- (ix) Representing the Institute in marketing forums;
- (x) Guiding the development of divisional annual work plans and budgets and ensure prudent utilization of resources; and
- (xi) 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 on a five (5) year contract term and may be eligible for reappointment as per the Kenya BioVax Human Resource Policy and Procedures Manual.

Interested and qualified persons are required to make their applications ONLINE through the Kenya BioVax Institute's E-recruitment link: <https://recruitment.biovax.go.ke> so as to reach the Institute on or before **12th November 2025 latest 5.00 pm East African Time.**



KENYA BIOVAX INSTITUTE LIMITED

Only **ONLINE** applications shall be accepted. Please notify us through hr@biovax.go.ke once you have applied.

THE KENYA BIOVAX INSTITUTE IS AN EQUAL OPPORTUNITY EMPLOYER. WOMEN, PERSONS WITH DISABILITY AND OTHER MARGINALIZED GROUPS ARE ENCOURAGED TO APPLY. THE KENYA BIOVAX INSTITUTE DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEWS AND PROCESSING OF OFFER LETTERS.

Only short-listed candidates will be contacted.