



KENYA BIOVAX INSTITUTE LIMITED

Vacancy Announcement

Opening date: 18th February 2025
Closing date: 25th March 2025
Vacancy No. KBI/01/02/2025
Position: Chief Executive Officer, KBI 1 (1 position)
Location: Nairobi County
Reporting: Board of Directors

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 Chief Executive Officer (CEO) is responsible for strategic leadership, fostering linkages and steering the institution in manufacturing and commercialisation of specialised health products and technologies including vaccines, therapeutics and other biomedical products for commodity security in response to national, regional and global health needs.

The Director General/Chief Executive Officer is an ex-officio member of the Board and is responsible for the implementation of the Board's decisions, and effective management of the company's physical and human resources to maximize profits

Requirements:

- (i) At least fifteen (15) years of proven relevant work experience in a multi-national pharmaceutical manufacturing and commercialisation organization, five (5) years of which must be in a senior management position in either the private or public sectors;
- (ii) Master's degree (MSc) in any of the following: Pharmacy, Medicine, Biomedical Science, Business Administration, Business Management or its equivalent from a recognized institution;

- (iii) Bachelor's Degree in any of the following Life Sciences: Pharmacy, Medicine, Bio-medical Sciences, Microbiology, Biochemistry, or its 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) Demonstrate a clear understanding of local, national, and international policies and regulatory frameworks governing the pharmaceuticals manufacturing and commercialization sectors;
- (vii) Ability to conceptualize and operationalize projects including start-ups in manufacturing and commercializing health products and technologies (HPTs);
- (viii) Knowledge related to molecular biology and microbiology, and demonstrable capabilities in scientific communications; and
- (ix) Fulfill the requirements of Chapter six (6) of the constitution.

Key Competencies and skills

- (i) Strong leadership and people management skills for both projects and people
Demonstrate high integrity;
- (ii) Be a team player and leader and successfully lead high-performance teams in a multi-cultural, fast-paced, and highly-productive work environment;
- (iii) A track record in developing and maintaining strategic partnerships;
- (iv) Ability to drive change, effectively prioritize activities, and provide solutions to complex problems;
- (v) Good judgment, intellectual curiosity, and genuine interest in pharmaceutical manufacturing and commercialization, especially for vaccines and other biological medicinal products;
- (vi) Strategic, innovative, and entrepreneurial thinking with an ability to work independently;
- (vii) Ability to mobilize and efficiently utilize targeted resources;
- (viii) Strong decision-making, analytical and detail-oriented skills;
- (ix) Effective communication, persuasion, influencing, and negotiation skills; and
- (x) Good understanding of the public service and corporate processes and procedures.

Key Duties & Responsibilities

1. Articulate, embody, build and shape the organisation's strategy, vision and mission, building confidence and momentum in the Institution and among strategic partners;
2. Oversee the manufacturing of human vaccines, including COVID-19 vaccines, and such other routine and emergency vaccines to serve the people of Kenya and beyond;
3. Spearhead the manufacturing of other biomedical products including, among others, biosimilar anti-cancers, snake anti-venoms, insulin, medical infusions and such other biomedical products that can use the same platform as that of production of vaccines;

4. Steer the manufacturing of pharmaceutical diagnostics and Health Products and Technologies (HPTs) including Rapid Diagnostic Test kits, assistive devices and specialized HPTs for cancer and gene therapy;
5. Advanced skills and technology transfer in pharmaceutical and biomedical manufacturing;
6. Guide the commercialisation of research outputs from the Institute, research institutions, colleges, and universities;
7. Create and operationalise a collaboration framework with local pharmaceutical industries in the development and production of quality and affordable products;
8. Initiate and maintain strategic partnerships and collaborations with relevant stakeholders and community engagement;
9. Enforce compliance to global industry and statutory standards, procedures and regulations, and legal obligations;
10. Initiate development, implementation and review of policies, strategies, and internal control systems;
11. Provide strategic direction on business-related proposals and resource mobilization for the Institute activities;
12. Lead in the development of the Institute's strategic plan, business plan and submit to the Board for review and approval;
13. Guide the development of the Institute's annual work plans, procurement plans, budget and monitor their implementation;
14. Articulate Board decisions and resolutions to management and oversee their proper implementation;
15. Provide leadership and foster teamwork among employees and play a key role in managing and motivating staff;
16. Manage corporate risk;
17. Foster a culture that promotes ethical practice within the Institute;
18. Inculcate succession management, employee growth and development and mentorship;
19. Contribute to current innovation, technical and operational knowledge on matters affecting pharmaceutical industry through publications, editorials, among others;
20. Lead in resource mobilisation and fund-raising for optimal execution of the Institute's activities;
21. Oversee the preparation, implementation and review of the Institutional Performance Management System in compliance with State Corporations regulations and International Pharmaceutical Manufacturers quality management systems;
22. Spearhead resource mobilisation – locally and internationally;
23. Revenue generation; and
24. Provide leadership in forecasting and development of the Institute's budget and work plan.

Terms of Service

The successful applicant will be appointed for three (3) 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 Transcript

Interested and qualified persons are required to make their applications **ONLINE** through the Kenya BioVax E-recruitment link: **<https://biovax.go.ke/careers/>** or **<https://recruitment.biovax.go.ke>** so as to reach the Institute on or before **25th March, 2025 latest 5.00 pm East African Time.**

Only **ONLINE** applications shall be accepted.

**CHAIRMAN,
BOARD OF DIRECTORS,
KENYA BIOVAX INSTITUTE**

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.