



The National Biosafety Authority seeks to recruit a highly accomplished professional to provide strategic leadership, technical and administrative direction for the achievement of the mandate of the Authority.

JOB TITLE: CHIEF EXECUTIVE OFFICER
REPORTS TO: THE GOVERNING BOARD

DUTIES AND RESPONSIBILITIES

1. Initiates action for the formulation of policies;
2. Ensures the implementation, monitoring, evaluation and enforcement of programmes and activities of the Authority;
3. Exercises oversight responsibility for the efficient and effective management of the human, material and financial resources of the Authority;
4. Represents the Authority on related international bodies/agencies;
5. Ensures the development of the strategic plan of the Authority;
6. Initiates actions involving grievances and complaints to the appeals tribunal;
7. Ensures the availability of appropriate internal structures, controls, management and decision-making systems and processes for the Authority;
8. Ensures the establishment of administrative mechanisms for the appropriate handling and storage of documents and data in connection with the processing of applications;
9. Makes determination on declaration of Confidential Business Information;
10. Initiates action for the mobilisation of funds from development partners and other stakeholders for the Authority;
11. Acts as the national focal point responsible for liaising with any other agency or international organisations;
12. Ensures the preparation of the annual and other periodic reports of the Authority;
13. Builds and manages an effective and dedicated inclusive work environment;
14. Collaborates and builds relationships with Government, Public and Private sector partners and other stakeholders, both national and international, in carrying out the Authority's mandate;
15. Signs and seals contractual agreements between individuals, groups of persons, organisations and the Authority;
16. Ensures the preparation of the budget and work plans of the Authority;
17. Ensures the implementation of the Performance Management System;

18. Supervises and appraises the performance of immediate subordinate staff.

QUALIFICATIONS AND EXPERIENCE

DIRECT ENTRY

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A relevant qualification in Public and or Business Administration would be an advantage;
- Must have publications in relevant areas;
- A minimum of fifteen (15) years post Bachelor Degree relevant work experience, five (5) years of which must be in a senior management position;
- Must pass a selection interview conducted by the Public Services Commission in consultation with the Board.

COMPETENCIES

- Excellent research, analytical and problem solving skills.
- Knowledge of project and programme management.
- Ability to lead strategic management and change management.
- Good leadership, management skills.
- Good publications.
- Strong networking and resource mobilisation skills.
- Good monitoring and evaluation skills.
- Technical and innovative skills.
- Excellent communication and presentation skills.
- Negotiation, lobbying and conflict resolution skills.
- Ability to inspire, motivate and mentor.
- Knowledge of financial management laws and regulations.
- Knowledge of labour laws and regulations.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Knowledge in relevant IT applications.

Application letters and Cvs should be addressed to -

**CHIEF EXECUTIVE OFFICER
NATIONAL BIOSAFETY AUTHORITY (NBA)
P.O. BOX WY 669
KWABENYA – ACCRA**

Via email - info@nba.gov.gh

NOTE

Hard Copies of Application letters and CVs should also be submitted at the NBA Secretariat located on the campus of Graduate School of Allied Sciences, GAEC, near Kwabenya Police station. GPS Address : GE- 291-8394

Closing date is ten (10) working days from the date of publication.