

The National Biosafety Authority wishes to recruit the following categories of personnel to support its operations.

CVs and application letters should be forwarded to records@nba.gov.gh with hr@nba.gov.gh in copy.

Kindly note that applications or cover letters are to be addressed to:

The Chief Executive officer

National Biosafety Authority

P.O. Box WY 669

Kwabenya Accra

Closing Date for applications is 17th February 2025

JOB TITLE: PRINCIPAL BIOSAFETY OFFICER, APPLICATIONS AND ENFORCEMENT
DIRECTORATE: APPLICATIONS AND ENFORCEMENT
UNIT: APPLICATIONS/INSPECTION/REGULATORY SUPPORT SERVICES/INVESTIGATION & COMPLIANCE (A/I/RSS/I&C)
REPORTS TO: DEPUTY DIRECTOR (A/I/RSS/I&C)
SUPERVISES: SENIOR BIOSAFETY OFFICER (A/I/RSS/I&C)
JOB GRADE: 21

JOB PURPOSE

To provide technical and operational support for the efficient and effective performance of the functions of the Enforcement Directorate.

DUTIES AND RESPONSIBILITIES

1. **Policy Development and Programme Management:** Supervise data collection for policy formulation and oversee the implementation of programmes and activities within the Unit(s).
2. **Application Processing and Permit Development:** Establish and supervise a system for receiving and processing applications, and collate information for drafting permits and associated terms and conditions.
3. **Compliance Enforcement and Facility Inspection:** Ensure compliance with approval conditions, supervise inspections of facilities, and investigate complaints and breaches of terms and conditions.
4. **Communication and Stakeholder Engagement:** Prepare draft communications on relevant matters to applicants, TAC, experts, and the public, and liaise with stakeholders in enforcement activities.
5. **Leadership and Performance Management:** Supervise, coach, and appraise the performance of subordinate staff, fostering a culture of excellence and continuous improvement.
6. Any other duties as may be assigned

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 minimum of six (6) years relevant post Bachelor's degree work experience, two (2) years of which must be in a senior management position in a relevant organisation;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- High integrity and good ethical standards.
- Good knowledge in biosafety enforcement procedures.
- Knowledge in relevant Conventions and Treaties.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Monitoring and evaluation skills.

JOB TITLE: ASSISTANT BIOSAFETY OFFICER, APPLICATIONS AND ENFORCEMENT
DIRECTORATE: APPLICATIONS AND ENFORCEMENT
UNIT: APPLICATIONS/INSPECTION/REGULATORY SUPPORT SERVICES/INVESTIGATION & COMPLIANCE(A/I/RSS/I&C)
REPORTS TO: BIOSAFETY OFFICER (A/I/RSS/I&C)
SUPERVISES: NIL
JOB GRADE: 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the functions of the Applications and Enforcement Directorate.

DUTIES AND RESPONSIBILITIES

1. **Policy Development:** Collect and analyze data to inform policy formulation.
2. **Compliance and Investigations:** Facilitate investigations into complaints and breaches of terms and conditions.
3. **Facility Inspections:** Conduct inspections of facilities to ensure compliance with regulations.
4. **Programme Management:** Implement and coordinate programmes and activities within the Unit.
5. **Reporting and Evaluation:** Gather data for annual and periodic reports, assessing progress and impact.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- High integrity and good ethical standards.
- Team player.
- Knowledge in biotechnology and biosafety.
- Knowledge in relevant IT applications.
- Basic monitoring and evaluation skills.

JOB TITLE: SENIOR BIOSAFETY OFFICER, LABORATORY
DIRECTORATE: APPLICATIONS AND ENFORCEMENT
UNIT: LABORATORY
REPORTS TO: PRINCIPAL BIOSAFETY OFFICER, LABORATORY
SUPERVISES: BIOSAFETY OFFICER, LABORATORY
JOB GRADE - 19

JOB PURPOSE

To provide technical and operational support for the efficient and effective performance of the laboratory functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. **Forensic Investigation:** Conduct forensic investigations and toxicology testing on genetically modified (GM) foods and crops.
2. **Routine Analysis:** Participate in routine analysis of GM foods, plants, and related products to ensure safety.
3. **Data Management:** Develop and maintain an analytical data bank on regulated GM products.
4. **Methodology Development:** Maintain an up-to-date compendium of analytical methods.
5. **Health, Safety, and Environment:** Ensure health, safety, and environmental conditions are met for laboratory testing.
6. **Equipment Validation and Calibration:** Install, validate, verify, maintain, and calibrate laboratory equipment.
7. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Master's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;

- A minimum of four (4) years of relevant post Bachelor's degree work experience in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge of project and programme management.
- High integrity and good ethical standards
- Good knowledge in biosafety enforcement procedures.
- Knowledge of relevant Conventions and Treaties.
- Knowledge of the Biosafety Clearing House (BCH) operations.

JOB TITLE: ASSISTANT BIOSAFETY OFFICER, LABORATORY
DIRECTORATE: APPLICATIONS AND ENFORCEMENT
UNIT: LABORATORY
REPORTS TO: BIOSAFETY OFFICER, LABORATORY
SUPERVISES: NIL
JOB GRADE: 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the laboratory functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. Facilitates the testing of toxicology on GM foods and crops;
2. Maintains laboratory equipment;
3. Facilitates the conduct of routine analysis of GM foods, plants, and other related products for safety;
4. Provides inputs for the maintenance of an up-to-date compendium of analytical methods;
5. Maintains appropriate health, safety, and environmental conditions for testing in the laboratories;

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- High integrity and good ethical standards.
- Team player.
- Knowledge in biotechnology and biosafety.
- Knowledge in the Biosafety Clearing House (BCH) operations.
- Basic monitoring and evaluation skills.

JOB TITLE: SENIOR PUBLIC RELATIONS OFFICER
DIRECTORATE: HRM & ADMINISTRATION
UNIT: PUBLIC RELATIONS
REPORTS TO: PRINCIPAL PUBLIC RELATIONS OFFICER
SUPERVISES: PUBLIC RELATIONS OFFICER
JOB GRADE: 19

JOB PURPOSE:

To provide technical and operational support for the efficient and effective performance of the public relations functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. **Policy Development:** Collates data for policy formulation, implements, monitors, and evaluates programmes and activities.
2. **Public Education and Awareness:** Undertakes public education and sensitization on policies, programmes, and activities.
3. **Communications:** Prepares press releases, organizes media briefings, and develops/maintains stakeholder database.
4. **Reporting:** Prepares annual and periodic reports.
5. **Supervision:** Supervises and appraises subordinate staff performance.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's degree from an accredited tertiary institution in Mass Communication, Communication Studies, International Relations, Social Science or any other related fields.
- Knowledge in graphics design will be an advantage
- Membership of a relevant professional body will be an advantage.
- A minimum of four (4) years post-Bachelor's Degree relevant work experience in a reputable organisation.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge and understanding of the Public Administration System of Ghana.
- Good knowledge of public relations.
- Good leadership, networking and monitoring skills.
- Knowledge in media law.
- Strong analytical skills.

JOB TITLE: HR OFFICER
DIRECTORATE: HRM & ADMINISTRATION
UNIT: HUMAN RESOURCE MANAGEMENT
REPORTS TO: SENIOR HR OFFICER
SUPERVISES: ASSISTANT HR OFFICER CHIEF HR ASSISTANT
JOB GRADE: 18

JOB PURPOSE

To provide operational support for the efficient and effective performance of the human resource management functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. Collates data for the preparation of organizational design and HR planning;
2. Implements programmes and activities relating to employee wellbeing and conducive work environment;
3. Collates data for the development of a mechanism for recruitment, placement, promotion, succession planning and the smooth exit of staff;
4. Implements directives relating to disciplinary matters;
5. Facilitates staff training, learning and development activities;
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Human Resource Management, Social Sciences or other related disciplines.
- Membership of a relevant professional body will be an advantage.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in reputable organization.
- Must pass a selection interview conducted by the Authority, in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge of Labour laws and regulations.
- Knowledge of Administrative procedures.
- Leadership, networking, and management skills.
- Communication, interpersonal, and presentation skills.
- Ability to inspire, motivate and mentor.

JOB TITLE: PROCUREMENT OFFICER
DIRECTORATE: HRM & ADMINISTRATION
UNIT: PROCUREMENT
REPORTS TO: SENIOR PROCUREMENT OFFICER
SUPERVISES: ASSISTANT PROCUREMENT OFFICER CHIEF
PROCUREMENT ASSISTANT
JOB GRADE: 18

JOB PURPOSE

To provide operational support for the efficient and effective performance of the procurement functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. **Market Research:** Conduct market surveys to identify reliable sources of supply, promoting competition and value for money.
2. **Procurement Planning:** Prepare the annual procurement plan, aligning with organizational objectives.
3. **Tender Documentation & Contract Administration:** Prepare notices, tender documents, and advertisements, contract notices for successful tenderers ensuring

transparency and compliance, as well as notify unsuccessful ones, maintaining professionalism.

4. **Store Management:** Manage stores in accordance with established procedures and regulations, ensuring accountability.
5. **Budgeting and Work Planning:** Collate data for preparing the budget and work plan of the Unit, aligning with organizational objectives.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's degree in Supply Chain Management, Procurement Management, Purchasing & Supply or any other related field from an accredited tertiary institution.
- Must be a member of the Chartered Institute of Purchasing and Supply (CIPS) or any recognized professional procurement body.
- A minimum of one (1) year post-Bachelor's degree relevant work experience in a reputable organisation.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Excellent knowledge in the Public Procurement Act.
- Knowledge Public Financial Management Laws and Regulations.
- Good Contract Management.
- Knowledge in material handling, logistics, warehousing and customs clearance.
- Knowledge of inventory procedures and guidelines.
- High integrity and good ethical standards

JOB TITLE: ASSISTANT ADMINISTRATIVE OFFICER
DIRECTORATE: HRM & ADMINISTRATION
UNIT: ADMINISTRATION
REPORTS TO: ADMINISTRATIVE OFFICER
SUPERVISES: NIL
JOB GRADE: 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the administrative functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. **Event Organisation:** Facilitates meetings, seminars, conferences, and workshops.
2. **Reporting and Documentation:** Covers meetings, produces minutes, and drafts routine correspondence.
3. **Budgeting and Planning:** Collects data for the preparation of the annual budget and work plan.
4. **Meeting Documentation:** Covers meetings and produces accurate minutes.
5. **Correspondence:** Drafts routine letters, emails, and other correspondence.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's Degree from an accredited tertiary institution in any of the following fields: Business/Public Administration, Social Sciences or other related disciplines.
- Must have completed National Service.
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, interpersonal, and presentation skills.
- Knowledge of relevant IT applications.
- Basic knowledge of Labour laws and regulations.
- Reading skills.

JOB TITLE: ASSISTANT FINANCE OFFICER
DIRECTORATE: FINANCE
REPORTS TO: FINANCE OFFICER
SUPERVISES: NIL
JOB GRADE : 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the financial management functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. **Budget Preparation:** Collect and analyze data for the preparation of the annual budget, ensuring alignment with organizational priorities.
2. **Financial Compliance:** Ensure adherence to financial management laws, regulations, and fiscal policies, maintaining transparency and accountability.
3. **Financial Reporting:** Collect and analyze data for the preparation of annual financial reports, providing insights into the Authority's financial performance.
4. **Financial Analysis:** Collect data for analyzing financial reports, identifying trends, and informing decision-making.
5. **Audit Recommendations:** Implement financial recommendations from audit reports, addressing areas for improvement and enhancing financial management.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's degree from an accredited tertiary institution in any of the following fields: Finance, Accounting or other related disciplines. OR
- A minimum of Level II qualification from a recognized and relevant professional body (e.g. ICA-GH, ACCA, CPA or CIMA).
- Must have completed National Service.
- Must pass a selection interview conducted by the Authority, in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, interpersonal and presentation skills
- Knowledge in relevant IT applications.
- Meticulous and attention to details.
- High integrity and good ethical standards.

JOB TITLE: ASSISTANT MIS OFFICER
DIRECTORATE: HRM & ADMINISTRATION
UNIT: MANAGEMENT INFORMATION SYSTEMS (MIS)
REPORTS TO: MIS OFFICER
SUPERVISES: NIL
JOB GRADE - 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the Management Information Systems functions of the Authority.

DUTIES AND RESPONSIBILITIES

1. IT Infrastructure Management: Maintain and ensure the optimal performance of the Authority's IT infrastructure.
2. IT Guideline Development: Collate data for developing guidelines on IT operations and security, promoting best practices.
3. Data Management: Receive, upload, and manage data related to the Authority's core functions, ensuring data integrity.
4. User Support: Provide timely and effective user support services, resolving IT-related issues and enhancing productivity.
5. Staff Training: Facilitate IT training for staff, promoting digital literacy and capacity building.
6. Any other duties as may be assigned
- 7.

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Bachelor's degree from an accredited tertiary institution in Computer Science, Information Technology, Management Information System (MIS) or any other relevant fields.
- Possession of a relevant industry skill-based certification will be an advantage.
- Must have completed national service.
- Must pass an interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Knowledge in policies and laws relating to IT.
- Networking and monitoring skills.
- Communication, interpersonal and presentation skills.
- Good knowledge in relevant IT applications.
- High integrity and ethical standards.

JOB TITLE: BIOSAFETY OFFICER, (PRME)
DIRECTORATE: PLANNING, RESEARCH, MONITORING & EVALUATION
UNIT: OP&P/R&P/M&E
REPORTS TO: SENIOR BIOSAFETY OFFICER, (PRME)
SUPERVISES: ASSISTANT BIOSAFETY OFFICER, (PRME)
JOB GRADE: 18

JOB PURPOSE

To provide operational support for the efficient and effective performance of the functions of the Planning, Research, Monitoring & Evaluation Directorate.

DUTIES AND RESPONSIBILITIES

1. **Research and Project Development:** Collate data for developing research and project proposals, driving innovation and growth.
2. **Operational Policy Development:** Collate data for developing operational policies, guidelines, checklists, and Standard Operating Procedures (SOPs).
3. **Impact Assessment:** Participate in conducting impact assessments of projects, evaluating effectiveness and efficiency.
4. **Ethical Approval:** Collate data for preparing scientific/technical research projects for ethical approval, ensuring compliance.
5. **Monitoring and Evaluation:** Facilitate monitoring and evaluation of the Authority's activities, promoting accountability and improvement.
6. **Strategic Planning:** Collect data for developing strategic and other plans for the Authority, aligning with organizational objectives.
7. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE

- A minimum of a Master's Degree in Planning, Statistics or Monitoring and Evaluation or any other related discipline;
- A Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;
- A minimum of a one (1) -year relevant post Bachelor's degree work experience in a relevant organization;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Leadership, mentoring and management skills.
- Communication, report writing and presentation skills.
- Research and analytical skills.
- Monitoring & Evaluation skills.
- Knowledge of project and programmes management.
- Knowledge in financial management laws and regulations.
- Networking and resource mobilization skills.
- Strategic planning skills.

JOB TITLE: ASSISTANT BIOSAFETY OFFICER, (PRME)
DIRECTORATE: PLANNING, RESEARCH, MONITORING & EVALUATION
UNIT: OP&P/R&P/M&E
REPORTS TO: BIOSAFETY OFFICER, (PRME)
SUPERVISES: NIL
JOB GRADE: 16

JOB PURPOSE

To provide operational support for the efficient and effective performance of the functions of the Planning, Research, Monitoring & Evaluation Directorate.

DUTIES AND RESPONSIBILITIES

1. Research and Project Development: Collect data for developing research and project proposals, driving innovation and growth.
2. Operational Policy Development: Collect data for developing operational policies, guidelines, checklists, and Standard Operating Procedures (SOPs).
3. Impact Assessment: Facilitate impact assessments of projects, evaluating effectiveness and efficiency.
4. Ethical Approval: Collect data for preparing scientific/technical research projects for ethical approval, ensuring compliance.
5. Monitoring and Evaluation: Facilitate monitoring and evaluation of the Authority's activities, promoting accountability and improvement.
6. Any other duties as may be assigned

QUALIFICATIONS AND EXPERIENCE:

- A minimum of a Bachelor's Degree in Biological Sciences or any other related discipline from an accredited tertiary institution;

- Must have completed National Service;
- Must pass a selection interview conducted by the Authority in collaboration with the Public Services Commission.

COMPETENCIES

- Communication, report writing, and presentation skills.
- Research and analytical skills.
- High integrity and good ethical standards.
- Teamwork, interpersonal, and collaboration skills.
- Attention to detail.