



KENYA VETERINARY VACCINES PRODUCTION INSTITUTE

P. O. Box 53260 - 00200, NAIROBI TEL: 020-3540071/0724651895

Email: vaccines@kevevapi.or.ke

VACANCIES

The Kenya Veterinary Vaccines Production Institute (KEVEVAPI) is a state corporation established under the State Corporations Act, (CAP 446) through Legal Notice No. 223 of 4th June 1990 and operating under the Ministry of Agriculture, Livestock, Fisheries and Co-operatives in the State Department of Livestock. KEVEVAPI is mandated with the production, manufacturing, research and marketing of veterinary vaccines.

The Institute is inviting dynamic, innovative and self-motivated candidates to submit applications for the following position.

1. CHIEF MARKETING OFFICER, VPI.13 Job Ref: CMO – KVVPI/CMO/001/02/2020 - (One Post) – RE-ADVERTISEMENT

Reporting to the Chief Executive Officer

Duties and Responsibilities

1. Establishing market networks both locally and internationally.
2. Building a market data base for the vaccine products.
3. Evaluating performance of products in the market.
4. Developing necessary interventions in order to sustain relevance of products in the market.
5. Developing marketing strategies.
6. Undertaking market research surveys for products developed by the Institute.
7. Securing contracts with internal and external clients.
8. Developing business plans and strategies for marketing of products.
9. Preparation of annual work plans and budgets.
10. Liaising with the Legal Office on patenting and licensing.
11. Liaising with other service providers in the industry on marketing of vaccines products.
12. Supervising marketing Staff.
13. Identifying marketing opportunities for products.
14. Drawing policy documents on marketing.
15. Creating, directing, and implementing the Institute's promotional programs to stimulate awareness in particular market segments.

Academic and Professional Qualifications

1. A Bachelor's Degree in Veterinary Medicine or Animal Health.
2. A qualification in marketing.
3. A Master's Degree in a relevant discipline.
4. Be a retained member of a relevant professional body.
5. Five (5) years' work experience in marketing in a busy business environment.
6. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity.

Skills and Abilities

1. Has ideally worked in a start-up or high-growth environment.
2. Strong analytical skills.
3. A proven leader with very strong verbal and written communication and interpersonal skills.
4. Experienced in all elements of the marketing mix.
5. Creative and innovative; capable of driving the creation of new ideas.
6. A strong strategic thinker with the ability to grasp and conceive business strategy.
7. Strong decision-making and critical thinking skills.
8. High energy and enthusiastic.
9. High tolerance to ambiguity.
10. Ability to understand changing market dynamics, translating them into actionable strategies to achieve the Institute's objectives.

NB: 1. Those who had applied earlier need not to re-apply.

2. Applicants should show/demonstrate evidence of their skills and abilities in the application documents.

SENIOR LABORATORY ASSISTANT I, VPI.6 JOB Ref: KVVPI/SLA/002/02/2020 (One Post)

Duties & Responsibilities

1. Supervising laboratory assistants.
2. Healthy and safe disposal of Preparation Laboratory wastes.
3. Cleaning and Sterilizing of glassware, vaccine bottles and any other sterilisable materials used within the laboratory.
4. Issuing of glassware and other consumables to other laboratories.
5. Assisting in the collection of samples from experimental specimen/materials.
6. Carrying out laundry assignments.
7. Coaching attachees and interns.
8. Participating in the implementation and review of laboratory Standard Operating Procedures.
9. Ensuring that staff under his/her supervision observe Good Manufacturing Practices (GMP), Good Laboratory Practices and Standard Operating Procedures.
10. Cleaning and disinfection of surface and the lab floors.
11. Assisting in filling and capping of vaccines and vaccine diluent.

13. Preparing monthly reports.
14. Keeping and updating of laboratories' records.

Academic and Professional Qualifications

1. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent.
2. Diploma in Life Sciences – Applied Biology/Microbiology/Medical Laboratory Science/Biomedical Science/Biotechnology/Biochemistry/Chemistry.
3. Two (2) years' work experience in a laboratory environment.

SENIOR LABORATORY ASSISTANT II, VPI.5 JOB Ref: KVVPI/SLA/003/02/2020 (One Post)

Duties & Responsibilities

1. Supervising laboratory assistants.
2. Healthy and safe disposal of Preparation Laboratory wastes.
3. Cleaning and Sterilizing of glassware, vaccine bottles and any other sterilizable materials used within the laboratory.
4. Issuing of glassware and other consumables to other laboratories.
5. Assisting in the collection of samples from experimental specimen/materials.
6. Carrying out laundry assignments.
7. Coaching attachees and interns.
8. Participating in the implementation and review of laboratory Standard Operating Procedures.
9. Ensuring that officers under his/her supervision observe Good Manufacturing Practices (GMP), Good Laboratory Practices and Standard Operating Procedures.
10. Cleaning and disinfection of surface and the lab floors.
11. Assisting in filling and capping of vaccines and vaccine diluent.
13. Preparing monthly reports.
14. Keeping and updating of laboratories' records.

Academic and Professional Qualifications

1. Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent.
2. Diploma in Life Sciences – Applied Biology/Microbiology/Medical Laboratory Science/Biomedical Science/Biotechnology/Biochemistry/Chemistry.

Interested and qualified Candidates are invited to send their application (10 copies), quoting the vacant position and Reference Number on both the cover letter and the envelope, and enclose their updated CV, Academic and Professional Certificates, a copy of their National Identity Card and daytime telephone contact. The Applications should be addressed to:

**CHIEF EXECUTIVE OFFICER
KENYA VETERINARY VACCINES PRODUCTION INSTITUTE
OFF ENTERPRISE ROAD, ROAD 'A'
P.O. Box 53260 - (00200)
NAIROBI.**

So as to reach the office on or before **13th March 2020 at 4.00 pm.**

Shortlisted candidates will be expected to produce the following clearance certificates during the interview:

Kenya Revenue Authority (KRA).
Directorate of Criminal Investigations (DCI).
Ethics-anticorruption Commission (EACC.)
Recognized Credit Reference Bureau (CRB).
Higher Education Loans Board (HELB).

KEVEVAPI is an Equal Opportunity Employer committed to diversity and gender equity within the organization. Please note that only shortlisted candidates will be contacted.

Any form of canvassing will lead to automatic disqualification.

KEVEVAPI is ISO 9001:2015 Certified.

