



BRS BUSINESS
REGISTRATION
SERVICE
Doing Business Made Easier

OPEN CAREER OPPORTUNITIES

The Business Registration Service (BRS) is a State Corporation established through an Act of Parliament; the Business Registration Act 2015..

The Service is mandated to oversee implementation and effective administration of the laws relating to the incorporation, registration, operation and management of companies, partnerships and firms. We also administer the Insolvency Act and the Movable Property Security Rights Act as well as the Hire Purchase Act.

Pursuant to this mandate, the Service seeks to recruit highly motivated, customer centric, result-oriented, self-driven individual of high integrity to fill the following vacant positions:

S/No.	Position	Grade	No. of Post	Position Ref. No
1.	Director ICT	BRS 2	1	BRS/10/2023/01
2.	Deputy Registrar of Companies	BRS 3	1	BRS/10/2023/02
3.	Deputy Director Legal Research	BRS 3	1	BRS/10/2023/03
4.	Senior Finance Officer	BRS 4	1	BRS/10/2023/04
5.	Senior Legal Officer-Investigator	BRS 5	1	BRS/10/2023/05
6.	Senior Legal Officer-Compliance	BRS 5	1	BRS/10/2023/06
7.	Corporate Communication Officer I	BRS 5	1	BRS/10/2023/07
8.	Internal Auditor I	BRS 5	1	BRS/10/2023/08
9.	Planning Officer I	BRS 5	1	BRS/10/2023/09
10.	Senior Clerical Officer	BRS 7	2	BRS/10/2023/10
11.	Office Assistant II	BRS 9	2	BRS/10/2023/11
Total Positions			13	

Interested and qualified persons are requested to download the full advert make their applications by completing **ONE** BRS Form online. The application form and the detailed job requirements, duties and responsibilities for the position can be downloaded from either of the following websites: www.brs.go.ke, www.ihrm.or.ke or www.publicservice.go.ke

Please note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- All applicants will be required to produce the original letter of appointment to their current substantive post or position during the interview.

Successful candidates will be required to fulfil the requirements of Chapter six (6) of the Constitution of Kenya specifically clearance from the following institutions;

1. Kenya Revenue Authority
2. Higher Education Loans Board
3. Ethics and Anti-Corruption Commission
4. National Police Service (Certificate of good Conduct)
5. Credit Reference Bureau

The completed application form should be submitted not later than 5:00 pm on Monday, 6th November, 2023.

BRS is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted.

For all service queries email us at: eo@brs.go.ke | Call Centre: 011 112 7000 www.brs.go.ke