

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:

DIRECTOR INFORMATION COMMUNICATION & TECHNOLOGY, JOB GRADE BRS 2 ONE (1) POST - ADVERT NO. BRS/10/2023/01

Salary Scale : Ksh. 243,150.00 – Ksh. 350,000.00 p.m.

House Allowance : 60,000 p.m

Commuter Allowance : Ksh.20, 000 p.m

Leave Allowance : 1 Month basic salary (once yearly)

Annual Leave : 30 working days as per financial year

Gratuity : 31% of annual basic salary

Insurance Covers: As provided by the Service Insurances Schemes

Terms of Service: five (5) year contract, Renewable subject to satisfactory performance

Reporting to the Director General, the Director ICT will be responsible for formulation and implementation of the Service's ICT Strategy, development of information technology and Communication systems, and management of ICT Security.

Requirements for Appointment

A person shall qualify for appointment of the Director Information Communication and Technology if that person:

- i. Is a Citizen of Kenya;
- ii. Has eight (8) years relevant experience;
- iii. Has served in the grade of Deputy Director Information Communication Technology or in a comparable position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelors with a Master's degree in any of the following: IT, Computer Science, Software Engineering, ICT Project Management, Computer Engineering or their equivalent from a recognized Institution;
- v. Is a holder of an ICT professional certification in either IT Management, Information Security, CISM, CEH, CompTIA Security or their equivalent;
- vi. Is a member, in good standing of an ICT Professional body;
- vii. Demonstrates professional competence;
- viii. Meets the requirements of Chapter Six of the Constitution.

DEPUTY REGISTRAR OF COMPANIES, JOB GRADE BRS 3 ONE (1) POST - ADVERT NO. BRS/10/2023/02

Salary Scale : Ksh. 192,450.00 – Ksh. 285,900.00 p.m.

House Allowance : Ksh. 50,000 p.m

Commuter Allowance : Ksh. 16,000 p.m

Leave Allowance : 1 Month basic salary (once yearly)

Annual Leave : 30 working days as per financial year

Gratuity : 31% of annual basic salary

Insurance Covers: As provided by the Service Insurances Schemes

Terms of Service: five (5) year contract, Renewable subject to satisfactory performance

Reporting to the Registrar of companies, the Deputy Registrar of companies will be responsible for facilitating effective and efficient administration of registration of companies, businesses and general operations of the companies registry.

Requirements for Appointment

A person shall qualify for appointment of the Deputy Registrar of companies if that person:

- i. Is a Citizen of Kenya;
- ii. Advocate of the High Court of Kenya in good standing, Member of LSK
- iii. Has seven (7) years relevant experience
- iv. Has served in the grade of Senior Assistant Registrar or in a comparable position for a minimum of three years
- v. Holds a Bachelor of Laws degree from a recognized university;
- vi. Holds a master's degree from a recognized institution will be an added
- vii. Advantage
- viii. Holds a Postgraduate Diploma in Law
- ix. Demonstrates professional competence;
- x. Meets the requirements of Chapter Six of the Constitution.

DEPUTY DIRECTOR LEGAL RESEARCH, JOB GRADE BRS 3 ONE (1) POST - ADVERT NO. BRS/10/2023/03

Salary Scale : Ksh. 192,450.00 – Ksh. 285,900.00 p.m.

House Allowance : Ksh. 50,000 p.m

Commuter Allowance : Ksh. 16,000 p.m

Leave Allowance : 1 Month basic salary (once yearly)

Annual Leave : 30 working days as per financial year

Gratuity : 31% of annual basic salary

Insurance Covers: As provided by the Service Insurances Schemes

Terms of Service: five (5) year contract, Renewable subject to satisfactory performance

Reporting to the Director Legal Compliance and Research, the Deputy Director Legal Research will be responsible for the overall coordination and management of the Legal Research function at the Service including; providing leadership in research and development programs and activities.

Requirements for Appointment

A person shall qualify for appointment of the Deputy Director Legal Research if that person:

- i. Is a Kenyan Citizen;
- ii. Has seven(7) years relevant working experience;
- iii. Has served in the grade of Assistant Director, Legal Research or in a comparable position for a minimum period of three (3) years;
- iv. Holds a Bachelor's Degree in any of the following disciplines:- Law, Economics/Statistics, Business Administration/Management, Education, Sociology, Political Science, Development Studies or its equivalent qualification from a recognized institution;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Demonstrates professional competence.
- vii. Meets the requirements of Chapter Six of the Constitution.

SENIOR FINANCE OFFICER , JOB GRADE BRS 4 ONE (1) POST - ADVERT NO. BRS/10/2023/04

Salary Scale : Ksh. 148,950.00 – Ksh. 229,800.00 p.m.

House Allowance : Ksh. 45, 000 p.m

Commuter Allowance : Ksh. 12, 000 p.m

Leave Allowance : 1 Month basic salary (once yearly)

Annual Leave : 30 working days as per financial year

Gratuity : 31% of annual basic salary

Insurance Covers: As provided by the Service Insurances Schemes

Terms of Service: five (5) year contract, Renewable subject to satisfactory performance

Reporting to the Deputy Director Finance and Accounts, the Senior Finance Officer will be responsible for coordination in budgeting and budgetary controls, preparation of financial statements and reports and providing managers with the relevant information to facilitate decision making.

Requirements for Appointment

A person shall qualify for appointment of the Senior Finance Officer if that person:

- i. Is a Citizen of Kenya
- ii. Served for a minimum period of six (6) years in similar role, out of which three (3) must have been at a level comparable to Finance / Accountant Officer
- iii. Holds Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance Option), Business Management (Accounting/Finance Option), Economics, or equivalent qualification from a recognized Institution.
- iv. Part III of the Certified Public Accountants (CPA) Examination;
- v. Certificate in Management Course from a recognized institution
- vi. Certificate in computer applications;
- vii. Demonstrated professional competence as reflected in work performance and results.
- viii. Master's degree in any of the following disciplines: Business Administration, Finance, Commerce, or equivalent qualifications from a recognized university will be an added advantage.

SENIOR LEGAL OFFICER- INVESTIGATOR, JOB GRADE BRS 5 ONE (I) POST - ADVERT NO. BRS/10/2023/05

Salary Scale : Ksh. 112,650.00 – Ksh. 180,900.00 p.m.
House Allowance : Ksh. 28, 000 p.m
Commuter Allowance : Ksh. 8, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Reporting to the Director Legal Compliance and Research ,the Senior Legal Officer - Investigator will be responsible for planning, conduct and complete risk-based investigations into incidents generated by insights, customer/public reports, audit reports and other departments.

Requirements for Appointment

A person shall qualify for appointment of the Senior Legal Officer- Investigator if that person:

- i. Is a Citizen of Kenya;
- ii. Has Bachelors of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law society of Kenya (LSK);
- v. Demonstrates computer literacy;
- vi. Demonstrated professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six of the Constitution.

SENIOR LEGAL OFFICER- COMPLIANCE, JOB GRADE BRS 5 ONE (1) POST - ADVERT NO. BRS/10/2023/06

Salary Scale : Ksh. 112,650.00 – Ksh. 180,900.00 p.m.
House Allowance : Ksh. 28, 000 p.m
Commuter Allowance : Ksh. 8, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Reporting to the Director Legal Compliance and Research, responsible for creating awareness of and ensuring compliance with statutory, regulatory and policy frameworks that impact on the Service's core mandate.

Requirements for Appointment

A person shall qualify for appointment of the Senior Legal Officer-Compliance if that person:

- i. Is a Citizen of Kenya
- ii. Has Bachelors of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law Society of Kenya (LSK);
- v. Demonstrates computer literacy;
- vi. Demonstrated professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six of the Constitution.

CORPORATE COMMUNICATION OFFICER I , JOB GRADE BRS 5 ONE (I) POST - ADVERT NO. BRS/10/2023/07

Salary Scale : Ksh. 112,650.00 – Ksh. 180,900.00 p.m.
House Allowance : Ksh. 28, 000 p.m
Commuter Allowance : Ksh. 8, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Responsible for supervision of implementation of the BRS's corporate communications strategies and plans for stakeholder engagements, branding, events management, Corporate Social Responsibility, Customer Service, Corporate affairs and to create awareness.

Requirements for Appointment

A person shall qualify for appointment of the Corporate Communication Officer I if that person:

- i. Is a Citizen of Kenya
- ii. Served in the grade of Corporate Communications Officer II or in a comparable position for a minimum period of three (3) years;
- iii. Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Journalism or its equivalent qualification from a recognized institution;
- iv. Member of Public Relations Society of Kenya or Media Council of Kenya or any other recognized professional body.
- v. Demonstrates computer literacy;
- vi. Demonstrated professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six of the Constitution.

INTERNAL AUDITOR I (SYSTEMS AUDIT), JOB GRADE BRS 5 (I) POST - ADVERT NO. BRS/10/2023/08

Salary Scale : Ksh. 112,650.00 – Ksh. 180,900.00 p.m.
House Allowance : Ksh. 28, 000 p.m
Commuter Allowance : Ksh. 8, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Reporting to the Senior Internal Auditor, the internal Auditor I will provide support in the Internal Audit department through independent, objective assurance and advice designed to add value and improve the organizations operations while focusing on internal control systems, risk management framework and governance.

Requirements for Appointment

A person shall qualify for appointment of the Internal Auditor I if that person:

- i. Is a Citizen of Kenya;
- ii. Served as system auditor for a minimum period of three (3) years;
- iii. Holds a Bachelor's degree in any of the following disciplines: - Computer Science, Information Technology, Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- iv. Is a Certified Information System Auditor (CISA);
- v. Holds a Certificate in computer applications;
- vi. Be a member of good standing in a related professional body;
- vii. Demonstrates professional competence as reflected in work performance and results.
- viii. Meets the requirements of Chapter Six (6) of the Constitution.

PLANNING OFFICER I , JOB GRADE BRS 5 (I) POST - ADVERT NO. BRS/10/2023/09

Salary Scale : Ksh. 112,650.00 – Ksh. 180,900.00 p.m.
House Allowance : Ksh. 28, 000 p.m
Commuter Allowance : Ksh. 8, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Responsible for coordinating effective strategies in planning, resource mobilization, performance management, monitoring and evaluation, quality management systems and risk management as well as ensuring adherence to regulatory requirements.

Requirements for Appointment

A person shall qualify for appointment of the Planning Officer I if that person:

- i. Is a Citizen of Kenya;
- ii. Served in the grade of Planning Officer II or in a comparable position for a minimum period of three (3) years;
- iii. Bachelor's Degree in any of the following fields Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- iv. Holds a Certificate in computer applications;
- v. Be a member of good standing in a related professional body;
- vi. Demonstrates professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six (6) of the Constitution.

SENIOR CLERICAL OFFICER , JOB GRADE BRS 7 TWO (2) POST - ADVERT NO. BRS/10/2023/10

Salary Scale : Ksh. 60,750.00 – Ksh. 104,700.00 p.m.
House Allowance : Ksh. 6,750.00 p.m
Commuter Allowance : Ksh. 4,000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Responsible for registration of Companies, Business names and Limited Liability Partnerships, and safeguarding of all records related to registrations

Requirements for Appointment

A person shall qualify for appointment of the Senior Clerical Officer if that person:

- i. Is a Citizen of Kenya;
- ii. Holds a Diploma from an accredited institution preferable in legal studies.
- iii. KCSE (Kenya Certificate of Secondary Education) mean grade C – (Minus) or its equivalent qualification from a recognized Institution.
- iv. Holds a Certificate in computer applications;
- v. Be a member of good standing in a related professional body;
- vi. Demonstrates professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six (6) of the Constitution.

Office Assistant II , JOB GRADE BRS 9 TWO (2) POST - ADVERT NO. BRS/10/2023/11

Salary Scale : Ksh. 29,550.00 – Ksh. 55,800.00 p.m.
House Allowance : Ksh. 4,500.00 p.m
Commuter Allowance : Ksh. 3, 000 p.m
Leave Allowance : 1 Month basic salary (once yearly)
Annual Leave : 30 working days as per financial year
Pension : As provided by the Service's Pension Scheme
Insurance Covers: As provided by the Service's Insurances Schemes
Terms of Service: Permanent and pensionable

Responsible for providing general office support services including office cleanliness, mail delivery and serving refreshments.

Requirements for Appointment

A person shall qualify for appointment of Office Assistant II if that person:

- i. Is a Citizen of Kenya;
- ii. KCSE (Kenya Certificate of Secondary Education) mean grade D (Plain) or its equivalent qualification from a recognized Institution.
- iii. Served as in the grade of Office Assistant III for a minimum period of three (3) years;
- iv. Holds a Certificate in computer applications;
- v. Be a member of good standing in a related professional body;
- vi. Demonstrates professional competence as reflected in work performance and results.
- vii. Meets the requirements of Chapter Six (6) of the Constitution.

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 should 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 on or before 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.