

VACANCIES ANNOUNCEMENT

SHORT TERM EMPLOYMENT OPPORTUNITY IN THE BUSINESS REGISTRATION SERVICE ("THE SERVICE") A SEMI-AUTONOMOUS GOVERNMENT AGENCY CREATED UNDER THE BUSINESS REGISTRATION SERVICE ACT No. 15 OF 2015

The Business Registration Service (BRS) requires placement of a three (3) months short term contract employment for Kenyan graduates. The program aims at providing the youth an opportunity for on-the-job experience for their professional development and, enhance their employability. The successful candidates will be tasked with the process of data clean up within the Business Registry System platform. The process seeks to ensure that the details of the business proprietors for business names and officers and members of companies entered in the BRS system are correct and the records reflect the true position of the businesses registered in Kenya.

Specific Duties and Responsibilities:

- Receiving linking applications for processing;
- Retrieving all records related to the linking applications;
- Reviewing entities for compliance of statutory filing requirements;
- Advising entities on compliance filing as required; and
- Compiling statutory reports on linking applications.

Job Requirements:

- Possess a Bachelor's degree from a recognized University
- Outstanding knowledge of Microsoft Office.
- People oriented and results driven

The ideal candidates for these positions are those who are diligent with a keen eye for detail, with strong leadership qualities, communication and problem-solving skills, self-driven and passionate about being part of a team that enhances the Quality of Data as BRS moves towards being a data driven service.

Application Procedure:

If you desire to accelerate your career in a modern, fast paced and challenging environment and meet the positions requirements above, complete BRS application from our website www.brs.go.ke together with your copies of academic certificates to jobs@brs.go.ke. Indicate on the subject line the position applied for. All applications must be received not later than Thursday April 27th, 2023.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

BRS is an equal opportunity employer. female candidates, Persons with Disability (PWD) and marginalized are strongly encouraged to apply.