



## **REGISTRATION OF CERTIFIED PUBLIC SECRETARIES BOARD**

### **INTERNSHIP OPPORTUNITY**

The Registration of Certified Public Secretaries Board (RCPSB) is a Statutory Regulatory Board established under the Certified Public Secretaries Act (Cap 534) Laws of Kenya to register and issue practicing certificates to qualified Certified Public Secretaries. The Board is housed on the 5<sup>th</sup> Floor, Kasneb Towers II, Upper Hill.

The RCPSB has introduced an Internship Program which is a structured internship program for unemployed Certified Secretaries that is designed to enable them acquire requisite skills and insights into the Certified Secretaries profession. The program will run for 12 months.

#### **Qualifications for the Internship Program**

We are seeking to provide one (1) Internship opportunity to a candidate in possession of the following qualifications:

- Bachelor of Commerce or equivalent degree with Marketing Option
- A Certified Secretaries (CS) qualification from Kasneb will be an added advantage
- Currently unemployed and available for the entire duration of the Internship

#### **Other Requirements:**

- Valid Certificate of Good Conduct
- Copy of National ID
- Copy of KRA PIN
- 2 Colour Passport size Photos.

The RCPSB is committed to diversity and gender equality and therefore encourages persons living with disability, women and those from marginalized areas to apply.

#### **Please Note:**

1. The deadline for application is Friday 3<sup>rd</sup> May 2019 at 5pm.
2. The Board does not guarantee employment after completion of the Internship Program.
3. Only shortlisted candidates will be contacted.
4. The RCPSB will pay a stipend according to prevailing government guidelines.
5. If shortlisted, applicants will be expected to provide the following additional information: -
  - A valid personal accident insurance cover
  - A valid personal medical insurance cover by NHIF or any other reputable medical insurance firm
6. Any form of canvassing will lead to automatic disqualification.

7. All applications MUST be submitted online via the procedure below.

**Application Procedure:**

If you meet the above requirements, download and fill out an application form from Public Service Commission of Kenya internship link: PSC forms ([www.publicservice.go.ke](http://www.publicservice.go.ke) ) and submit together with copies of certificates to the address below on or before 3<sup>rd</sup> May, 2019.

**Executive Officer**

**Registration of Certified Public Secretaries Board**

**5<sup>th</sup> Floor, kasneb Towers II**

**Tel: 0706-376-624**

**Email: [regcpsb@gmail.com](mailto:regcpsb@gmail.com)**