



Office of The Attorney General and Department of Justice  
**BUSINESS REGISTRATION SERVICE**  
Ease of Doing Business

BRS/ADM/05/VOL.2

26<sup>th</sup> May, 2020

**VACANT POSITIONS IN THE BUSINESS REGISTRATION SERVICE ("THE SERVICE") A SEMI-AUTONOMOUS GOVERNMENT AGENCY CREATED UNDER THE BUSINESS REGISTRATION SERVICE ACT 15 OF 2015**

Applications are invited from suitably qualified persons for the following vacant posts in the **Business Registration Service**:

Interested and qualified persons are requested to download the full advert make their applications by completing **ONE** BRS Form. The application form and the detailed job requirements, duties and responsibilities for each position should be downloaded from either of the following websites; [www.brs.go.ke](http://www.brs.go.ke), [www.publicservice.go.ke](http://www.publicservice.go.ke) or [www.amsol.co.ke](http://www.amsol.co.ke)

NO.	DESIGNATION	GRADE	NO. OF POSTS	ADVERT NO.
1.	Deputy Registrar Of Companies	BRS 3	1	No. 8/2020
2.	Deputy Official Receiver	BRS 3	1	No. 9/2020
3.	Deputy Registrar Movable Property and Security Rights (MPSR)	BRS 3	1	No. 10/2020
4.	Deputy Director Legal Compliance	BRS 3	1	No. 11/2020
5.	Deputy Director Legal Research	BRS 3	1	No. 12/2020
6.	Deputy Director, Finance & Accounts	BRS 3	1	No.13/2020
7.	Corporation Secretary	BRS 3	1	No. 14/2020
8.	Senior Supply Chain Management Officer	BRS 4	1	No. 15/2020
9.	Senior Internal Auditor	BRS 4	1	No. 16/2020
10.	Senior Planning Officer	BRS 4	1	No. 17/2020
11.	Senior Corporate Communications Officer	BRS 4	1	No. 18/2020

Please note:

- Candidates should NOT attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.
- 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 shall be required to produce the original letter of appointment to their current substantive post or position during the interview.

The completed application form should be emailed to [brs@amsol.co.ke](mailto:brs@amsol.co.ke) on or before 15<sup>th</sup> June, 2020.

### ADVERT NO. 08/2020 – DEPUTY REGISTRAR OF COMPANIES, JOB GRADE BRS 3 (1) POST

An officer at this level will be responsible to the Registrar of Companies.

#### Duties and Responsibilities

The Deputy Registrar of Companies duties and responsibilities will entail: - ensuring efficient and effective administration of the Companies Act, the Registration of Business Names Act and the Limited Liability Partnership Act; registration of companies, business names, limited liability partnerships, maintaining records in the companies registry; attending consultative meetings with stakeholders and handling client complaints.

#### 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. Has seven (7) years post admission experience;
- iii. Has served in the grade of a Senior Assistant Registrar of Companies or in a similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelors of Laws degree from a recognized institution;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is an Advocate of the High Court of Kenya;
- vii. Is a member, in good standing, of the Law society of Kenya (LSK)
- viii. Demonstrates computer literacy;
- ix. Demonstrates professional competence;
- x. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 09/2020 – DEPUTY OFFICIAL RECEIVER, JOB GRADE BRS 3 (1) POST**

An officer at this level will be responsible to the Official Receiver.

### **Duties and Responsibilities**

The Deputy Official Receiver's duties and responsibilities will entail: ensuring efficient and effective administration of the Insolvency Act and any incidental Acts; issuing and renewing insolvency practitioners licenses; maintaining records in the registry; undertaking investigation and prosecutions; preparing reports; undertaking law review and research relating to insolvency matters; attending consultative meetings with stakeholders; creating linkages with professional bodies on matters of development of the legal framework for insolvency matters; handling client complaints; participating in preliminary examination of debtor; advertising the bankruptcy and the winding up order; tracing assets of the debtor and companies in liquidation, ensuring assets are preserved, valued and insured; ensuring that statements of affairs for both companies and debtors are filed; distributing assets to creditors; attending court; and making necessary applications.

### **Requirements for Appointment**

A person shall qualify for appointment of the Deputy Official Receiver if that person:

- i. Is a Citizen of Kenya;
- ii. Has seven (7) years post admission experience;
- iii. Has served in the grade of Senior Assistant Official receiver or in a comparable managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor of Laws degree from a recognized institution;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is an Advocate of the High Court of Kenya;
- vii. Must be a member ,in good standing, of the Law society of Kenya (LSK)
- viii. Demonstrates computer literacy;
- ix. Demonstrates professional competence;
- x. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 10/2020 – DEPUTY REGISTRAR MOVABLE PROPERTY AND SECURITY RIGHTS (MPSR), JOB GRADE BRS 3 (1) POST**

The Deputy Registrar of Movable Property and Security Rights shall be the reporting to the Director General.

### **Duties and Responsibilities**

The Deputy Registrar shall be the head of the Registry of Movable Property Security Rights and Hire Purchase and shall be responsible for the implementation of the Movable Properties Security Rights Act and Hire Purchase Act. The specific duties and responsibilities shall include; registration of security rights in movable assets, registration

of hire purchase agreements, day to day administration and management of the affairs of the Registry and all such duties as imposed by the Act and any other duty as may be assigned by the Director General/Board.

### Requirements for Appointment

A person shall qualify for appointment of the Deputy registrar of Movable Property and Security Rights if that person:

- i. Is a Citizen of Kenya;
- ii. Has seven (7) years post admission experience;
- iii. Has served in the grade of Senior Assistant Registrar or any similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor of Laws degree from a recognized university;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is an advocate of the High Court of Kenya;
- vii. Must be a member, in good standing, of the Law society of Kenya (LSK)
- viii. Demonstrates administrative and professional competence;
- ix. Demonstrates computer literacy.
- x. Meets the requirements of Chapter Six of the Constitution;

### **ADVERT NO. 11/2020 – DEPUTY DIRECTOR LEGAL COMPLIANCE, JOB GRADE BRS 3 (1) POST**

The Deputy Director Legal, Compliance shall be reporting to the Director Legal Compliance and Research.

### Duties and Responsibilities

The Deputy Director shall oversee the overall coordination and management of the Legal and Compliance function at the Service. The specific duties and responsibilities shall include: To develop, review and implement the Services' legal policies, contracts, Memorandum of Understanding (MOUs) and all other legal documents, Safeguard the legal interests of the Service by advising on and ensuring compliance with all statutory requirements, Prepare court records and forward them to the appropriate courts; prepare Legal opinions; Undertake litigation for the Service; Ensure relevant policies are implemented in line with the existing guidelines, Provide the necessary information to guide the formulation and amendment of relevant policies and guidelines. Recommend to the Government any improvements in the relevant laws, Ensure that the Service complies with statutory and other regulatory requirements by undertaking periodic legal audit compliance.

### Requirements for Appointment

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

- i. Is a Citizen of Kenya;



- ii. Has seven (7) years post admission experience;
- iii. Has served in the grade of Assistant Director Legal services or any similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor of Laws degree from a recognized university;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is an advocate of the High Court of Kenya;
- vii. Must be a member ,in good standing, of the Law society of Kenya (LSK)
- viii. Demonstrates administrative and professional competence;
- ix. Meets the requirements of Chapter Six of the Constitution;
- x. Demonstrates computer literacy skills.

### **ADVERT NO. 12/2019 – DEPUTY DIRECTOR LEGAL RESEARCH, JOB GRADE BRS 3 (1) POST**

The Deputy Director, Legal Research will report to the Director Legal Compliance and Research.

#### **Duties and Responsibilities**

Duties and responsibilities will entail:- initiating the formulation and review of research policies, strategies and procedures; providing leadership in research and development programs and activities; promoting research on social, economic and political trends and their impact on business registration; identifying stakeholders to support and fund legal research; initiating implementation of the research policy on business registration; setting benchmarks and standards for legal research; implementing research findings and recommendations of reports.

#### **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. Must be a member, in good standing, of a professional body;
- vii. Demonstrates computer literacy;
- viii. Demonstrates professional competence.
- ix. Meets the requirements of Chapter Six of the Constitution.

## ADVERT NO. 13/2020 – DEPUTY DIRECTOR, FINANCE & ACCOUNTS OFFICER JOB GRADE BRS 3 ONE (1) POST

An officer at this level will be responsible to the Director, Corporate Services for efficient management and administration of the Division.

### Duties and Responsibilities

The Deputy Director, Finance & Accounts Officers' duties and responsibilities will entail:- coordinating preparation of budget at the Service; approving quality of ongoing and completed programs; monitoring and reviewing financial and physical implementation of projects and programs; planning, designing, reviewing, coordinating, controlling and implementing financial and accounting systems; interpreting of financial and accounting policies, budgetary controls and management of financial and accounting methods; overseeing preparation of financial management reports including imprest and expenditure returns; ensuring application of sound accounting principles and controls at the Service; coordinating financial resource allocations in line with the Service's policies; authorizing payments and signing cheques subject to the set limit; managing financial and accounting information, which includes coordination and rationalization of estimates, annual appropriation and fund accounts, cash flow control and cost analysis; overseeing commitment of funds; certifying returns and documents; monitoring collection of revenue; performance management; and training and development of staff.

### Requirements for Appointment

A person shall qualify for appointment of the Deputy Director Finance and Accounts Officer if that person:

- i. Is a Citizen of Kenya;
- ii. Has seven (7) years relevant working experience;
- iii. Has served in the grade of a Senior Finance Officer or in a similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor's degree in any of the following disciplines:- Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or its equivalent qualification from a recognized institution;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is a Certified Public Accountants of Kenya (CPA K) or its recognized equivalent;
- vii. Must be a member ,in good standing, of the Institute of Certified Public Accountants of Kenya (CPA K) or recognized equivalent;
- viii. Demonstrates computer literacy;
- ix. Demonstrates financial professional competence;
- x. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 14/2020 – CORPORATION SECRETARY, JOB GRADE BRS 3, ONE (1) POST**

This is the highest grade for this cadre. An officer at this level will be administratively responsible to the Director General for day to day operations and directly to the Board.

### **Duties and responsibilities**

The Corporation Secretary's duties will entail:- Providing guidance to the Board on their duties and responsibilities and on matters of governance, ensure the timely preparation and circulation of Board and Committee papers and minutes; custodian of the seal of the Organization and account to the Board for its use; Maintain and update the register of conflicts of interest; ensure that Board members are aware of all relevant laws affecting the organization; facilitate effective communication between the organization and the stakeholders; ensure that Board and Committee papers are circulated in advance of any meeting; co-ordinate and conduct legal research for the Board; provide Legal advice to the Board; and co-ordinate and promote corporate brand and image of the Board; and liaise with the Office of the Attorney General and Department of Justice on Legal matters.

### **Requirements for appointment**

A person shall qualify for appointment of the Corporation Secretary if that person:

- i. Is a Citizen of Kenya;
- ii. Has seven (7) years relevant working experience;
- iii. Has served in the grade of a Corporation Secretary or Senior Legal Officer or any similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor of Laws degree from a recognized institution;
- v. A master's degree from a recognized institution will be an added advantage;
- vi. Is an Advocate of the High Court of Kenya;
- vii. Is a member ,in good standing, the Certified Public Secretaries of Kenya (CPS K);
- viii. Demonstrates administrative and professional competence;
- ix. Demonstrates computer literacy;
- x. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 15/2020 – SENIOR SUPPLY CHAIN MANAGEMENT OFFICER JOB GRADE BRS 4 ONE (1) POST**

Senior Supply Chain Management Officer shall be reporting to the Director General.

### **Duties and Responsibilities**

The Senior Supply Chain Management Officers' duties and responsibilities at this level will entail:- ensuring the formulation and implementation of supply chain management policies, guidelines and procedures; planning supply chain management activities;

conducting market survey and research; coordinating the preparation of procurement plans; maintaining inventory and stock control; and issuing tender documents and preparing contracts; approving procurement plans in accordance with budget process; measuring the performance of suppliers and contractors; introducing modern inventory management techniques and approaches; approving disposal of unserviceable stores; and overseeing implementation of e-procurement strategies

### Requirements for Appointment

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

- i. Is a Citizen of Kenya;
- ii. Has six (6) years relevant working experience;
- iii. Has served in the grade of a senior Supply Chain Management Officer or in a similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor's degree in any of the following disciplines:- Supply Chain Management, Commerce (Supplies Management option), Procurement or its equivalent qualification from a recognized institution;
- v. Must be a member ,in good standing, of a professional body;
- vi. Demonstrates computer literacy;
- vii. Demonstrates professional competence ;
- viii. Meets the requirements of Chapter Six of the Constitution.

### ADVERT NO. 16/2020 – SENIOR INTERNAL AUDITOR JOB GRADE BRS 4 ONE (1) POST

An officer at this level will be administratively responsible to the Director General for day to day operations and report directly to the Board for the overall coordination and management of the internal audit function.

### Duties and Responsibilities

The Senior Internal Auditors' duties and responsibilities at this level will entail:- planning and coordinating internal audit activities; ensuring adherence of accounting procedures; developing and reviewing audit management systems; verifying final audit reports/queries on financial statements; directing and monitoring audit inspections; reviewing audit programs and work plans for the Service; validating annual audit reports; verifying the accuracy and disclosures in financial statements; evaluating and documenting audit evidence; and ascertaining the adequacy of the Service's internal controls and providing remedial advice.

### Requirements for Appointment

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

- i. Is a Citizen of Kenya;
- ii. Has six ( 6) years relevant working experience;



- iii. Has served in the grade of Internal Auditor I or in a similar managerial position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelor's degree in any of the following disciplines:- Commerce (Accounting/Finance option), Economics, Mathematics, Statistics, Business Administration with CIA/CISA or its equivalent qualification from a recognized institution;
- v. Is a Certified Internal Auditor (CIA) or Certified Internal Systems Auditor (CISA) from a recognized institution;
- vi. Is a registered member, in good standing, of any of the following:- Service of Internal Auditors or (IIA) (Kenya Chapter);
- vii. Demonstrates professional competence ;
- viii. Demonstrates computer literacy ;
- ix. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 17/2020 – SENIOR PLANNING OFFICER JOB GRADE BRS 4 ONE (1) POST**

Senior Planning Officer, Job Grade BRS 4 who will be responsible to the Director, Corporate Services.

### **Duties and Responsibilities**

The Senior Planning Officers' duties and responsibilities will entail:- Formulation, review and interpretation of planning, monitoring and evaluation policies; Coordinate the development, review and implementation of the service's strategic plan and service charter; Coordinate the development, implementation and evaluation of the service's performance contract and master plan; Coordinate the development of departmental work plans and align them to the budget; Coordinate the preparation of ministerial public expenditure review (MPER) and mid-term expenditure framework (MTEF) budget; Coordinate project prioritization process for MTEF in accordance to budget calendar; Monitor, evaluate and report on progress in the implementation of projects and programs; Coordinate economic analysis and strategies; Coordinate preparation of development plans; Undertake economic modeling and forecasting; Compile and interpret statistical data; Undertake feasibility studies on all service delivery projects and Undertake service delivery surveys.

### **Requirements for Appointment**

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

- xi. Is a Citizen of Kenya;
- xii. Has six (6) years relevant working experience;
- xiii. Has served in the grade of a Senior Planning Officer or in a similar managerial position for a minimum period of three (3) years with proven experience;
- xiv. Holds a Bachelor's degree in any of the following disciplines:- Commerce, Economics, Statistics, Actuarial Science, Business Administration, Business

- Management, Business Engineering, Finance or its equivalent qualification from a recognized institution;
- xv. Demonstrates computer literacy; Must be a member ,in good standing, of a professional body;
  - xvi. Meets the requirements of Chapter Six of the Constitution.

## **ADVERT NO. 18/2020 – SENIOR CORPORATE COMMUNICATIONS OFFICER JOB GRADE BRS 4 ONE (1) POST**

An officer at this level will be responsible to the Director Corporate Services.

### **Duties and Responsibilities**

The Senior Corporate Communication Officer duties and responsibilities will entail:- developing comprehensive public affairs and communications strategies; managing Service's relationship with the media; designing and approving corporate materials and branding; coordinating all the Service's public functions; reviewing the Service's corporate image; fostering stakeholder relations; ensuring appropriate feedback mechanisms are in place; coordinating the Service's advertising and publicity; ensuring maintenance of all public affairs and communications records and photographs; and providing professional assistance to the Service in all areas of communications, public relations and media relations.

### **Requirements for appointment**

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

- i. Is a Citizen of Kenya;
- ii. Has six (6) years relevant working experience;
- iii. Has served in the grade of a Senior Corporate Communications Officer or in a comparable managerial position for a minimum period of three (3) years;
- iv. Holds a Bachelor's degree in any of the following disciplines:- Public Communication, Public Relations, Mass Communication, Journalism or its equivalent qualification from a recognized institution;
- v. Must be a member ,in good standing, of a professional body;
- vi. Demonstrates professional competence and administrative capabilities;
- vii. Demonstrates computer literacy;
- viii. Meets the requirements of Chapter Six of the Constitution.