



Republic of Kenya

# BUSINESS REGISTRATION SERVICE

Ease of Doing Business

## VACANCY ANNOUNCEMENT

The Business Registration Service ("BRS" or the Service) is a state corporation established through an Act of Parliament, the Business Registration Act 2015. The Service is under the general supervision of the Office of the Attorney General and Department of Justice.

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.

Applications are invited from suitably qualified persons to fill the following vacant positions:

### DIRECTOR INFORMATION COMMUNICATION & TECHNOLOGY, JOB GRADE BRS 2 (1) POST - ADVERT NO. 01/2021

<b>Salary Scale</b>	: Ksh. 243,150.00 – Ksh. 350,000.00 p.m.
<b>House Allowance</b>	: 60,000 p.m
<b>Commuter Allowance</b>	: Ksh.20, 000 p.m
<b>Leave Allowance</b>	: 1 Month basic salary (once yearly)
<b>Annual Leave</b>	: 30 working days as per financial year
<b>Gratuity</b>	: 31% of annual basic salary
<b>Insurance Covers</b>	: As provided by the Service Insurances Schemes
<b>Terms of Service</b>	: 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:

- Is a Citizen of Kenya;
- Has eight (8) years relevant experience;
- 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;
- 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;
- Is a holder of an ICT professional certification in either IT Management, Information Security, CISM, CEH, CompTIA Security or their equivalent;
- Is a member, in good standing of an ICT Professional body;
- Demonstrates professional competence;
- Meets the requirements of Chapter Six of the Constitution.

### INTERNAL AUDITOR I, JOB GRADE BRS 5 (1) POST - ADVERT NO. 02/2021

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

- Is a Citizen of Kenya;
- Served as system auditor for a minimum period of three (3) years;
- Holds a Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- Is a Certified Information System Auditor (CISA);
- Holds a Certificate in computer applications;
- Be a member of good standing in a related professional body;
- Demonstrates professional competence as reflected in work performance and results.
- 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**. 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](http://www.brs.go.ke), or [www.publicservice.go.ke](http://www.publicservice.go.ke)

#### 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 [jobs@brs.go.ke](mailto:jobs@brs.go.ke) on or before **19<sup>th</sup> July, 2021**.