



Republic of Kenya

BUSINESS REGISTRATION SERVICE

Ease of Doing Business

BRS/ADM/06/VOL.2

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 the position should be downloaded from either of the following websites; www.brs.go.ke, or 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 on or before 19th July, 2021.

BRS is an equal opportunity employer

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

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

Duties and Responsibilities

The Director Information Communication and Technology duties and responsibilities will entail: - Lead, direct and oversee ICT function and ensure continuous operation and cost-efficiency of the ERP information systems; Plan and coordinate implementation of Information Communication and Technology (ICT) policies, strategies and systems ; Oversee preparation, Identify, evaluate, mitigate and monitor operational and strategic risks of the ICT function , oversee the implementation of Quality Management System (QMS) and other business reengineering processes initiatives , Develop the department's annual budget, and manage the same, oversee ICT policy development and implementation and innovation ; oversee ICT infrastructure design and support for the Service ; Develop and implement policies, procedures and manuals to safeguard the data integrity ;guide and coordinate all ICT projects related to selection, acquisition, development and installation of major information systems for BRS while managing all ICT vendor relationships.

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

Requirements for Appointment

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

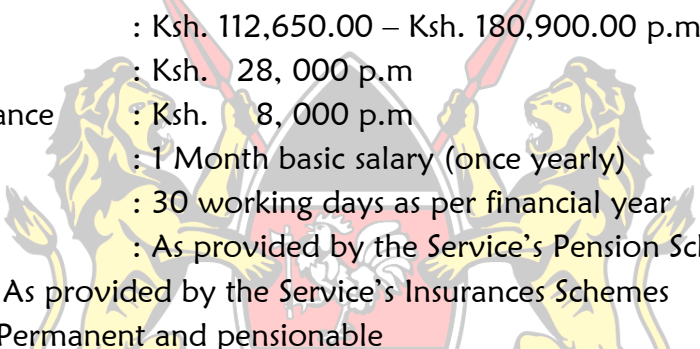
- i. Is a Citizen of Kenya;
- ii. Has eight (8) years relevant experience;
- iii. Has served in the grade of Deputy Director Information Communication Technology or in a comparable position for a minimum period of three (3) years with proven experience;
- iv. Holds a Bachelors with a Master's degree 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.

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

An officer at this level will be responsible to the Senior Internal Auditor.

Duties and Responsibilities

The Internal Auditor duties and responsibilities will entail: - Implementing annual audit plans and Board reports, developing and implementing audit programmes, conducting information systems audits, conducting efficiency, financial and other operations audits, undertaking audit assignments and preparing detailed audit observations and reports, identify processes and make recommendations for improvement, prepare audit working papers and documenting audit evidence, examine Service records, accounts and financial control system, check that financial reports and records are accurate and reliable, verifying data on periodical financial returns, estimates and expenditure, verifying utilization of Service's resources and ensure that assets are safeguarded, ensure procedures, policies, legislations and regulations are correctly followed and complied with laws.



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| 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 |

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: - 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.