



## RECRUITMENT OF CORPORATION SECRETARY (REPLACEMENT)

The Business Registration Service (BRS) is a State Corporation established through an Act of Parliament; the Business Registration Act, 2015.

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.

Pursuant to this mandate, the Service seeks to recruit highly motivated, customer centric, result-oriented, self-driven individual of high integrity to fill the role of Corporation Secretary.

Suitably qualified candidates are advised to submit their application by completing the BRS Form. The application form and the detailed job requirements, duties and responsibilities for the position can be downloaded from; [www.brs.go.ke](http://www.brs.go.ke) or [www.publicservice.go.ke](http://www.publicservice.go.ke). The completed Form should be emailed to [jobs@brs.go.ke](mailto:jobs@brs.go.ke).

Please note that the successful candidate will be required to fulfil the requirements of Chapter six (6) of the Constitution of Kenya specifically clearance from the following institutions;

1. Kenya Revenue Authority
2. Higher Education Loans Board
3. Ethics and Anti-Corruption Commission
4. National Police Service (Certificate of good Conduct)
5. Credit Reference Bureau

The completed application form should be submitted not later than **5:00 pm on Monday, 8<sup>th</sup> January, 2024.**

***BRS is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted.***