



OPEN CAREER OPPORTUNITIES

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 following vacant positions:

Senior Assistant Registrar of Companies GRADE BRS 4 TWO (2) POSTS - ADVERT NO. BRS/08/2025/01

Salary Scale : Ksh. 148,950.00 – Ksh. 229,800.00 p.m.
House Allowance : Ksh. 45, 000 p.m
Commuter Allowance : Ksh. 12, 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 Insurances Schemes
Terms of Service: Permanent and Pensionable

Reporting to the Registrar of Companies, the Senior Assistant Registrar of Companies will be responsible for day to day registration of business in the company's registry.

Requirements for Appointment

A person shall qualify for appointment of the Senior Assistant Registrar of companies if that person:

- i. Is a Citizen of Kenya;
- ii. Advocate of the High Court of Kenya in good standing, Member of LSK
- iii. Have Served in the grade of an Assistant Registrar of Companies or a comparable position for a minimum period of three (3) years;
- iv. Holds a Bachelor of Laws degree from a recognized university;
- v. Holds a Postgraduate Diploma in Law
- vi. Certificate in Management Course from a recognized institution;
- vii. Demonstrated professional competence as reflected in work performance and results; and
- viii. Meets the requirements of Chapter Six of the Constitution.

**SENIOR ASSISTANT OFFICIAL RECEIVER, JOB GRADE BRS 4 ONE (1) POST - ADVERT
NO BRS/08/2025/02**

Salary Scale	: Ksh. 148,950.00 – Ksh. 229,800.00 p.m.
House Allowance	: Ksh. 45, 000 p.m
Commuter Allowance	: Ksh. 12, 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 Insurances Schemes

Terms of Service: Permanent and Pensionable

Reporting to the Official Receiver, the Senior Assistant Official Receiver will be responsible for ensuring efficient and effective administration of the Insolvency Act and any incidental Acts at the Service.

Requirements for Appointment

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

- i. Is a Citizen of Kenya;
- ii. Advocate of the High Court of Kenya in good standing, Member of LSK
- iii. Served in the grade of an Assistant Official Receiver or a comparable position for a minimum period of three (3) years;
- iv. Holds a Bachelor of Laws degree from a recognized university;
- v. Holds a Postgraduate Diploma in Law;
- vi. Certificate in Management Course from a recognized institution;
- vii. Demonstrated professional competence as reflected in work performance and results; and
- viii. Meets the requirements of Chapter Six of the Constitution.

**SENIOR SUPPLY CHAIN MANAGEMENT OFFICER, JOB GRADE BRS 4 ONE (1) POST -
ADVERT NO. BRS/08/2025/03**

Salary Scale	: Ksh. 148,950.00 – Ksh. 229,800.00 p.m.
House Allowance	: Ksh. 45, 000 p.m
Commuter Allowance	: Ksh. 12, 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 Insurances Schemes

Terms of Service: Permanent and Pensionable

Reporting to the Director General, the Senior Supply Chain Management Officer will be responsible for coordinating and implementing strategies, policies, and manuals for the supply chain Management function to ensure Procurement and Disposal functions within the Supply Chain Management department are delivered in compliance with provisions of the Public Procurement and Asset Disposal Act 2015.

Requirements for Appointment

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

- i. Is a Citizen of Kenya
- ii. Served in the grade of Supply Chain Management Officer I or in a comparable position for a minimum period of three (3) years
- iii. Hold a Bachelor's Degree in Commerce, Procurement and Supplies Management, or equivalent qualification from a recognized institution.
- iv. Holds a Diploma in Procurement and Supplies Management, or equivalent qualification from a recognized institution is an added advantage
- v. Certificate in Management Course from a recognized institution;
- vi. Member of KISM or its equivalent in good standing.
- vii. Certificate in computer applications;
- viii. Demonstrated professional competence as reflected in work performance and results; and
- ix. Meets the requirements of Chapter Six of the Constitution.

Senior Planning Officer, JOB GRADE BRS 4 ONE (1) POST - ADVERT NO. BRS/08/2025/04

Salary Scale	: Ksh. 148,950.00 – Ksh. 229,800.00 p.m.
House Allowance	: Ksh. 45, 000 p.m
Commuter Allowance	: Ksh. 12, 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 Insurances Schemes

Terms of Service: Permanent and Pensionable

Reporting to the Director General, the Senior Planning Officer will be responsible for providing strategic leadership in the coordination and implementation of the Service's strategic plan, institutional workplan, performance contract, monitoring and evaluation, risk management, business development, innovation projects and Quality Management System for the purpose of ensuring the service delivery on the Service's mandate.

Requirements for Appointment

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

- i. Is a Citizen of Kenya;
- ii. Served in the grade of Planning Officer I or in a comparable position for a minimum period of three (3) years;
- iii. Holds a Bachelor's Degree in any of the following fields: Economics, Statistics, Mathematics, Strategic Management, Business Development, Development Studies, and Business Administration or equivalent qualifications from a recognized institution;
- iv. Professional qualification and membership to a professional body in good standing where applicable;
- v. Certificate in Management Course from a recognized institution;
- vi. Demonstrates computer literacy;
- vii. Demonstrated professional competence as reflected in work performance and results; and
- viii. Meets the requirements of Chapter Six of the Constitution.

Principal State Counsel, JOB GRADE BRS 4 ONE (1) POST - ADVERT NO. BRS/08/2025/05

Salary Scale	: Ksh. 148,950.00 – Ksh. 229,800.00 p.m.
House Allowance	: Ksh. 45, 000 p.m
Commuter Allowance	: Ksh. 12, 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

Reporting to the Director General, the Principal State Counsel shall provide administrative, research, and coordination support to the Director General's Office, ensuring work priorities are set and deadlines are met.

Requirements for Appointment

A person shall qualify for appointment of the Principal State Counsel if that person:

- i. Is a Citizen of Kenya
- ii. Served in the grade of a State Counsel II or in a similar managerial position for a minimum period of three (3) years with proven experience
- iii. Holds a Bachelors of Laws degree from a recognized institution;
- iv. Is an Advocate of the High Court of Kenya;
- v. Is a member, in good standing, of the Law Society of Kenya (LSK);
- vi. Certificate in Management Course from a recognized institution;
- vii. Demonstrates computer literacy;
- viii. Demonstrated professional competence as reflected in work performance and results.
- ix. Meets the requirements of Chapter Six of the Constitution.

INTERNAL AUDITOR I (SYSTEMS AUDIT), JOB GRADE BRS 5 (I) POST - ADVERT NO. BRS/08/2025/06

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

Reporting to the Director Internal Audit, 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:

- 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; and
- viii. Meets the requirements of Chapter Six (6) of the Constitution.

Corporate Communication Officer II, JOB GRADE BRS 6 (I) POST - ADVERT NO. BRS/08/2025/07

Salary Scale	: Ksh. 83,550.00 – Ksh. 139,200.00 p.m.
House Allowance	: Ksh. 16,500.00 p.m
Commuter Allowance	: Ksh. 5,000 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

Reporting to the Senior Corporate Communications Officer, the Corporate Communication Officer II will assist in the implementation of the Service corporate communication strategies and programmes, which include; content creation for diverse platforms, social media management, collecting and collating information on articles about the BRS in the media and drafting reports, organizing and participating in corporate events, assisting in media commentary and analysis of print, electronic and social media platforms, customer service support and implementing the department's service charter.

Requirements for Appointment

A person shall qualify for appointment of the Corporate Communication Officer II if that person:

- i. Is a Citizen of Kenya;
- ii. 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;
- iii. Holds a Certificate in computer applications;
- iv. Is a member, in good standing, of either the Public Relations Society of Kenya (PRSK), the Marketing Society of Kenya (MSK) or the Institute of Customer Experience Kenya (ICX Kenya);
- v. Demonstrates professional competence as reflected in work performance and results and;
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Assistant Office Administrator I, JOB GRADE BRS 6 (I) POST - ADVERT NO. BRS/08/2025/08

Salary Scale	: Ksh. 83,550.00 – Ksh. 139,200.00 p.m.
House Allowance	: Ksh. 16,500.00 p.m
Commuter Allowance	: Ksh. 5,000 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

The Assistant Office Administrator I will be Responsible for coordination of office administrative services and gives direction on secretarial and logistics support to ensure the smooth running of all offices activities in order to achieve the Service's mandate.

Requirements for Appointment

A person shall qualify for appointment of the Assistant Office Administrator I if that person:

- i. Is a Citizen of Kenya;
- ii. Served in the grade of Assistant Office Administrator II or in a comparable position for a minimum period of three (3) years;
- iii. Holds a Bachelor's degree in Business Administration or business-related degree from a recognized institution or its equivalent qualification from a recognized institution;
- iv. Holds a Certificate in computer applications;
- v. Be a member of good standing of professional body marketing, communication or public relations;
- vi. Passed the following examinations from the Kenya National Examinations Centre (KNEC);
 - Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
 - Shorthand III (120 w.p.m.);
 - Business English III/Communications I;
 - Office Management III/Office Administration and Management III;
 - Secretarial Duties II;
 - Commerce II
- vii. Demonstrates professional competence as reflected in work performance and results.
- viii. Meets the requirements of Chapter Six (6) of the Constitution.

Records Management Officer II, JOB GRADE BRS 6 (I) POST - ADVERT NO. BRS/08/2025/09

Salary Scale : Ksh. 83,550.00 – Ksh. 139,200.00 p.m.
House Allowance : Ksh. 16,500.00 p.m
Commuter Allowance : Ksh. 5,000 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

The Records Management Officer II will be Responsible for assistance in the administration, managing and maintaining records, gathering and compiling records supporting the realization of the Service's mandate.

Requirements for Appointment

A person shall qualify for appointment of the Records Management Officer II if that person:

- i. Is a Citizen of Kenya;
- ii. Holds a Bachelor's degree in any of the following disciplines: - Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
- iii. Holds a Certificate in computer applications;
- iv. Be a member of good standing of professional body
- v. Demonstrates professional competence as reflected in work performance and results.
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

SENIOR CLERICAL OFFICER, JOB GRADE BRS 7 FOUR (4) POST - ADVERT NO. BRS/08/2025/10

Salary Scale	: Ksh. 60,750.00 – Ksh. 104,700.00 p.m.
House Allowance	: Ksh. 6,750.00 p.m
Commuter Allowance	: Ksh. 4,000 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

Responsible for registration of Companies, Business names and Limited Liability Partnerships, and safeguarding of all records related to registrations.

Requirements for Appointment

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

- i. Is a Citizen of Kenya;
- ii. Holds a Diploma from an accredited institution preferable in legal studies.
- iii. KCSE (Kenya Certificate of Secondary Education) mean grade C – (Minus) or its equivalent qualification from a recognized Institution.
- iv. Being a member, in good standing with the Certified Public Secretaries of Kenya (CPS K) will be an added advantage;
- 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.

Interested and qualified individuals are requested to download the full advertisement and make their applications by completing **one BRS Form**. The application form and the detailed job requirements, duties and responsibilities for the positions can be downloaded from the following websites; www.brs.go.ke or www.publicservice.go.ke.

Please note:

- ❖ **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 will be required to produce the original letter of appointment to their current substantive post or position during the interview.**

Successful candidates 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 via email to jobs@brs.go.ke **not later than 5:00 p.m. on Monday, 8th September, 2025.** The email subject line must clearly indicate the position **REFERENCE NUMBER ONLY.**

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.