



**BRS** BUSINESS  
REGISTRATION  
SERVICE  
Doing Business Made Easier

## RE-ADVERTISEMENT

### SHORT-TERM CONTRACT

The Business Registration Service (BRS) is a State Corporation mandated to administer policies, laws and other matters relating to registration of Companies, partnerships and firms, and corporations carrying on business under a business name, bankruptcy, hire-purchase, and security rights (Section 4(1) of BRS Act, CAP 499B) and incorporation of Trusts.

Pursuant to this mandate, the Service invites applications from qualified Kenyan graduates for a three (3) month short-term contract engagement. The short-term contract engagement programme is designed to provide young professionals with practical, hands-on experience to enhance their professional development and employability.

Successful candidates will support the operations of the Trust Registry and related trust administration functions. The role will involve, but not be limited to, undertaking the following key duties and responsibilities:

- Digitization, organization, and orderly management of manual trust records by scanning physical files;
- Verifying completeness and legibility of scanned records;
- Indexing, labelling, and cataloguing scanned records in accordance with established filing standards;
- Developing and updating the Trust Master list and ensure completion of the Master List at the Registry;
- Updating, organizing and assisting in verification and record management processes;
- Maintaining confidentiality and security of the registry's information;
- Assisting in basic data entry and document tracking where required;
- Supporting retrieval of files during the digitisation process; and
- Performing any other duties as may be assigned from time to time.

#### Requirements

- Bachelor's degree in Social Sciences, Law, Records Management, Statistics, ICT, Business, or a related field from a recognized university.
- Proficiency in data entry and advanced Microsoft Office applications.
- Strong analytical, communication, and problem-solving skills.
- High integrity, attention to detail, and a strong sense of accountability.
- Results-oriented with the ability to work effectively in a team environment.

Interested and qualified candidates who meet the above requirements are invited to submit a duly completed BRS Employment Application Form ONLY via email to [jobs@brs.go.ke](mailto:jobs@brs.go.ke), clearly indicating the subject line: **"APPLICATION FOR SHORT-TERM ENGAGEMENT."**

The application form is available for download on the BRS website at <https://www.brs.go.ke/careers>, and all applications must be received not later than **Thursday, 19<sup>th</sup> March 2026 at 5:00 p.m.**

**Please note:** This position has been re-advertised, and applicants who had previously applied are required to submit a fresh application if they wish to be considered.

BRS is an equal opportunity employer. Women, Persons with Disabilities (PWDs), and candidates from marginalized communities are strongly encouraged to apply. Please note that only shortlisted candidates will be contacted.

**Release Date: Thursday, March 5, 2026**