



KENYA  
ACCREDITATION  
SERVICE

## Career opportunities

The Kenya Accreditation Service (KENAS) is a State Corporation established under the *Kenya Accreditation Service Act, CAP 496A*, mandated to accredit and exercise oversight over conformity assessment providers and maintain an internationally recognized accreditation system.

The Service seeks to recruit qualified, competent, result-oriented individuals to fill the following vacant positions:

Vacancy	Job Grade	Job Ref.	Posts
Manager Human Resource and Administration	KENAS 3	2026/EA/01	1
Manager Internal Audit	KENAS 3	2026/EA/02	1
Executive Office Administrator	KENAS 6	2026/EA/03	1

## How to Apply

Interested and qualified persons are required to submit their applications to be received ONLINE through the KENAS website at [www.kenas.go.ke](http://www.kenas.go.ke) or the Careers portal [www.kenas.go.ke/careers](http://www.kenas.go.ke/careers). Applicants should include a signed application cover letter addressed to the Chief Executive Officer, a curriculum vitae with three (3) referees, and copies of academic, professional and relevant testimonials. All submissions and attachments of all mandatory required documents should be in PDF format.

All applications should reach KENAS no later than Monday **24<sup>th</sup> March 2026, 5:00 pm (East African Time)**

**Note 1:** Interested candidates should provide all the details requested, and it is an offence to include incorrect information in the application.

**Note 2:** Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.

**Note 3:** Successful candidates invited for interviews will be required to submit the following documents:

- Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- Clearance Certificate from Higher Education Loans Board (HELB)
- Clearance from Ethics and Anti-Corruption Commission (EACC)
- Clearance Certificate from a Credit Reference Bureau (CRB)



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**Note 4:** successful candidate(s) will sign consent form for undertaking background checks.

***KENAS is an equal opportunity employer and respects diversity. Persons living with disabilities, marginalized, and minority groups who meet the job specifications are strongly encouraged to apply.***

### 1. Manager Human Resource and Administration (Ref.: 2026/EA/01)

Job Grade:	<b>KENAS 3</b>
Posts:	<b>One (1)</b>
Terms:	<b>5 years contract</b>
Reporting to:	<b>Chief manager Corporate Services</b>

#### a) Duties and Responsibilities

The duties and responsibilities of the selected candidate will entail:

- i. Guiding the development, interpretation, implementation and review of human resource management and administration policies, standards and guidelines
- ii. Ensuring implementation of Terms and Conditions of service for the Service
- iii. Coordinating organizational development and job of reviews
- iv. Managing staff recruitment, promotion, discipline and capacity building; developing, reviewing and coordinating the implementation of welfare and other incentive schemes for the Service.
- v. Monitoring the implementation of performance management systems; analysing the staffing levels in the Service and recommending proposals for succession planning and proper deployment.
- vi. Coordinating the development and implementation of grievance handling mechanisms.
- vii. Coordinating office management services, office accommodation, transport and logistics.
- viii. Investigating incidences of security lapse in the Service in liaison with the Police and other security agencies.
- ix. Planning for the acquisition of legal documents such as motor vehicle and assets insurances and licenses in liaison with the Legal Unit and other relevant agencies; and
- x. Implementing a computerized Human Resource Managements and administration of records management system for the Service.



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## **b) Person Specification**

For appointment to this grade, a candidate must have:

- i. At least Ten (10) years relevant work experience in Public Service or Private Sector, five (5) of which must be in a management position
- ii. Have a Bachelors degree in any of the following disciplines: Human Resource Management, Business Administration, Sociology, Government or equivalent qualifications from a recognized institution
- iii. Have a Masters degree in any of the following disciplines: Finance, Accounts, Human Resource Management, Administration, Public Administration, Business Administration, Sociology, Government, Fleet Management, or Supply Chain Management or equivalent qualifications or equivalent qualification from a recognized institution
- iv. A Management Course lasting not less than Four (4) weeks from a recognized institution
- v. Be a member of a relevant professional body where applicable.
- vi. Proficiency in computer applications; and
- vii. Fulfil the requirements of Chapter six (6) of the Constitution.

### **b) Key Competencies and Skills**

- i. Communicating with impact.
- ii. Managing and supervising people.
- iii. Applying technical expertise.
- iv. Planning and organizing.
- v. Managing performance.
- vi. Budgeting and resource management.
- vii. Customer and stakeholder orientation.
- viii. Implementing policy and strategies.
- ix. Leading and managing projects;
- x. Initiating and negotiating actions.
- xi. Strategic and innovative thinking.
- xii. Coaching and mentoring.
- xiii. Relating and networking; and
- xiv. Technological savviness.



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## 2. Manager Internal Auditor (Ref.: 2026/EA/02)

Job Grade:	<b>KENAS 3</b>
Posts:	<b>One (1)</b>
Terms:	<b>5 years contract</b>
Reporting to:	<b>Board Audit and Risk Committee</b>

### a) Duties and Responsibilities

The duties and responsibilities of the selected candidate will entail:

- i. Developing and coordinating the implementation of audit strategies, policies, and procedures to ensure the achievement of the Service's objectives.
- ii. Preparing and coordinating the implementation of the risk-based annual audit plan in consultation with Management and the Audit and Risk Management Committee of the Board.
- iii. Coordinating the preparation of audit reports on the completion of each assignment to ensure timely issuance to Management for implementation of recommended actions.
- iv. Monitoring progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits.
- v. Reviewing the governance mechanism for transparency and accountability regarding the finance and assets of the entity.
- vi. Coordinating the conduct of risk-based, value for money and systems audit
- vii. Review reports of programs implemented by the KENAS to ascertain whether results are consistent with the established strategic objectives and goals and whether the operations or programs are being planned.
- viii. Advising in identifying possible risks in the KENAS operations, ensuring monitoring and evaluation of the identified risks, recommending the appropriate control measures, and follow-up on implementation.
- ix. Coordinating the implementation of the annual audit plan as approved, including as appropriate any special tasks or projects requested by management and the Audit Committee.
- x. Reviewing the effectiveness of the financial and non-financial performance management system.
- xi. Carrying out special audits and investigations (ad-hoc) as may be required from time to time and submit a report of findings to the Board; and
- xii. Performing consulting services beyond internal audit assurance services to assist management in meeting its objectives.
- xiii. Preparing and presenting quarterly audit reports to the Audit and Risk Management Committee of the Board.
- xiv. Providing secretariat to the Audit and Risk Management Committee of the Board.



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- xv. Ensuring that departmental targets are achieved and appraising internal audit staff.
- xvi. Liaising with external auditors in the performance of external audits.

**b) Academic and Professional Qualifications**

- i. At least ten (10) years of relevant work experience in Public Service or Private Sector five (5) of which must be in a management position;
- ii. Bachelor's degree in any of the following disciplines: Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution.
- iii. Master's degree in any of the following disciplines: Commerce (Accounting option); Commerce (Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution; (CPA (K), or CIA (K), or Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution.
- iv. Be a Certified Information System Auditor (C.I.S.A) from a recognized institution.
- v. Be registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and the Institute of Internal Auditors in good standing.
- vi. Certificate in computer applications from a recognized institution.
- vii. Certificate in a Management course lasting not less than six (6) weeks from a recognized institution.
- viii. Demonstrated results in work performance.
- ix. Management course from a recognized institution; and
- x. Fulfil the requirements of chapter six of the constitution of Kenya.

**c) Key Competencies and Skills**

- i. Communicating with impact;
- ii. Managing and supervising people;
- iii. Applying technical expertise;
- iv. Planning and organizing;
- v. Managing performance;
- vi. Budgeting and resource management;
- vii. Customer and stakeholder orientation;
- viii. Implementing policy and strategies;
- ix. Leading and managing projects;
- x. Initiating and negotiating actions;
- xi. Strategic and innovative thinking;
- xii. Coaching and mentoring;
- xiii. Relating and networking; and



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xiv. Technological savviness.

## 2. Executive Office Administrator (Ref.: 2026/EA/03)

Job Grade:	<b>KENAS 6</b>
Posts:	<b>One (1)</b>
Terms:	<b>Permanent and Pensionable</b>
Reporting to:	<b>Chief Executive Officer</b>

### Duties and Responsibilities

The duties and responsibilities of the selected candidate will entail:

- i. Ensuring security of office equipment, documents and records;
- ii. Recording dictation in shorthand and transcribing in typewritten form; processing data and managing e-office;
- iii. Planning and organizing meetings, workshop/conferences and seminars; operating office equipment;
- iv. Responding to correspondences; attending to visitors/clients; handling telephone calls, enquiries and appointments;
- v. Handling protocols and confirming travel itineraries; and
- vi. Managing petty office cash.

### Academic and Professional Qualifications

For appointment to this grade, an Officer must:

- i. At least Eight (8) years relevant work experience in public service or private sector, three (3) of which must be in a supervisory position;
- ii. Have a Bachelors degree in Secretarial Studies or any other equivalent from a recognized institution;
- iii. Diploma in Secretarial Studies from the Kenya National Examinations
- iv. Have passed the following examinations from the Kenya National Examinations Council (KNEC);
  - a) Typewriting III (Minimum 50 w.p.m.)/Computerized document processing III;
  - b) Shorthand III (120 wpm);
  - c) Business English III/Communications I;
  - d) Office Management III/Office Administration and Management III;
  - e) Secretarial Duties II; or Commerce II;
- v. A Management Course lasting not less than Four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated results in work performance;
- viii. Good communication skills; and



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- ix. Fulfil the requirements of Chapter six (6) of the Constitution.

### **Skills and Competencies**

- i. Communication;
- ii. Working with people;
- iii. Applying technical expertise;
- iv. Customer and stakeholder orientation
- v. Drive for results;
- vi. Continuous learning and knowledge sharing; and
- vii. Technological awareness.