



KENYA
ACCREDITATION
SERVICE

A. CAREER OPPORTUNITIES

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 online applications through the KENAS website careers portal on www.kenas.go.ke/careers. The signed application/cover letter, a curriculum vitae with three (3) referees, and copies of academic, professional, and relevant testimonials in PDF format should be addressed to:

**The Chief Executive Officer
Kenya Accreditation Service
P.O. Box 47400 – 00100
NAIROBI**

and reach us on or before **Monday, 24th March 2026, 5:00 pm (East African Time)**.

Successful candidate(s) 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 the Ethics and Anti-Corruption Commission (EACC)
- Clearance Certificate from a Credit Reference Bureau (CRB)

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

THE SERVICE DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS

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