



# THE KENYATTA INTERNATIONAL CONVENTION CENTRE



The Kenyatta International Convention Centre  
Africa's Premier Meeting Venue

## CAREER OPPORTUNITIES

The Kenyatta International Convention Centre (KICC) is established under the Tourism Act, No. 28 of 2011 (the Act). KICC's mandate is to promote business of meetings, conferences and exhibitions.

KICC is in the process of recruiting suitable persons and invites applications for the following posts:

No	Reference	Vacancy/ position	Job Grade	No. of posts
1.	KICC/EPA/2024	Executive Personal Assistant	KICC 3	1
2.	KICC/SSM/2024	Security Services Manager	KICC 3	1
3.	KICC/HKM/2024	Housekeeping Manager	KICC 3	1
4.	KICC/DCS/2024	Director Corporate Services	KICC 2	1
5.	KICC/MHR/2024	Manager, Human Resource and Administration	KICC 3	1
6.	KICC/ICTM/2024	Manager, Information & Communication Technology	KICC 3	1
7.	KICC/MLRA/2024	Manager Legal and Regulatory Affairs	KICC 3	1
8.	KICC/DO/2024	Director Operations	KICC 2	1

### Applications:

Applicants must comply with Chapter 6 of the constitution and avail clearance certificates from: -

- Directorate of Criminal investigation (Certificate of good conduct)
- Kenya Revenue Authority (KRA) Tax compliance
- Higher Education Loans Board (HELB)
- Ethics and Anti-Corruption Commission (EACC)
- Credit Reference Bureau (CRB)

Interested and qualified persons are requested to submit their application which should include: -

1. One-page statement on how you meet the requirements for the position.
2. Curriculum Vitae.
3. Indication of current salary.
4. Professional certificates and testimonials.
5. Three professional referees.

### Terms of offer

The successful candidate's appointment will be as follows: -

Job Grade KICC 2 and Job Grade KICC 3 shall be appointed on a contract of five (5) years renewable subject to performance.

Applicants can access detailed information and requirements about the vacant positions from KICC Website [www.kicc.co.ke](http://www.kicc.co.ke).

Applicants should email their applications and detailed Curriculum Vitae with copies of certificates, indicating current qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to [info@kicc.co.ke](mailto:info@kicc.co.ke).

Applications should clearly state as per your application Reference: - "Ref: KICC/.....2024" not later than **2<sup>nd</sup> December, 2024 at 5pm** to: -

**The Chief Executive Officer**  
Kenyatta International Convention Centre  
P O Box 30746 - 00100 NAIROBI

Only shortlisted candidates shall be contacted, persons with special needs that meet requirements are encouraged to apply.