



**KENYA REVENUE
AUTHORITY**
Tulipe Ushuru, Tujitgemeel

STAFF PENSION SCHEME

CAREER OPPORTUNITIES

The **Kenya Revenue Authority (KRA) Staff Pension Scheme** is seeking to recruit results-oriented, self-driven, dynamic, and experienced persons with high integrity to fill the following positions:

No.	Position	Vacancy No.	Posts
1.	Administrative Assistant	AA/P/7/26	1
2.	ICT System Administrator and Support Officer	ICT/P/7/26	1
3.	Pension Officer – Administration	POA/P/7/26	1
4.	Procurement Officer	PO/P/7/26	1
	Total		4

Detailed Job description are posted on the KRA website.

Interested candidates are requested to visit KRA website at <https://www.kra.go.ke/careers> for full job descriptions and specifications and submit online applications by **10th August, 2026, 23:59hrs.**

1. It is a criminal offence to include incorrect information in the application and to present fake certificates/documents.
2. Canvassing, falsifying or misrepresentation of qualifications will lead to automatic disqualification.
3. Only shortlisted and successful applicants will be contacted.
4. KRA Staff Pension Scheme is committed to affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. People with disabilities, the marginalized and the minorities are therefore encouraged to apply.
5. KRA Staff Pension Scheme does not charge any application, processing, interviewing, or any other fee at any stage of the recruitment process.

Additional Requirements:

Successful candidates will be expected to present the following certificates/reports in line with Chapter Six of the Constitution of Kenya 2010: -

1. Valid certificate of good conduct from the Directorate of Criminal Investigations.
2. Valid clearance certificate from Higher Education Loans Board (HELB).
3. Valid tax compliance certificate from Kenya Revenue Authority (KRA).
4. Current report from an approved Credit Reference Bureau (CRB).

Application Guidelines

Registration:

1. Go to <https://erecruitment.kra.go.ke/login> and then click on the **'Register'** button to start the application process. Use your personal/private email address (non-work email) to register.
2. After registration, you will receive an email enabling you to confirm your email address and complete your registration.

Log on:

1. After registration go to <https://erecruitment.kra.go.ke/login>
2. Key in your username and password then click on **'Log in'** to access your account.
3. After successful log in, the system will open the **'Applicant Cockpit'**.

Candidate Profile (To create or update applicant detail):

1. On the **'Applicant Cockpit'** page, go to the tab **'Candidate Profile'**.
2. Click on **'My Profile'** to create and update your profile (Attach documents in PDF format).
3. Follow the instructions to complete your profile.
4. The process will end by clicking the tab **'Overview and Release'**.
5. Ensure you click the check box on the page to complete the profile.

Application process:

1. To view the open job postings, click on the tab **'Employment Opportunities'** on the **'Applicant Cockpit'** page.
2. Under the heading **'Job Search'** click the **'Start'** button to view all available vacancies.
3. Click on the Job posting to display the details of the position.
4. To apply for the position, click **'Apply'** button at the top of the page.
5. Follow the instructions to complete and submit your application.
6. Kindly note that all mandatory fields must be completed.
7. To complete the process of application, click the **'Send Application Now'** button after reviewing and accepting the **'Data Privacy Statement'**.

In case of any challenge or issues, please send your email query to kraspscareers@kra.go.ke