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CAREER OPPORTUNITIES - EXTERNAL ADVERTISEMENT FOR VACANT POSITIONS (RE ADVERTISEMENT)

The Kenya Accountants and Secretaries National Examinations Board (KASNEB) is a State Corporation under the National Treasury and Economic Planning established pursuant to Section 14 of the Accountants Act, Cap. 531 of the Laws of Kenya. The establishment, mandate and functions of KASNEB are further recognised under the Certified Public Secretaries of Kenya Act, Cap. 534 and the Investment and Financial Analysts Act, Cap. 542 of the Laws of Kenya.

The mandate of KASNEB is to develop syllabuses and conduct certificate, diploma, professional and post-professional examinations. It also offers certification to candidates in accountancy, finance, forensic fraud investigations, credit, governance and management, information technology and related disciplines. The mandate includes promotion of its qualifications nationally and internationally as well as the accreditation of relevant training institutions in liaison with the Ministry in Charge of Education.

In furtherance of the above mandate, the Board of KASNEB hereby invites applications from suitably qualified Kenyans to fill the following vacant positions:

S.NO	DESIGNATION	KASNEB GRADE	DIRECTORATE	DIVISION	NO. OF POSTS	JOB REF. NO.
1.	Senior Information Communication Technology Officer (Microsoft Navision)	6	Corporate Services	Information Communication Technology	1	HRM/CS/SICT/1/2026
2.	Senior Information Communication Technology Officer (Portals)	6	Corporate Services	Information Communication Technology	1	HRM/CS/SICT/2/2026

Please note that:

- Canvassing in any form shall lead to automatic disqualification.
- Shortlisted candidates shall be required to present the originals of their National Identity Card, academic and professional certificates and testimonials at the time of the interview.
- The job descriptions and specifications are available on the KASNEB website www.kasneb.or.ke.
- It is a criminal offence to present forged or falsified certificates or documents.**
- Successful candidates (**those appointed to the advertised positions**) shall be required to submit the following documents prior to the issuance of the offer of appointment, in compliance with Chapter Six of the Constitution of Kenya, 2010:
 - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI).
 - Clearance from the Ethics and Anti-Corruption Commission (EACC).
 - Tax Compliance Certificate from Kenya Revenue Authority (KRA).
 - Clearance Certificate from the Higher Education Loans Board (HELB).
 - Clearance Certificate from an approved Credit Reference Bureau (CRB).
- Applicants who had previously applied for the above positions are eligible to reapply, provided they meet the minimum requirements.
- Applicants are strongly advised to carefully read and understand the requirements, including on documentation, before submitting their applications.

Application Procedure

Interested and qualified candidates should submit their applications via the link <https://www.kasneb.or.ke/career-opportunities> attaching copies of: curriculum vitae, academic transcripts, academic and professional certificates, National Identity Card and testimonials. Provide in your detailed curriculum vitae the names and contact addresses of **three (3) referees**. The applications should reach the undersigned not later than **Wednesday, 21 October 2026**. The application letter must clearly indicate the **"REFERENCE NUMBER"** of the position applied for and be addressed to:

Secretary/Chief Executive Officer
KASNEB
P O Box 41362-00100
NAIROBI, KENYA

KASNEB is an equal opportunity employer committed to inclusivity and diversity. Individuals from marginalized and minority communities, women, youth and persons with disability are strongly encouraged to apply. Applicants who are persons with disability are required to submit a copy of a valid NCPWD Membership Card, where applicable.

6 OCTOBER 2026