REPUBLIC OF KENYA

KENYA INDUSTRIAL ESTATES

VACANCIES

Kenya Industrial Estates is a Government Development Financial Institution with the mandate to support Micro, Small and Medium Enterprises (MSMEs) in value addition and responsible for promotion of industrialization through provision of credit facilities, industrial workspace and business advisory services to MSMEs. The organization is seeking to engage dynamic, highly driven and result oriented individuals to fill the below vacant positions.

Applications are invited from qualified persons for the positions shown below.

No.	Reference Number	Position	KIE Grade	No. of Positions
1.	KIE/001/2026	Manager Business Development, (Incubation Services and Entrepreneurship Capacity Development)	KIE 3	1
2.	KIE/002/2026	Manager Business Development, (Regional Office Coordination)	KIE 3	1
3.	KIE/003/2026	Manager, Marketing & Corporate Communications	KIE 3	1
4.	KIE/004/2026	Manager, Finance and Accounts	KIE 3	1
5.	KIE/005/2026	Manager, Supply Chain Management	KIE 3	1
6.	KIE/006/2026	Assistant Manager, Legal Services	KIE 4	1
7.	KIE/007/2026	Assistant Manager, Human Resource Management	KIE 4	1
8.	KIE/008/2026	Assistant Manager, Internal Audit	KIE 4	1
9.	KIE/009/2026	Assistant Manager, Estates Management	KIE 4	1
10.	KIE/010/2026	Senior Business Development Officer (Debt Management)	KIE 6	1
11.	KIE/011/2026	Senior Business Development Officer (Branch Offices)	KIE 6	2
12.	KIE/012/2026	Senior Planning Officer	KIE 6	1
13.	KIE/013/2026	Business Development Officer II (Branch Offices)	KIE 8	10
14.	KIE/014/2026	Business Development Officer II (Credit)	KIE 8	2
15.	KIE/015/2026	Business Development Officer II (Debt Management)	KIE 8	2
16.	KIE/016/2026	Business Development Officer II, (Incubation Services and Entrepreneurship Capacity Development)	KIE 8	1
17	KIE/017/2026	Business Development Assistant III, (Incubation Services and Entrepreneurship Capacity Development)	KIE 9	1
18.	KIE/018/2026	Business Development Assistant III (Branch Offices)	KIE 9	1
19.	KIE/019/2026	Estates Management Assistant III	KIE 9	1
20.	KIE/020/2026	Marketing & Corporate Communications Officer II	KIE 8	1
21.	KIE/021/2026	Customer Care Assistant III	KIE 9	1
22.	KIE/022/2026	Accountant I	KIE 7	1
23.	KIE/023/2026	Office Administrator II	KIE 8	1
24.	KIE/024/2026	Assistant Office Administrator III	KIE 9	1
25.	KIE/025/2026	Driver	KIE 11	2

Terms of Service

The successful candidates will serve on permanent terms of service subject to satisfactory performance evaluation.

How to apply

The public is notified of the following:

1. Detailed job descriptions, requirements, and the applicant's bio-data form is available on the organization website: **https://kenyaindustrialestates.go.ke/careers/**
2. Applicants MUST download, fill the Bio-Data Form and attach to the job application.
3. Applicants who do not fill out the bio-data form will have their applications rejected.
4. Please forward your application and detailed CV enclosing copies of relevant academic and professional certificates, national identity card, current remuneration and contact details. In addition, please indicate names and contacts (telephone and email address) of three referees familiar with your qualifications and work experience. Applicants should clearly indicate the job reference number in the subject line of their application letter.

All job applications should be addressed to:

The Managing Director,
Kenya Industrial Estates,
P.O Box 78029-00507, Nairobi

Submission instructions

1. Applicants wishing to submit their applications physically should ensure the job reference number is clearly indicated on top of the envelope and dropped physically to the Managing Director's office, 2nd Floor, Kenya Industrial Estates Headquarters, along Likoni/Lusingeti Road.
2. For applicants wishing to submit their applications electronically should do so via email address: **hr@kie.go.ke**. and clearly indicate the job reference number on the email subject line.

All applications must be received on or before **9th December, 2026 by 5.00 p.m. East African Time.**

Shortlisted candidates will be required to fulfill the requirements of Chapter six (6) of the Constitution of Kenya, specifically clearance from the following institutions;

1) Kenya Revenue Authority
2) Higher Education Loans Board
3) Ethics and Anti-corruption Commission
4) National Police Service (Certificate of good conduct)
5) Credit Reference Bureau

KIE is an equal opportunity employer. Persons with disabilities, marginalized and minority groups with requisite qualifications are encouraged to apply.

Please note:

- It is a criminal offence to present or provide fake certificates/documents/information
- Only shortlisted candidates will be contacted.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, Academic and Professional certificates and transcripts during interview.
- Any form of canvassing will lead to automatic disqualification.
- There is **NO** fee charged by KIE for any application of these positions.

MANAGING DIRECTOR

KENYA VISION 2030