



Office of The Attorney General and Department of Justice
BUSINESS REGISTRATION SERVICE
Ease of Doing Business

BRS/ADM/09/VOL.1

15th September, 2020

VACANT POSITIONS IN THE BUSINESS REGISTRATION SERVICE ("THE SERVICE") A SEMI-AUTONOMOUS GOVERNMENT AGENCY CREATED UNDER THE BUSINESS REGISTRATION SERVICE ACT 15 OF 2015

Applications are invited from suitably qualified persons for the following vacant posts in the **Business Registration Service**.

Interested and qualified persons are requested to download the full advert make their applications by completing **ONE** BRS Form. The application form and the detailed job requirements, duties and responsibilities for each position should be downloaded from either of the following websites; www.brs.go.ke, www.publicservice.go.ke or www.amsol.co.ke

NO.	DESIGNATION	GRADE	NO. OF POSTS	ADVERT NO.
1.	State Counsel/Principal	BRS 4	1	No. 19/2020
2.	Senior Assistant Registrar of Companies	BRS 4	1	No. 20/2020
3.	Assistant Registrar of Companies	BRS 5	2	No. 21/2020
4.	Senior Records Management	BRS 4	1	No. 22/2020
5.	Records Management Officer	BRS 6	1	No. 23/2020
6.	Assistant Official Receiver	BRS 5	2	No. 24/2020
7.	ICT Officer II	BRS 6	2	No. 25/2020
8.	Senior Legal Officer – Compliance	BRS 5	1	No. 26/2020
9.	Senior Legal Officer – Investigator	BRS 5	1	No. 27/2020
10.	Senior Administration Officer	BRS 4	1	No. 28/2020
11.	Senior Accountant	BRS 4	1	No. 29/2020

12.	Finance Officer II	BRS 6	1	No. 30/2020
13.	Office Assistant	BRS 9	3	No. 31/2020
Total positions			18	

Please note:

- Candidates should **NOT** attach any documents to the application form. **ALL** the details requested in the advertisement should be filled on the form.
- Candidates are advised to apply for one position where they are most suited.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- All applicants shall be required to produce the original letter of appointment to their current substantive post or position during the interview.

The completed application form should be emailed to brs@amsol.co.ke on or before 5th October, 2020.

ADVERT NO. 19/2020 – STATE COUNSEL/PRINCIPAL, JOB GRADE BRS 4 (I) POST

An officer at this level will be responsible to the Director General.

Duties and Responsibilities

The Principal State Counsel provides support to the Director General (DG) in all aspects of his/her work; to guarantee a smooth, efficient, and effectively run office, whilst maintaining an overview of the functioning of the Service. The Principal State Counsel is often the first point of contact for the DG's Office for both internal and outside enquiries. The role therefore requires excellent multicultural communication and interpersonal skills and an overview of the workings of the entire organization. The Principal State Counsel is expected to handle sensitive and confidential information and demonstrate the highest levels of integrity and discretion. Specifically the Principal state counsel perform the following duties: Provides administrative support, perform research ,coordination and oversight to the Director General's Office (DGO), setting work priorities and ensuring deadlines are met; Prepare and deliver weekly reports; Serves as the first point of contact for the DG for internal and external parties; Manages the DG's daily schedule and office task list; Arranges the DG's meetings, ensuring agenda and documentation are made available and distributed in a timely manner ; Ensure effective communication between the management and the Director General as well as between different levels of management; Liaise with other departments and prepare

DG's presentations ; Assist the Director General in the Implementation of the decisions of the Board ; Ensures the highest level of discretion, judgment, and diplomacy in providing a wide range of executive assistant support; sets priorities; manages the workflow in an efficient and organized manner; Establish proper internal monitoring and control systems and procedures of the executive office ; On a needs basis, acts as rapporteur and prepares and distribute minutes/updates; monitors follow-up actions as required; and performance of such other duties as may be assigned by the Director General.

Requirements for Appointment

A person shall qualify for appointment of the Principal/State Counsel if that person:

- i. Is a Citizen of Kenya;
- ii. Has served in the grade of a State Counsel II or in a similar managerial position for a minimum period of three (3) years with proven experience;
- iii. Holds a Bachelors of Laws degree from a recognized institution;
- iv. Is an Advocate of the High Court of Kenya;
- v. Is a member, in good standing, of the Law society of Kenya (LSK);
- vi. Demonstrates computer literacy;
- vii. Demonstrates professional competence;
- viii. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 20/2020 – SENIOR ASSISTANT REGISTRAR OF COMPANIES, JOB GRADE BRS 4 (I) POST

An officer at this level will be responsible to the Registrar of Companies.

Duties and Responsibilities

Duties and responsibilities will entail:- ensuring efficient and effective administration and operation of the Companies Act, the Registration of Business Names Act and Limited Liability Partnerships Act; registering and striking off companies, business names, limited liability partnerships, debentures and charges; maintaining records in the companies registry; preparing and issuing of searches and reports; undertaking investigation and prosecutions; undertaking law review and research relating to business registration; attending consultative meetings with stakeholders; creating linkages with professional bodies on matters of development of the legal framework for companies registration; handling client complaints and mediating between disputing parties; and monitoring and evaluation of performance of the section

Requirements for Appointment

A person shall qualify for appointment of the Senior Assistant Registrar of companies if that person:

- i. Is a Citizen of Kenya
- ii. Has Served in the grade of a Assistant Registrar of Companies or a comparable position for a minimum period of three (3) years;
- iii. Has Bachelors of Laws degree from a recognized institution;
- iv. Is an Advocate of the High Court of Kenya;
- v. Is a member, in good standing, of the Law society of Kenya (LSK);
- vi. Demonstrates computer literacy; and
- vii. Has demonstrated professional competence as reflected in work performance and results.
- viii. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 21/2020 – ASSISTANT REGISTRAR OF COMPANIES, JOB GRADE BRS 5 (2) POSTS

The Assistant Registrar of Companies shall be the reporting to the Registrar of Companies.

Duties and Responsibilities

Duties and responsibilities will entail:- ensuring efficient and effective administration and operation of the Unit; supervising the Registration of Business Name Act and the Limited Liability Partnership Act; registering and deregistering companies, business names, limited liability partnerships, debentures and charges; maintaining records in the companies registry; undertaking investigation and prosecutions; undertaking law review in areas relating to business registration; attending consultative meetings with stakeholders; preparing reports; creating linkages with professional bodies on matters of development of the legal framework for companies registration; handling client complaints and mediating between disputing parties; implementing sectional work plans; monitoring and evaluation of performance of the section.

Requirements for Appointment

A person shall qualify for appointment of the Assistant Registrar of Companies if that person:

- i. Is a Citizen of Kenya;
- ii. Has Bachelors of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law Society of Kenya (LSK);
- v. Demonstrates computer literacy;
- vi. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 22/2020 – I. SENIOR RECORDS MANAGEMENT OFFICER, JOB GRADE BRS 4 (1) POST

The Senior Records Management Officer shall be reporting to the Registrar of Companies.

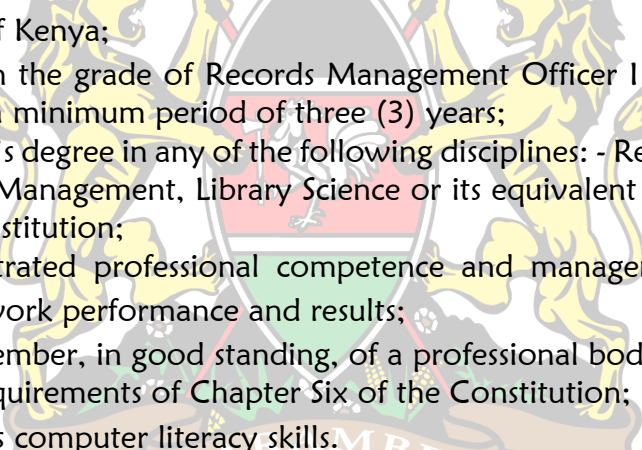
Duties and Responsibilities

This is the highest cadre for this grade.

Duties and responsibilities will entail:-interpreting and implementing record management policies; developing records management systems; ensuring that file movement records are updated and maintained; overseeing security of files and documents; ensuring receipt and proper dispatch of mail; preparing appraisal and disposal schedule of files and documents in liaison with relevant agencies; and preparing and submitting plans and budget estimates for the registry.

Requirements for Appointment

A person shall qualify for appointment of the Senior Records Management Officer if that person:

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- i. Is a Citizen of Kenya;
 - ii. Has served in the grade of Records Management Officer I or in a comparable position for a minimum period of three (3) years;
 - iii. Has bachelor's degree in any of the following disciplines: - Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
 - iv. Has demonstrated professional competence and management capabilities as reflected in work performance and results;
 - v. Must be a member, in good standing, of a professional body;
 - vi. Meets the requirements of Chapter Six of the Constitution;
 - vii. Demonstrates computer literacy skills.

ADVERT NO. 23/2020 – RECORDS MANAGEMENT OFFICER II, JOB GRADE BRS 6 (1) POST

The Records Management Officer II will report to the Senior Records Management Officer.

Duties and Responsibilities

This is the entry grade for this cadre. An officer at this level will work under the guidance of a Senior Records Management Officer.

Duties and responsibilities will entail:- filing and marking letters for action; updating and maintaining up to date file movement records; ensuring security of files and documents; ensuring receipt and proper dispatch of mails and maintaining related

registers; preparing disposal schedules; and initiating appraisal and disposal of files and documents.

Requirements for appointment

A person shall qualify for appointment of Records Management Officer II if that person:

- i. Is a Kenyan Citizen;
- ii. Has bachelor's degree in any of the following disciplines: - Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
- iii. Demonstrates computer literacy;
- iv. Must be a member, in good standing, of a professional body and
- v. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 24/2020 –ASSISTANT OFFICIAL RECEIVER JOB GRADE BRS 5 TWO (2) POSTS

An officer at this level will be reporting to the Official Receiver.

Duties and Responsibilities

This is the entry grade for this cadre.

Duties and responsibilities will entail:- verifying new petitions lodged before payment; files before registration; responding to all correspondence assigned; advising clients on petition requirements and compliance requirements under the Insolvency Act and any requirement under any incidental Act; mediating disputes; performing legal advisory and research and handling complaints; holding creditors meetings; perusal and approval of the debtors scheme of arrangement and or proposal; prepare and submit legal and advisory opinions; tracing assets of the debtor and companies in liquidation, ensuring assets are preserved, valued and insured; ensuring that statements of affairs for both companies and debtors are filed; attending court; making all necessary applications in court; and distribution of assets to creditors.

Requirements for Appointment

A person shall qualify for appointment of the Assistant Official Receiver if that person:

- i. Is a Citizen of Kenya;
- ii. Has a Bachelor of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law Society of Kenya (LSK) and
- v. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 25/2020 – INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GRADE BRS 6, TWO (2) POSTS

An officer at this level will report to Senior Information Communication Technology Officer.

Duties and responsibilities

This is the entry grade for this cadre and an officer at this level will work under the guidance of the Senior ICT officer.

Duties and responsibilities will entail:- coding, testing and implementing computer programs, providing user support; maintaining support systems and training of users; maintaining of Information Communication Technology equipment and associated peripherals; certifying Information Communication Technology equipment; configuring new Information technology equipment; maintaining data protection system; installing and supporting servers; installing and deployment of relevant hardware and software; providing user support and training users; and performing technical, systems and user documentation.

Requirements for appointment

A person shall qualify for appointment of the Information Communication Technology Officer II if that person:

- i. Is a Citizen of Kenya;
- ii. Has bachelor's degree in any of the following disciplines:- Computer Science, Information Technology, Business Information Technology or its equivalent qualification from recognized institution;
- iii. Must be a member, in good standing, of a professional body and
- iv. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 26/2020 – SENIOR LEGAL OFFICER – COMPLIANCE JOB GRADE BRS 5 ONE (1) POST

Senior Legal Officer-Compliance shall be reporting to the Director Legal Compliance & Research.

Duties and Responsibilities

Duties and responsibilities will entail: Implement an effective legal compliance program; Review BRS policies, and advice management on possible risks; Advise management on the BRS's compliance with laws and regulations through detailed reports; Develop effective action plans in response to audit discoveries and compliance violations; Regularly audit BRS procedures, practices, and documents to identify possible weaknesses or risks; Ensure all employees are educated on the latest laws, regulations and policies; Collaborate with other Departments to establish sound internal controls and monitor adherence to them; Collaborate with internal and external auditors on any compliance issue when needed; Maintain a current working knowledge of applicable laws, regulations and policies; Develop, populate and maintain a

comprehensive, up-to-date register of compliance with laws, regulations and policies; Develop, populate and maintain comprehensive compliance checklists; Coordinate enterprise-wide risk management activities and prepare reports; Undertake Corruption Risk Assessment and develop a Corruption Risk Mitigation Plan; Implement measures emanating from the Corruption Risk Mitigation Plan and Submit monthly and quarterly performance reports using the prescribed reporting format.

Requirements for Appointment

A person shall qualify for appointment of the Senior Legal Officer-Compliance if that person:

- i. Is a Citizen of Kenya
- ii. Has Bachelors of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law Society of Kenya (LSK);
- v. Demonstrates computer literacy;
- vi. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 27/2020 – SENIOR LEGAL OFFICER-INVESTIGATOR JOB GRADE BRS 5 ONE (1) POST

Senior Legal Officer-Investigator shall be reporting to the Director Legal Compliance & Research.

Duties and Responsibilities

Duties and responsibilities will entail :Supporting the Department by performing the following duties; Plan, conduct and complete risk-based investigations into incidents generated by insights, customer/public reports, audit reports and other departments; Gather information/intelligence from all available sources, on any suspicious fraudulent activity and prepare reports to the relevant Authority for action; Maintain accurate records of all investigative actions and decisions taken, ensuring that all material and information obtained is treated in accordance with legal, regulatory requirements and BRS policy; Prepare relevant reports as required including documentation in support of any action proposed based on the results of investigations; Promote, support and adhere to BRS's policies and guidelines on Code of Conduct, Professional ethics, Data Protection and Information Security, in accordance with BRS Policy and applicable laws; Act as subject matter expert to provide specialist advice, guidance and direction to BRS on any investigation, seeking guidance and assistance when required; Collaborate with and provide relevant feedback to other Departments at BRS in the process of tracking emerging risk issues and developing appropriate methods of detection; Deliver awareness training to BRS Departments in relevant aspects of investigations; Investigate and prepare evidence in cases relating to any investigation carried out on behalf of the Service; Attend Court on behalf of the Service and present evidence relating to any investigation carried out on behalf of the Service and Submit monthly and quarterly performance reports using the prescribed reporting format.

Requirements for Appointment

A person shall qualify for appointment of the Senior Legal Officer- Investigator if that person:

- i. Is a Citizen of Kenya;
- ii. Has Bachelors of Laws degree from a recognized institution;
- iii. Is an Advocate of the High Court of Kenya;
- iv. Is a member, in good standing, of the Law society of Kenya (LSK);
- v. Demonstrates computer literacy;
- vi. Meets the requirements of Chapter Six of the

ADVERT NO. 28/2020 –SENIOR ADMINISTRATION OFFICER JOB GRADE BRS 4 ONE (1) POST

Senior Administration Officer, Job Grade BRS 4 will be reporting to the Deputy Director Human Resource Management.

Duties and Responsibilities

Duties and responsibilities will entail:- provision of office accommodation; coordinate security, cleaning, transport and logistics services; coordinate repairs, maintenance and improvement of equipment and assets; prepare plans and budget for administrative services; acquire legal documents for Service's assets; ensure efficient management of records and registries; oversee efficient management of Service's estates; ensure a well-equipped and functional infirmary; coordinate admission and registration of trainees; provide social, recreational and welfare programs for trainees; Formulate and enforce code of conduct for trainees; and provide guidance and counseling to trainees..

Requirements for Appointment

A person shall qualify for appointment of the Senior Administration Officer if that person:

- i. Is a Citizen of Kenya;
- ii. Has served in the grade of Administrative Officer II or in comparable position for a minimum period of three (3) years;
- iii. Has bachelor's degree in any of the following disciplines: - Social Sciences, Administration, Management or its equivalent qualification from a recognized institution;
- iv. Has demonstrated professional competence and management capabilities as reflected in work performance and results;
- v. Demonstrates computer literacy;
- vi. Must be a member, in good standing, of a professional body and
- vii. Meets the requirements of Chapter Six of the Constitution

ADVERT NO. 29/2020 – SENIOR ACCOUNTANT JOB GRADE BRS 4 ONE (1) POST

An officer at this level will be reporting to the Deputy Director Finance & Accounts.

Duties and Responsibilities

Duties and responsibilities at this level will entail:- supervising preparation of financial accounts and statements; monitoring expenditure trends; undertaking expenditure and review forecasts; prioritizing projects and activities for the purpose of financial reporting; undertaking oversight of commitment of funds and expenditure trends; developing and implementing financial controls and procedures; reviewing outdated processes and procedures; maintaining proper books of accounts; and undertaking cash planning and disbursement.

Requirements for appointment

A person shall qualify for appointment of the Senior Accountant if that person:

- i. Is a Citizen of Kenya;
- ii. Has served in the grade of Accountant I or in comparable position for at least three (3) years;
- iii. Has bachelor's degree in Commerce (Accounting Option) or its equivalent qualification from a recognized institution;
- iv. Has passed Part III of the Certified Public Accountants (CPA) Examination;
- v. Has demonstrated professional competence as reflected in work performance and results;
- vi. Must be a member, in good standing, of a professional body;
- vii. Demonstrates computer literacy and
- viii. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 30/2020 –FINANCE OFFICER II JOB GRADE BRS 6 ONE (1) POST

An officer at this level will be reporting to the Deputy Director Finance & Accounts.

Duties and Responsibilities

This is the entry grade for this cadre and an officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will entail:- compiling and preparing financial estimates for the Institution; ensuring expenditure control; and preparing quarterly and annual financial reports

Requirements for appointment

A person shall qualify for appointment of the Finance Officer if that person:

- i. Is a Citizen of Kenya;
- ii. Has bachelor's degree in any of the following disciplines: - Commerce (Finance option), Economics, Business Administration (Finance option), Business Management (Finance option), Finance or its equivalent qualification from a recognized institution;
- iii. Has certified Public Accountant II (CPA II) qualification;
- iv. Must be a member, in good standing, of a professional body;
- v. Demonstrates computer literacy and
- vi. Meets the requirements of Chapter Six of the Constitution.

ADVERT NO. 31/2020 – OFFICE ASSISTANT II JOB GRADE BRS 9 THREE (3) POSTS

An officer at this level will be reporting to the Senior Administration Officer.

Duties and Responsibilities

Duties and responsibilities will entail: - Ensuring general cleanliness; Preparing and serving refreshments; Moving or carrying office equipment, furniture and ensuring orderly arrangement; Collecting and disposing waste including papers and ensuring general proper sanitation.

Requirements for appointment

A person shall qualify for appointment of the Office Assistant II if that person:

- i. Is a Citizen of Kenya;
- ii. Has Kenya Certificate of Secondary Education mean grade D or its equivalent qualification from a recognized institution
- iii. Has served as in the grade of Office Assistant III or equivalent for a minimum period of three (3) years;
- iv. Demonstrates computer literacy and
- v. Meets the requirements of Chapter Six of the Constitution.

