



CAREER OPPORTUNITIES

The Competition Authority of Kenya ('the Authority') is a Statutory Agency established under the Competition Act Cap 504 of the laws of Kenya. The Authority's mandate is to promote and safeguard competition and also protect consumers from unfair and misleading market conduct.

The Authority invites applications from suitably qualified, experienced and motivated persons to fill the following vacant positions:

OFFICE OF THE DIRECTOR GENERAL

INTERNAL AUDIT AND LEGAL SERVICES DEPARTMENTS

1. Position: Internal Auditor

Ref No. CAK/01.05/2025

Reports to: Manager, Internal Audit

Job Description

- Carrying out audit tests on internal controls in accounting, administration, information systems and operational procedures;
- Preparing audit reports;
- Preparing risk-based audit plans, programmes and schedules;
- Examining and evaluating the Authority's internal controls to ascertain their adequacy and make recommendations for improvement;
- Reviewing the ICT security policies, standards, procedures and controls ensure the confidentiality, integrity and availability of information assets;
- Performing information control reviews of internal control procedures including system development standards, operating procedures, system security, programming controls, communication controls, back up and disaster recovery and systems maintenance;
- Coordinating the updating and review of the department's Quality Management Systems (QMS) and Information Management System (ISMS);
- Identifies opportunities for process improvement in IT policies and practices;
- Preparing audit reports and working papers to ensure that adequate documentation exists to support the completed audit conclusions;
- Documenting audit working and paper files;
- Following up on implementation of audit recommendations and reporting on the same;
- Performing ad hoc audit assignments; and
- Providing support to external auditors.

Job Specifications

- Bachelor's degree in Commerce (Accounting/Finance) or other recognized equivalent qualifications
- Certified Public Accountant (CPAK) and/or Certified Internal Auditor (CIA) and/or ACCA.
- Certified Information Systems Auditor (CISA) and/or Certified Information Security Management
- Certified Fraud Examiner (CFE) as an added advantage;
- Proficiency in computer applications;
- Possess Good Communication and Interpersonal Skills;
- Possess Good Analytical skills; and
- Fulfilled the requirements of Chapter Six of the Constitution

2. Position: Legal Officer

Ref No. CAK/02.05/2025

Reports to: Principal Legal Officer

Job Description

- Undertaking Legal research;
- Carrying out Legal Audits;
- Ensuring proper filing of legal documents;
- Attending court, filling in the court attendance forms and drafting court updates for submission to the Senior Legal Officer;
- Vetting and Drafting of contracts, leases and other conveyance documents;
- Reviewing of proposed legislation and assessing their impact on competition;
- Preparing legal opinions for review and approval by the Senior Legal Officer;
- Drafting Gazette Notices and Legal Notices for review and approval by the Senior Legal Officer;
- Undertaking research and review of existing laws that impact on the Authority's core functions;
- Preparing pleadings on behalf of the Authority to be filed in the law courts and the Competition Tribunal;
- Attending court and appearing on behalf of the Authority before the law courts and the Competition Tribunal;
- Assisting in the updating of the staff Conflict of Interest Register, Non conformities Register and Legal Opinion Register;
- Assisting in the updating the ISO Legal Department processes; and
- Tracking Parliamentary Order Papers to track progression of statutory amendments relevant to the Authority's operations.

Job Specifications

- Bachelor of Laws degree from a recognized institution
- Postgraduate Diploma in Law from Kenya School of Law.
- Admission to the Roll of Advocates of the High Court of Kenya.
- Membership of Law Society of Kenya;
- Possession of Valid Practicing Certificate
- Posses Good Presentation Skills
- Posses Good Communication and Interpersonal skills
- Posses Good Contract drafting Skills; and
- Fulfilled the requirements of Chapter Six of the Constitution.

DIRECTORATE OF COMPETITION AND CONSUMER PROTECTION

MERGERS AND ACQUISITIONS DEPARTMENT

3. Position: Analyst, Mergers and Acquisitions (2 Positions)

Ref No. CAK/03.05/2025

Reports to: Principal, Mergers and Acquisitions

Job Description

- Participating in the analysis of merger applications by review notification documents, conducting economic analysis and drafting reports;
- Supporting in gathering intelligence on merger trends;
- Assisting in gathering information on unwarranted concentration of economic power;
- Collecting specific market data and information to assist in merger analysis;
- Assisting in tabulating data on merger applications;
- Maintaining records of hearing conferences and penalization meetings
- Preparing relevant information for investigation files for cases to be forwarded to the Office of the Director of Public Prosecution;
- Preparing the requisite logistics for advocacy initiatives to stakeholders;
- Supporting in the development of guidelines on analysis of mergers;
- Assisting in the documentation, development and implementation of procedures and processes in Quality Management Systems, Information Security and Management System, risk Management and Business Continuity Plans Actively participate in statutory committees in which the Analyst has been nominated;
- Assisting in identification and detection of likely emerging risks and mitigation factors with regards to merger analysis; and
- Providing input to research and analysis on best practices for merger analysis

Job Specifications

- Bachelor's Degree in any of the following disciplines: - Economics, Statistics or Business-related discipline from a recognized institution.
- Possess Economic and Financial Analysis Skills
- Good Communication and Interpersonal Skills; and
- Fulfilled the requirements of Chapter Six of the Constitution.

DIRECTORATE OF PLANNING, POLICY, RESEARCH, RISK AND QUALITY ASSURANCE

PLANNING, POLICY AND RESERACH DEPARTMENT

4. Position: Analyst, Planning, Policy and Research

Ref No. CAK/04.05/2025

Reports to: Principal Analyst, Planning, Policy and Research

Job Description

- Collecting and collating statistical data on the Authority's planned activities and projects in order to track the Authority's progress;
- Assisting in analysing data required for the planned activities and projects;
- Compiling data for economic analysis to inform policy;
- Collecting data and information for Monitoring and evaluation and Impact Assessment;
- Assisting in the preparation of periodic reports;
- Assisting in implementing the departmental work plan and Performance contract, policies and procedures;
- Participating in at least one statutory committee within the Authority; and
- Updating databases to ensure that the most current data for use in investigations and analysis is available.

Job Specifications

- Bachelor's Degree in any of the following disciplines: Economics, Statistics, Project Management, Monitoring and Evaluation or any business-related degree.
- Possess economic analysis skills
- Possess report writing skills
- Possess good communication and interpersonal skills
- Fulfilled the requirements of Chapter Six of the Constitution

PLANNING, POLICY AND RESERACH DEPARTMENT

(REGISTRY UNIT)

5. Position: Assistant Knowledge Management Officer

Ref No. CAK/05.05/2025

Reports to: Manager, Planning, Policy and Research

Job Description

- Implementing records management policies, procedures and guidelines;
- Preparing and reviewing filing classification scheme;
- Developing a filing index system;
- Preparing quarterly reports to inform on the progress, challenges and opportunities in the unit;
- Designing and preparing retention and disposal schedules as per relevant guidelines;
- Initiating records appraisal and disposal schedule of in-active records for approval by relevant committee and subsequent approval by the Kenya National Archives and Documentation Services;
- Developing and maintaining control measures for records covering both physical and electronic security;
- Managing online records storage facility to ensure it is adequate and safe in liaison with ICT;
- Ensuring timely response to internal and external information enquiries;
- Participating in at least one statutory committee; and
- Sensitizing staff on records management.

Job Specifications

- Diploma in information studies/Library Science / Records management/Information management or other relevant and equivalent qualifications from recognized institutions
- 5 years' experience in Records Management
- Proficiency in computer skills
- Proficiency in Library information systems
- Conversant with the relevant Laws, standards and regulations
- Interpersonal skills
- Ability to maintain confidentiality
- Teamwork skills
- Multitasking skills
- Fulfilled the requirements of Chapter Six of the Constitution

GRADUATE INTERNSHIP PROGRAM

The Authority operates a **One-Year Internship Program** for University graduates. The objective of the program is to expose graduates joining the labour market to a real work environment in order to enhance their skillsets and employability.

The Authority thereby invites suitably qualified applicants to apply for consideration to join the Internship Program in the following functional areas:

Functional Area	No. of Positions	Job Reference
Consumer Protection	1	CAK/06.05/2025
Risk and Quality Assurance	1	CAK/07.05/2025
Finance	1	CAK/08.05/2025
Human Resource and Administration	1	CAK/09.05/2025
Legal Services	1	CAK/10.05/2025

Kindly Note:

- The Authority does not guarantee employment after completion of the Internship Program;
- Incomplete applications will not be considered; and
- Diversity balance considerations will be applied in the selection process.

Academic Qualifications

- Consumer Protection** - Bachelor's Degree in any of the following disciplines: - Economics, Law, Business Administration or equivalent qualifications from a recognized institution.
- Risk & Quality Assurance** - Bachelor's degree in Statistics, Economics, Project Management, Monitoring & Evaluation or its equivalent from a recognized Institution.
- Finance** – Bachelor's degree in Commerce (Accounting or Finance) or its equivalent qualification from a recognized Institution.
- Human Resource & Administration** – Bachelor's degree in Human Resource Management /Development, Business Administration or an equivalent qualification from a recognized Institution
- Legal Services** – Bachelor's Degree in Law from a recognized Institution.

General requirements for Graduate Internship Positions:

- Beneficiaries of the Authority's previous Young Professionals and Internship Programs are not eligible;
- Must be below 35 years of age.

HOW TO APPLY

Interested applicants who meet the above requirements are advised to submit their applications quoting the respective Job Reference number to:

Director-General
Competition Authority of Kenya
P.O Box 36265-00200
NAIROBI.
Through;

Email: <https://recruitment.cak.go.ke:2044/>

The application shall include:

- a) Application letter;
- b) Curriculum Vitae (CV);
- c) Copy of National Identification Card;
- d) **Certified copies** of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional/ academic referees.

Applications close on **26th May, 2025 at 1700hours**. Only shortlisted candidates will be contacted.

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Canvassing of any form will lead to automatic disqualification.

The Competition Authority of Kenya is "An ALL-Inclusive Employer"