



BRS BUSINESS
REGISTRATION
SERVICE
Doing Business Made Easier

OPEN CAREER OPPORTUNITIES

The Business Registration Service (BRS) is a State Corporation established through an Act of Parliament; the Business Registration Act 2015.

The Service is mandated to oversee implementation and effective administration of the laws relating to the incorporation, registration, operation and management of companies, partnerships and firms. The Service also administers the Insolvency Act, Movable Property Security Rights Act and the Hire Purchase Act.

Pursuant to this mandate, the Service seeks to recruit highly motivated, customer centric, result-oriented, self-driven individual of high integrity to fill the following vacant positions:

S/No.	Position	Grade	No. of Post	Position Ref. No
1.	Senior Assistant Registrar of Companies	BRS 4	2	BRS/08/2025/01
2.	Senior Assistant Official Receiver	BRS 4	1	BRS/08/2025/02
3.	Senior Supply Chain Management Officer	BRS 4	1	BRS/08/2025/03
4.	Senior Planning Officer	BRS 4	1	BRS/08/2025/04
5.	Principal State Counsel	BRS 4	1	BRS/08/2025/05
6.	Internal Auditor (I)	BRS 5	1	BRS/08/2025/06
7.	Corporate Communication Officer II	BRS 6	1	BRS/08/2025/07
8.	Assistant Office Administrator (I)	BRS 6	1	BRS/08/2025/08
9.	Records Management Officer (II)	BRS 6	1	BRS/08/2025/09
10.	Senior Clerical Officer	BRS 7	4	BRS/08/2025/10
Total Positions			14	

Interested and qualified individuals are requested to download the full advertisement and make their applications by completing one BRS Form. The application form and the detailed job requirements, duties and responsibilities for the positions can be downloaded from the following websites; www.brs.go.ke or www.publicservice.go.ke.

Please note:

- 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 will be required to produce the original letter of appointment to their current substantive post or position during the interview.

Successful candidates will be required to fulfil 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

The completed application form should be submitted via email to jobs@brs.go.ke not later than 5:00 p.m. on Monday, 8th September, 2025. The email subject line must clearly indicate the position reference number only.

BRS is an equal opportunity employer committed to diversity and gender equality. Youth, Women and Persons with Disability are encouraged to apply. Please note that only shortlisted candidates will be contacted.

For all service queries email us at: eo@brs.go.ke | Call Centre: 011 112 7000 | www.brs.go.ke