



REPUBLIC OF KENYA



VACANCY ADVERTISEMENT

The Public Benefit Organizations Regulatory Authority (PBORA) is a State corporation established under Section 34 of the Public Benefit Organizations (PBO) Act, 2013 that repealed the Non-Governmental Organizations Coordination Act, 1990. The Authority is broadly responsible for registering, coordinating, facilitating and regulating charitable organizations in Kenya as outlined under Section 42(1) of the Act.

The Authority invites applications from qualified persons to fill the following vacant position:

Job Title	DEPUTY DIRECTOR, REGISTRATION AND DATA MANAGEMENT
Job Ref. No.	PBORA/2/RDM/2025
Job Grade	PBORA 2
Terms	Five (5) years contract renewable once subject to satisfactory performance

More details on job specifications and requirements are available on our website:

<https://www.pbora.go.ke/>

How to apply

Interested applicants who meet the job requirement specified above should submit hard copy application including cover letter, Curriculum Vitae, certified copies of national identity card, academic certificates, and other supporting documents, their active telephone and email addresses as well as those of three (3) referees to;

The Director/CEO
Public Benefit Organizations Regulatory Authority
Co-operative Bank House, 15th Floor
Haile Selassie Avenue,
NAIROBI.

Soft copy applications may be submitted via email to: **director@pbora.go.ke**. The email subject line should clearly indicate the Job Title and Reference Number.

All applications must be received not later than **5.00 P.M. (EAT) on January 6, 2026**

The Public Benefit Organizations Regulatory Authority is an equal opportunity employer and women, youth, minority, marginalized groups, and persons living with disabilities are encouraged to apply.

Any form of canvassing will lead to automatic disqualification. Only short-listed applicants will be contacted.

The Successful candidate will be required to provide the following documents:

- Police Clearance Certificate from the Directorate of Criminal Investigations (DCI).
- Clearance or Compliance Certificate from the Higher Education Loans Board (HELB).
- Tax Compliance Certificate from the Kenya Revenue Authority (KRA).
- Clearance Certificate from the Ethics and Anti-Corruption Commission (EACC).
- Clearance Certificate from an accredited Credit Reference Bureau (CRB).