



# National Environment Management Authority



## VACANCIES

The National Environment Management Authority (NEMA), established under the Environmental Management and Coordination Act (EMCA) Cap 387 is mandated to exercise general supervision and coordination over all matters relating to the environment in Kenya; and to be the Principal Instrument of Government in the implementation of all policies relating to the environment.

The Authority invites applications from qualified and experienced candidates for the following vacant positions.

No.	Position	Grade	No. of Posts	Reference
1.	Director Environmental Services	E2	1	RN0034
2.	Senior Principal Legal Officer	E4	1	RN0040
3.	Principal Risk Management Officer	E5	1	RN0045
4.	Principal Internal Auditor	E5	1	RN0041
5.	Environmental Ecosystems Officer	E7	3	RN0046
6.	Graphics Designer	E7	1	RN0049
7.	Quantity Surveyor	E7	1	RN0061
8.	ICT Assistant	E9	2	RN0053
9.	Records Management Assistant	E9	2	RN0048
10.	Office Administrative Assistant	E9	2	RN0056
11.	Driver	E11	4	RN0055

### Terms of service

The above positions are on permanent and pensionable terms except for the positions of Director Environmental Services and Driver which are on a three (3) years renewable contract.

### How to apply

- a) For more information on the jobs and application procedure, please visit our on-line recruitment portal <https://e-recruitment.nema.go.ke> and submit your application, Copies of academic certificates/transcripts, testimonials and a detailed curriculum vitae, indicating current remuneration, current position/grade, expected salary and daytime telephone contact. All attachments should be clearly labelled and should not exceed 10MB.

The recruitment portal is also accessible via the NEMA Website ([www.nema.go.ke](http://www.nema.go.ke))>> **Careers / Vacancies**.

- b) Hand delivered or posted applications, as appropriate, should be submitted in a sealed envelope marked to;

**The Director General**  
**National Environment Management Authority**  
1<sup>st</sup> Floor, NEMA Headquarters  
Popo Road, Off Mombasa Road  
P. O. Box 67839 – 00200 NAIROBI

The reference number of the job applied for should be clearly indicated on the envelope and application letter.

All applications should be received by **5 p.m. on Monday 5<sup>th</sup> January, 2026.**

**NB: NEMA is an equal opportunity employer, Female candidates, Persons Living with Disabilities, the marginalized and the minorities are encouraged to apply.**

**Any form of Canvassing by any candidate will lead to automatic disqualification.**

**Only shortlisted candidates will be contacted.**