



REPUBLIC OF KENYA

WAREHOUSE RECEIPT SYSTEM COUNCIL

CAREER OPPORTUNITIES

The Warehouse Receipt System Council (WRSC) is a State Corporation under the Ministry of Investments, Trade and Industrialization, State Department for Trade. WRSC was established under the Warehouse Receipt System Act No. 8 of 2019 and charged with the mandate to develop and regulate a Warehouse Receipt System for agricultural commodities in Kenya.

Pursuant to the provisions of the Warehouse Receipt System Act No. 8 of 2019, the Council invites applications from suitably qualified and experienced persons to fill the following positions:

No.	Position	Job Grade	Job Ref	Posts
1.	Chief Executive Officer/ Registrar	WRSC 1	WRSC/01/12/2025	1
2.	Principal Accountant	WRSC 5	WRSC/2/12/2025	1
3.	Principal Auditor	WRSC 5	WRSC/3/12/2025	1
4.	Senior Planning Officer	WRSC 6	WRSC/4/12/2025	1
5.	Senior Supply Chain Management Officer	WRSC 6	WRSC/5/12/2025	1
6.	Senior Office Administrator	WRSC 6	WRSC/6/12/2025	1
7.	Senior Legal Officer	WRSC 6	WRSC/07/12/2025	1
8.	Senior Compliance & Quality Assurance Officer	WRSC 6	WRSC/08/12/2025	1
9.	Senior Human Resource Officer	WRSC 6	WRSC/09/12/2025	1
10.	Certification & Capacity Building officer I	WRSC 7	WRSC/10/12/2025	1
11.	Registration Officer I	WRSC 7	WRSC/11/12/2025	1
12.	Warehouse Receipt Transaction Officer I	WRSC 7	WRSC/12/12/2025	1
13.	ICT Officer I	WRSC 7	WRSC/13/12/2025	1
14.	Investment Promotion Officer I	WRSC 7	WRSC/14/12/2025	1
15.	Internal Auditor I	WRSC 7	WRSC/15/12/2025	1
16.	Accountant I	WRSC 7	WRSC/16/12/2025	1
17.	Communications Officer I	WRSC 7	WRSC/17/12/2025	1
18.	Driver I	WRSC 10	WRSC/18/12/2025	4
19.	Office Assistant I	WRSC 11	WRSC/19/12/2025	1

How to apply

Interested candidates should visit the Council's website <https://wrsc.go.ke/careers/> for the full job descriptions and specifications. Candidates who meet the requirements should submit an application quoting the Job Reference and position. Applications to include a cover letter, curriculum vitae with details of daytime contacts and email address, current and expected remuneration, names and contacts of three (3) referees. Applicants must also attach copies of academic and professional certificates, valid licenses, membership to professional institutions, copy of national ID/passport and copies of valid clearance certificates in fulfillment of the requirements of Chapter six (6) of the Constitution of Kenya 2010.

How to submit

- Email Applications to be sent to recruitment@wrsc.go.ke with the job reference number and position as the subject.
- Hand-delivered and posted applications should be submitted in a sealed envelope indicating the job reference number and position on the envelope and as the subject of the letter, and addressed to;

The Chairperson
Warehouse Receipt System Council
Ground floor, Tea House- Naivasha Rd, off Ngong Rd
P.O. Box 22757-00505 NAIROBI

The deadline for receiving applications shall be **5:00pm on 15th December 2025.**

Notes:

- WRSC is an equal opportunity employer and respects diversity. Persons living with disabilities, women and persons from marginalized areas who meet the job specifications are strongly encouraged to apply.
- Canvassing will lead to automatic disqualification.
- Only shortlisted candidates will be contacted.

THE COUNCIL DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS