



BRS BUSINESS
REGISTRATION
SERVICE

Doing Business Made Easier

**VACANCY ANNOUNCEMENT
(SHORT TERM ENGAGEMENT)**

SHORT TERM EMPLOYMENT OPPORTUNITY IN THE BUSINESS REGISTRATION SERVICE ("THE SERVICE") A SEMI-AUTONOMOUS GOVERNMENT AGENCY CREATED UNDER THE BUSINESS REGISTRATION SERVICE ACT No. 15 OF 2015

The Business Registration Service (BRS) requires placement of a three (3) months short term contract employment for Kenyan graduates. The program aims at providing the youth an opportunity for on-the job experience for their professional development and, enhance their employability.

The successful candidates will support operations within the Companies Registry which is mandated to oversee the administration of the Trust Registry. The support shall include but not limited to supporting the digitization, organization, and orderly management of manual trust records by scanning physical files, indexing documents, and arranging records in accordance with established filing standards; developing and updating the Trust Master list and ensure completion of the Master List at the Companies Registry; processing trust registration records, updating and organizing registry information; assisting in verification and record management processes, and supporting efforts to ensure accuracy, accessibility, and proper maintenance of records in line with registry requirements and service delivery standards..

Specific Duties and Responsibilities:

- Retrieving and organizing records within the Registry
- Reviewing entities for compliance with statutory filing requirement
- Assist in updating records at the registry
- Advising clients on statutory filing and compliance requirements when needed; and
- Compiling statutory reports at the Registry.
- Scanning manual trust files and documents into electronic format
- Arranging and organising physical files according to prescribed filing systems
- Indexing, labeling, and cataloging scanned documents accurately
- Verifying completeness and legibility of scanned records
- Maintaining confidentiality and security of the registry's information
- Assisting in basic data entry and document tracking where required
- Supporting retrieval of files during the digitisation process
- Performing any other duties as may be assigned from time to time.

Job Requirements:

- Bachelor's degree in social science, Law, records management, statistics, ICT and business-related field from a recognized University
- Proficiency in data entry and advanced Microsoft Office applications.
- People oriented and results driven
- High integrity, attention to detail and high sense of ownership and accountability.

BUSINESS REGISTRATION SERVICE (BRS)

17th Floor, 316 Upper Hill Chambers, 2nd Ngong Av, Nairobi

T +254 (011) 112 7000

Email: eo@brs.go.ke | www.brs.go.ke

Suitable candidates should demonstrate diligence and analytical thinking, possess effective communication and problem-solving abilities, and show initiative and enthusiasm in collaborative work environments. They should be motivated to contribute to ongoing efforts to strengthen data quality as BRS advances toward becoming a data-driven service.

Application Procedure:

If you desire to accelerate your career in a modern, fast paced and challenging environment and meet the requirements above, send a duly filled BRS Employment Application Form **ONLY** to jobs@brs.go.ke , the form can be downloaded on our website at <https://www.brs.go.ke/careers> Indicate on the subject line “**APPLICATION FOR SHORT TERM ENGAGEMENT**”. All applications must be received not later than **Tuesday 17th February, 2026 by 5.00 p.m**

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED.

BRS is an equal opportunity employer, female candidates, Persons with Disability (PWD) and marginalized are strongly encouraged to apply.