



Micro and Small Enterprises Authority
EXTERNAL ADVERTISEMENT
SHORT-TERM REPLACEMENT OF VACANT POSITIONS

The Micro and Small Enterprises Authority (MSEA) is a State Corporation established under Micro and Small Enterprises Act No. 55 of 2012.

The Authority is seeking to recruit highly competent, proactive and self-driven individuals to fill the following vacant positions.

Position	Job Reference	Grade	No of posts	Terms of Service
Senior Enterprise Development Officer (Narok, Kisumu, Embu, Elgeyo-Marakwet, Isiolo Counties)	MSEA/1/03/2026	MSEA 5	5	1 Year Contract
Enterprise Development Officer (Turkana, Bungoma, Baringo, Lamu, Counties)	MSEA/2/03/2026	MSEA 6	4	1 Year Contract
Principal Infrastructure Development Officer	MSEA/3/03/2026	MSEA 4	1	1 Year Contract
Senior Infrastructure Development Officer	MSEA/4/03/2026	MSEA 5	1	1 Year Contract
Senior/Security Officer	MSEA/5/03/2026	MSEA 5/6	1	1 Year Contract
Principal Internal Auditor	MSEA/6/03/2026	MSEA 4	1	Permanent
Principal Administrative Officer	MSEA/7/03/2026	MSEA 4	1	1 Year Contract
Principal Planning Officer	MSEA/8/03/2026	MSEA 4	2	1 Year Contract
Project Accountant	MSEA/9/03/2026		1	1 Year Contract
Senior/Office Assistant	MSEA/10/03/2026	MSEA 9/10	2	Permanent
Senior Assistant Office Administrator	MSEA/ 11/3/2026	MSEA 7	2	1 Year Contract
Senior Administration Assistant	MSEA/12/3/2026	MSEA 7	1	1 Year Contract
Enterprise Development Assistant	MSEA/13/3/2026	MSEA 8	3	1 Year Contract
ICT Assistant	MSEA/14/3/2026	MSEA 8	1	1 Year Contract

JOB DESCRIPTIONS AND SPECIFICATIONS

1. SENIOR ENTERPRISE DEVELOPMENT OFFICER: REF: MSEA/1/03/2026 (MSEA GRADE 5)

Job specification

Duties and responsibilities will entail:

- a) Implementing policies, projects and programmes in relation to Micro and Small Enterprise
- b) Marketing Authority programmes
- c) Writing proposals for funding
- d) Implementing programmes and projects
- e) Providing business counselling
- f) Evaluating training programmes/exhibition events
- g) Liaising with stakeholders on program implementation
- h) Compiling training /exhibition reports
- i) Coordinating regional events and programmes
- j) Preparing periodic and quarterly reports
- k) Disseminating information on access to finance by MSEs
- l) Evaluating the implementation of projects and program relating to or affecting MSEs

Person specifications

For appointment to this position, a candidate must have:-

- a) Bachelor's degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing, Commerce, Enterprise Development, Human Resource Management/Development Arts and design or any other social sciences from a recognized institution
- b) Supervisory course lasting not less than two (2) weeks is an added advantage
- c) A minimum of four (4) years relevant work experience
- d) Proficiency in computer application
- e) Shown merit and ability as a reflected in work performance and results.

Key Competencies and Skills

- a) Interpersonal and communication skills
- b) Report writing skills
- c) Analytical skills
- d) Situational analysis capability
- e) Attention and detail and critical thinking
- f) Innovative skills.

2. ENTERPRISE DEVELOPMENT OFFICER: REF: MSEA/2/03/2026 (MSEA GRADE 6)

Job specification

Duties and responsibilities entails:

- a) Implementing policies, projects and programmes in relation to Micro and Small Enterprise;
- b) Draft proposals for funding
- c) Implementing MSE programmes and projects
- d) Counselling MSEs on their enterprise-related matters
- e) Liaising with stakeholders on program implementation
- f) Compiling training and exhibition reports
- g) Assist in coordinating regional events and programmes
- h) Preparing periodic and quarterly reports
- i) Collating project implementation reports and programmes relating to or affecting MSEs.

Person specifications

For appointment to this position, a candidate must have:-

- a) Bachelors degree in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing, Economics; Commerce, Enterprise Development; Human Resource Management/Development; Art and Design or any other social science from a recognized institution
- b) Proficiency in computer application
- c) Shown merit and ability as reflected in work performance and results

Key competencies and Skills:

- a) Interpersonal and communication skills
- b) Report writing skills
- c) Situational analysis capability
- d) Attention to detail and critical thinking
- e) Innovative skills
- f) Analytical skills

3. PRINCIPAL INFRASTRUCTURE DEVELOPMENT OFFICER: REF: MSEA/3/03/2026 (MSEA GRADE 4)

Job specification

Duties and responsibilities will entail:

- a) Designing Engineering devices in construction, electrical, mechanical, electronics, civil, and structural works
- b) Ensuring maintenance of machinery and equipment, waterworks, offices, workshops, conference complexes, stalls, sheds, exhibition halls, Centre of Excellence, Constituency Industrial Development Centres, Godowns, and other MSEA facilities
- c) Preparing specifications for projects and new equipment

- d) Processing tenders for engineering work and equipment, and maintaining an inventory of machinery and equipment
- e) Monitoring the execution of development projects, supervision, and training of engineers and technical staff
- f) Developing mechanisms and strategies to facilitate acquisitions of infrastructure
- g) Coordinating categorization of completed MSE sheds, CIDCs, stalls, show rooms, workspaces, and other incubation facilities
- h) Managing infrastructure within MSE work sites
- i) Liaising with the Counties and Centers of Excellence Managers in allocating newly completed MSE sheds, CIDCs, stalls, show rooms, workspaces, other incubation facilities
- j) Surveying structures and conditions of buildings to establish defects, requirements for refurbishment/replacement/modification
- k) Preparing sketch plans, specifications and estimates for building renovations and maintenance works
- l) Coordinating collection and reviewing of rent

Person Specifications

For appointment to this position, a candidate must have:

- a) Bachelor's degree in either of the following disciplines: Civil/Mechanical/Structural/Mechatronic Engineering, Agriculture, Land Economics, Estate Management, Property Management and Valuation, Facilities Management or its equivalent and any other relevant qualification from a recognized Institution
- b) Masters degree in either of the following disciplines: Civil/Mechanical/Structural/Mechatronic Engineering, Agriculture, Land Economics, Estate Management, Property Management and Valuation, Facilities Management or its equivalent and any other relevant qualification from a recognized Institution
- c) At least eight (8) years' relevant work experience, three (3) of which must have been in a supervisory role
- d) Management course lasting not less than four (4) weeks
- e) Proficiency in computer applications
- f) Shown merit and ability as reflected in work performance and results

Key Competencies and Skills

- a) Excellent interpersonal and communication skills
- b) Report writing skills
- c) Analytical and modelling skills
- d) Strong situational analysis capability
- e) Attention to detail and critical thinking
- f) Innovative skills
- g) Excellent negotiation skills

4. SENIOR INFRASTRUCTURE DEVELOPMENT OFFICER: REF: MSEA/4/03/2026 (MSEA GRADE 5)

Job specification

Duties and responsibilities will entail:

Infrastructure Development

- a) Developing design of Engineering devices in construction, electrical, mechanical,
- b) electronics, civil, and structural works
- c) Repairing and maintaining machinery and equipment, waterworks, offices, workshops, conference complexes stalls, sheds, exhibition halls, Centre of Excellence, Constituency Industrial Development Centres, Godowns, and other MSEA facilities
- d) Ensuring preparation of specifications for projects and new equipment
- e) Processing tenders for engineering work and equipment and maintaining inventory of machinery and equipment
- f) Monitoring the execution of development projects and supervision and training of engineers and technical staff

Maintenance

- a) Categorizing completed MSE sheds, CIDCs, stalls, show rooms, workspaces, other incubation facilities
- b) Liaising with the Counties and Centers of Excellence Managers in allocating newly completed MSE sheds, CIDCs, stalls, show rooms, workspaces, other incubation facilities
- c) Surveying structures and conditions of buildings to establish defects, requirements for refurbishment/replacement/modification
- d) Preparing sketch plans, specifications and estimates for building renovations and maintenance works
- e) Collecting and reviewing rent.

Person Specifications

For appointment to this position, a candidate must have:

- a) Bachelor's degree in either of the following disciplines:
Civil/Mechanical/Electrical/Electronic/Building and Construction/Structural/Mechatronic Engineering, Agriculture, Land Economics, Estate Management, Property Management and Valuation, Facilities Management or its equivalent and relevant qualification from a recognized institution
- b) Supervisory course lasting not less than two (2) weeks
- c) A minimum of four (4) years relevant work experience
- d) Proficiency in computer applications
- e) Shown merit and ability as reflected in work performance and results; and

Key Competencies and Skills

- a) Interpersonal and communication skills
- b) Report writing skills
- c) Analytical and modelling skills
- d) Situational analysis capability
- e) Attention to detail, critical thinking, and Innovative skills

5. SENIOR/SECURITY OFFICER: REF: MSEA/5/03/2026 (MSEA GRADE 5/6)

Job specification

Duties and responsibilities will entail:

- a) Developing and implementing security management strategies and policies
- b) Preparing and updating of emergency procedures and contingency planning
- c) Proactively collecting, collating and disseminating relevant security intelligence aimed at preventing security breaches
- d) Maintaining records of acts of unlawful interference
- e) Supervising contracted security personnel ensuring that work orders are followed
- f) Maintaining crimes and incidents records and charts
- g) Undertaking routine checks, security risk and threat assessments, and security inspections
- h) Undertake investigations and recommend appropriate actions
- i) Ensure periodic returns on security operational affairs are made
- j) Planning and designing of security documents such as passes, registers etc
- k) Being in charge of other personnel who are performing duties relating to security matters
- l) Provide lead in investigating complex crimes; liaising with relevant security agencies and attending security meetings

Person Specification

For appointment to this position, a candidate must have:

- a) A Bachelor's degree in social sciences/security management or equivalent qualification from a recognized institution
- b) Served in the Police Service/Military and attained the rank of Inspector/Captain or served in a relevant security role
- c) A minimum of four (4) years relevant work experience
- d) Proficiency in Computer applications

Key Competencies and Skills

- a) High-level alertness
- b) Physical fitness
- c) High level of integrity
- d) Strong communication skills
- e) Excellence in surveillance and emergency response
- f) Conflict resolution

6. PRINCIPAL INTERNAL AUDITOR: REF: MSEA/6/03/2026 (MSEA GRADE 4)

Job specification

Duties and responsibilities will entail:

- a) Participating in the development of audit strategies, policies and procedures and ensure effective implementation
- b) Contributing to preparation of the risk based annual audit plan for approval by the Audit & Risk Management Committee
- c) Preparing audit reports on completion of each audit engagement to ensure timely issuance to management for implementation of recommended actions
- d) Evaluating progress and effectiveness of action taken to implement audit recommendations received from both internal and external audits
- e) Preparing quarterly audit reports for the Audit and Risk Management Committee of the Board
- f) Executing special audits/investigations
- g) Contributing to preparation of the Directorate's annual budget, control and monitor its implementation
- h) Supporting various Directorates/Departments in risk profiling

Person Specification

For appointment to this position, a candidate must: -

- a) Have Bachelor's Degree in any of the following disciplines: Commerce, Finance, Accounting, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution
- b) Have Master's Degree in any of the following disciplines: Commerce, Finance, Accounting, Business Administration, Business Management (Finance and Accounting option) or equivalent from a recognized institution
- c) Be in possession of any of the following: Certified Public Accountant of Kenya (CPAK), CISA or its equivalent;
- d) Be a member of any of the following professional bodies: Institute of Certified Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA-Kenya), Information System Audit and Control Association (ISACA), Association of Certified Fraud Examiners (ACFE)
- e) Have undertaken a management course lasting not less than four (4) weeks from a recognized institution
- f) Have at least eight (8) years of relevant experience three (3) of which in a supervisory role
- g) Be proficient in computer applications
- h) Show merit and ability as reflected in work performance

Key Competencies and skills

- a) Communication skills
- b) Reporting writing
- c) Attention to detail
- d) Analytical skills
- e) Interpersonal and interviewing skills

7. PRINCIPAL ADMINISTRATION OFFICER: REF: MSEA/7/03/2026 (MSEA GRADE 4)

Job Specification

Duties and responsibilities entails: -

- a) Providing a high-level administrative and secretarial support to the office of the Chief Executive and other senior staff
- b) Managing calendar of appointments and preparing correspondence mostly confidential in nature; Planning and coordinating the Chief Executive schedule and ensuring it is followed through
- c) Working closely and effectively with the Chief Executive to keep him/her well informed of upcoming commitments and responsibilities, following up appropriately
- d) Prioritizing conflicting needs, handling matters expeditiously, proactively, and follow-through on assignments to successful completion, often with deadline pressures
- e) Reviewing communications, reports and strategic papers, presentations for the attention of the Chief Executive
- f) Coordinate the completion of critical aspects of deliverables with a hands-on approach, including drafting acknowledgement letters, personal correspondence, and other tasks that facilitate the Chief Executive capability to effectively lead the Authority
- g) Making arrangements for complex and detailed travel plans, itineraries, and agendas
- h) Provides "gatekeeper" role, creating win-win situations for direct access to the Chief Executive's time
- i) Communicating directly with Board members on matters related to executive programmatic initiatives on behalf of the Chief Executive
- j) Providing a bridge for smooth communication between the executive and external contacts
- k) Assisting in coordinating the agenda of senior management team meetings and off-sites;
- l) Maintaining office protocol and etiquette in the executive office
- m) Serve as the primary point of contact for internal and external constituents on all matters pertaining to the Chief Executive
- n) Manage the security of office records, equipment and documents including classified materials
- o) Coordinate preparation of responses to simple and complex routine correspondences
- p) Establishing and monitoring procedures for record keeping of correspondence and file movements; Ensuring security, integrity and confidentiality of data
- q) Undertake any other Administrative services as may be assigned

Person Specifications

For appointment to this position, a candidate must have:-

- a) At least eight (8) years relevant work experience, three of which should have been in a supervisory role
- b) Master's degree in Business Management, Strategic Management, Human Resource Management, Entrepreneurship Management, Social Sciences or any other equivalent qualifications from a recognized Institution as an added advantage
- c) Bachelor's degree in Business Management, Strategic Management, Human Resource Management, Social Sciences or any other equivalent qualifications
- d) Proficiency in computer applications
- e) Membership with any relevant professional body and in good standing
- f) Must have shown merit and ability as reflected in work performance and results

Key Competencies and Skills

- a) Exceptional organizational skills
- b) Excellent judgment and high level of confidentiality
- c) Ability to switch gears at a moment's notice
- d) Good documentation skills
- e) Good communication and reporting skills
- f) Good interpersonal skills
- g) Attention to detail
- h) Team Player
- i) Good etiquette

8. PRINCIPAL PLANNING OFFICER: REF: MSEA/8/03/2026 (MSEA GRADE 4)

Job specification

Duties and responsibilities will entail:

- a) Initiating development and review of Board internal policies, regulations, guidelines;
- b) Executing the Board internal policies, regulations, guidelines and strategies
- c) Advising the Director on all strategic issues impacting the Board
- d) Assisting the Director to develop agenda items for management on issues of strategic planning and performance management
- e) Aligning the Board's strategies with national policies Plans and strategies
- f) Undertaking studies and implementing study reports as per organization strategic plan and performance contract
- g) Initiating the development and review of the Board's Strategic Plan
- h) Coordinating corporate performance management process of all the departments
- i) Monitoring implementation of the Board's Strategic Plan
- j) Developing programme and approving budget for corporate monitoring and evaluation
- k) Submitting quarterly and annual organizational performance report to management and the Board

- l) Preparing, implementation, monitoring and evaluation of the Board's; work plans and Performance Contract (PC)
- m) Developing a framework for stakeholders' collaborations

Person specifications

For appointment to this position, a candidate must have:-

- a) Bachelors degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Public Administration, Project planning and Management or related disciplines
- b) Master's degree in Economics, Public Policy; Statistics, Mathematics; Strategic Management, Public Administration, Project planning and Management or related disciplines
- c) At least eight (8) years relevant work experience three (3) of which must be in a supervisory position
- d) Management Course lasting not less than four (4) weeks
- e) Proficiency in computer applications
- f) Shown merit and ability as reflected in work performance and results

Key Competencies and Skills

- a) Analytical skills
- b) Communication and reporting skills
- c) Interpersonal skills
- d) Presentation skills
- e) Supervisory skills
- f) Team player

9. PROJECT ACCOUNTANT: REF: MSEA/9/03/2026

Job specification

Duties and responsibilities entail: -

- (a) Developing and implementing accounting and administrative control procedures for all transactions executed only upon proper authorization.
- (b) Maintaining proper accounting and administrative records for all the project activities to ensure smooth and timely retrieval of records.
- (c) Consolidating and reporting on the financial status and performance of all the activities, monthly, quarterly, and annually as provided for in the approved operation manual.
- (d) Maintaining proper records and accurate books of accounts to reflect PIU's operation and financial conditions
- (e) Submitting and follow up of Withdrawal Applications (WA) with the National Treasury through the parent ministry
- (f) Ensuring monthly bank reconciliations are accompanied by a copy of the bank statement.
- (g) Ensuring timely processing of all approved payments.
- (h) Maintaining cash books for daily posting and balancing.
- (i) Generating all Financial reports including Quarterly IFR for the project funding using the Management Information System in place.
- (j) Preparing and submitting Financial Statement to the relevant authorities.

- (k) Ensuring timely remittance of statutory deductions.
- (l) Performing any other duty as may be assigned

Person Specifications

For appointment to this position, a candidate must have:

- a) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option), Business Management (Accounting or Finance option) or any other equivalent qualification from a recognized Institution
- b) Passed Part III of the Certified Public Accountants (CPA) Examination
- c) Proficiency in the usage of recognized computer accounting software and common office applications

Key Competencies and Skills

- a) Documentation skills
- b) Communication and reporting skills
- c) Interpersonal skills
- d) Attention to detail
- e) Team player

10. SENIOR OFFICE ASSISTANT: REF NO. MSEA - 10/03/2026 (MSEA GRADE 9)

Reporting to the Senior Office Administrator, the job holder is responsible for providing basic office support activities in the Executive office and other offices.

Duties and Responsibilities

- a) Opening and supervising cleaning at the executive office
- b) Tidying up the space to supplement work done by outsourced cleaners
- c) Preparing and serving beverages
- d) Collecting and delivering letters and documents to and from designated offices internally and externally
- e) Aiding with clients' reception at the executive office as necessary
- f) Keeping an inventory of kitchen equipment and supplies and ordering new materials
- g) Requisitioning general office supplies and stationery for the executive office
- h) Operating basic office equipment: Photocopier, scanner, shredders etc
- i) Arranging meeting venues and organizing for refreshments

Qualifications for Appointment

For appointment to this position a candidate must have; -

- a) Kenya Certificate of Secondary Education (KCSE) Mean Grade D Plain
- b) Four (4) years relevant work experience
- c) Proficiency in Computer applications
- d) A certificate in Hospitality Management/Food and Beverage or related course from a relevant learning institution will be an added advantage

11. SENIOR ASSISTANT OFFICE ADMINISTRATOR: REF NO. MSEA - 11/3/2026 (GRADE 7)

Job Description

Duties and responsibilities will entail:

- (i) Coordinating the general administration of the office;
- (ii) Managing the office diary;
- (iii) Coordinating appointments and travel itineraries;
- (iv) Attending to visitors/clients;
- (v) Handling telephone calls;
- (vi) Coordinating schedules of meetings;
- (vii) Ensuring security of office records, equipment and documents including classified materials;
- (viii) Maintaining an up to date filing system in the office;
- (ix) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (x) Preparing responses to simple routine correspondence;
- (xi) Managing office protocol and etiquette;
- (xii) Supervising office cleanliness;
- (xiii) Ensuring security, integrity and confidentiality of data; and
- (xiv) Undertaking any other office administrative services duties that may be assigned.

Person Specifications

For appointment to this position, a candidate must have:-

- (i) At least four (4) years relevant experience;
- (ii) Diploma in Secretarial Studies/Diploma in Business Management/Office Administration

OR

- (iii) Business Education Single and Group Certificates (BES & GC) stages I,II and III in the following subjects;
 - Shorthand III (minimum 110 wpm)
 - Typewriting III (50)/ computerized Document Processing III;
 - Business English III/Communication II
 - Commerce II;
 - Office Practice II
 - Office Management II/Office Administration and Management III
 - Secretarial Duties II;
 - Certificate in Computer application
 - Shown merit and ability as reflected in work performance and results
- (iv) Accounting from a recognized institution or past part 2 OR intermediate level of the Certified Public Accountant (CPA) Examinations is an added advantage.

Key Competencies and skills

- (i) Organization skills
- (ii) Time management skills
- (iii) Communication skills (iv) Detail oriented skills
- (v) Planning skills
- (vi) Problem solving skills

12. SENIOR ADMINISTRATION ASSISTANT: REF NO. MSEA - 12/3/2026 (GRADE 7)

Job specification

The duties and responsibilities will entail:

- (i) Ensuring compliance with administrative services policies and procedures;
- (ii) Ensuring general cleanliness of the office; (iii) Assisting in facilitating transport services; (iv) Participate in identifying office space for allocation;
- (v) Assisting in provision of office equipment and material;
- (vi) Supervising of outsourced services;
- (vii) Coordinating maintenance services;
- (viii) Assisting in facilitating meetings, conferences and other special event;
- (ix) Liaising with catering services providers for efficient services;
- (x) Following up on prompt payment of electricity, water bill and other utilities;
- (xi) Assisting in implementing other administrative services

Person Specifications

For appointment to this grade, a candidate must have:-

- (i) Diploma in any of the following disciplines: Business Management, Public Administration, Human Resource Management, Finance, Commerce, or Social sciences or relevant and equivalent qualification from a recognized institution;
- (ii) Demonstrated merit and ability as reflected in work performance; and
- (iii) Proficiency in computer application;

Key Competencies and Skills

- (i) Integrity
- (ii) Planning skills
- (iii) Communication and reporting skills
- (iv) Interpersonal skills
- (v) Attention to details

13) ENTERPRISE DEVELOPMENT ASSISTANT: REF NO. MSEA - 13/03/2026 (MSEA GRADE 8)

Job Specification

Duties and Responsibilities will entail: -

- a) Participating in recruitment of exhibitors;

- b) Participating in registration of Micro and Small Enterprises and MSE Associations;
- c) Assist in mobilization of MSEs for various events
- d) Assist in collecting and collating data related to micro and small enterprises promotion;
- e) Assisting in facilitating technology transfer amongst MSE operators; and
- f) Assist in compilation of training and exhibition reports

Person Specification

For appointment to this grade, a candidate must have: -

- a) Diploma in any of the following disciplines: Entrepreneurship, Business Management, Administration, Strategic Management, Agri-Business, Marketing, Economics, Commerce, Enterprise Development, Human Resource Management/Development, Arts and Design or any other equivalent qualification from a recognized Institution;
- b) Proficiency in Computer applications

Key Competencies and Skills

- a) Interpersonal and communication skills
- b) Report writing skills
- c) Attention to detail and analytical skills

14) INFORMATION COMMUNICATION TECHNOLOGY ASSISTANT: REF: MSEA/14/3/2026 (MSEA GRADE 8)

Job Specification

Duties and responsibilities entails:

- a) Testing simple computer programs according to instructions and specifications;
- b) Installing and configuring computer systems;
- c) Providing user support;
- d) Repairing and maintaining ICT equipment and associated peripherals;
- e) Monitoring the performance of ICT equipment
- f) Providing support for application systems;
- g) Identifying and reporting any faults for necessary action;
- h) Maintaining up to date equipment register

Person Specifications

For appointment to this grade an officer must have at least:

- a) Diploma in any of the following fields: Information Technology, Computer Science/Engineering or any other equivalent qualification from a recognized Institution

Key Competencies and skills

- a) Problem-solving skills
- b) Interpersonal skills
- c) Good communication skills
- d) Attention to detail

Successful candidates MUST satisfy the requirements of leadership and integrity as set out in Chapter six (6) of the constitution of Kenya. Successful candidates will be required to provide the documents listed.

- ❖ Ethics and Anti-Corruption Commission Clearance Certificate (EACC)
- ❖ Kenya Revenue Authority Tax Compliance Certificate (KRA)
- ❖ Higher Education Loans Board Clearance Certificate (HELB)
- ❖ Certificate of Good Conduct from Criminal Investigation Department (CID)
- ❖ Certificate from Credit Reference Bureau

Application Procedure

Applications should be sent through the post office or hand delivered to the Chief Executive Officer, clearly stating the position and reference number on both the cover letter and the envelope, together with a detailed CV, certified copies of academic certificates, copy of National Identity Card (ID), Names and Telephone Contacts of three referees to reach MSEA by 17th

April, 2026, 5.00 pm (East African Time) addressed to: -

The Chief Executive Officer

Micro and Small Enterprises Authority (MSEA) Utalii
House 10th Floor, Left wing
P.O. Box 48823 – 00100

NAIROBI

Applicants to note; -

Only shortlisted candidates will be required to present the following documents during interviews;

- (i) Original National Identity Card (ID)
- (ii) Original Academic and professional Certificates and Transcripts
- (iii) Any other testimonials

MSEA is an equal opportunity employer committed to diversity and gender equality. Applicants from minority groups and PWDs are highly encouraged to apply. Only shortlisted candidates will be contacted.

Canvassing in any form or failure to attach any of the stipulated documents shall lead to automatic disqualification.

Note: MSEA do not charge any fee on its recruitment process.