

Career Opportunities



Kenya School of Revenue
Administration

The Kenya School of Revenue Administration (KESRA) is the Kenya Revenue Authority's premier training school specializing in Tax and Customs Administration, and Fiscal Policy. The School is one of the four accredited World Customs Organization (WCO) Regional Training Centre (RTC) in Africa. Pursuant to this objective, the Organization is seeking to recruit highly motivated visionary, dynamic and results oriented candidates to fill the undermentioned positions:

Posts	Grade	Job Ref. No
HEAD KESRA OFFICE		
Assistant Manager (Operations)	5	KESRA/ADVT/10/2018
Executive Secretaries	4	KESRA/ADVT/11/2018
ACADEMICS AND STUDENT AFFAIRS DIVISION		
Assistant Manager Examinations	5	KESRA/ADVT/12/2018
Supervisor (Librarian)	4	KESRA/ADVT/13/2018
Supervisor -Research	4	KESRA/ADVT/14/2018
Supervisor Admissions & Student affairs	4	KESRA/ADVT/15/2018
Examination officer	3	KESRA/ADVT/16/2018
E- Library Officer	3	KESRA/ADVT/17/2018
Officer e-campus-Materials	3	KESRA/ADVT/18/2018
FINANCE AND ADMINISTRATION DIVISION		
Manager-Finance	6	KESRA/ADVT/19/2018
Assistant Manager-Administration	5	KESRA/ADVT/20/2018
Assistant Manager- Procurement	5	KESRA/ADVT/21/2018
Assistant Manager-ICT	5	KESRA/ADVT/22/2018
Supervisor Finance	4	KESRA/ADVT/23/2018
Officers Finance	3	KESRA/ADVT/24/2018
BUSINESS DEVELOPMENT AND MARKETING DIVISION		
Manager Business Development and Marketing	6	KESRA/ADVT/25/2018
Assistant Manager Business Development & Marketing	5	KESRA/ADVT/26/2018
Supervisor Business Development and Marketing	4	KESRA/ADVT/27/2018
Officer marketing	3	KESRA/ADVT/28/2018
Customer Care Officer	3	KESRA/ADVT/29/2018
Secretary	3	KESRA/ADVT/30/2018
QUALITY ASSUARANCE, RISK MANAGEMET AND PROJECTS DIVISION		
Assistant Manager-Consultancy	5	KESRA/ADVT/31/2018
Supervisor-Quality Assurance	4	KESRA/ADVT/32/2018
Risk Management Officer	3	KESRA/ADVT/33/2018

Note:

1. All applications from interested and qualified candidates must be submitted online via the process below.
2. ONLY shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.
3. KRA does not charge any application, processing, interviewing or any other fee in connection with our recruitment process.
4. All applications should be submitted online by 5.00 pm on Thursday, 24th May 2018.

APPLICATION GUIDELINES:

Registration:

1. Click on <https://erecruitment.kra.go.ke/registration> to register.
2. After registration, you will receive an email enabling you to confirm your email address and complete your registration.

Log on:

1. After registration click on <https://erecruitment.kra.go.ke/login>
2. Key in your username and password then click on Log in to access your account.
3. After successful login, the system will open the "Applicant Cockpit" which has two tabs; Candidate Profile and Employment Opportunities.

Candidate Profile:

Click on My profile under the Candidate Profile tab to manage your registration and update your profile. Follow the instructions to complete and release your profile by clicking the "Overview and release tab" (7).

Employment Opportunities:

To view the open job postings Click on "Employment Opportunities", then in the Job Search Tab click "start" button to view all available vacancies.

To view the details of the position, click on the Job posting at the top of the page to display the details of the position.




To apply for the position, highlight the job, then click "Apply" button.

Follow the instructions to complete and submit your application.

Kindly note that all mandatory fields must be completed.

In case of any challenges, please send your email query to isupporthr@kra.go.ke or call us on 2811015.

Disclaimer: Taxpayers are notified that KRA will not accept responsibility for payments not received, credited and validated in the relevant Kenya Revenue Authority accounts **Contact Centre:** +254 (020) 4 999 999, +254 (0711) 099 999, Email: callcentre@kra.go.ke **Complaints & Information Center:** +254 (0) 20 281 7700 (Hotline), Email: cic@kra.go.ke

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