



Career Opportunities

The Kenya Revenue Authority (KRA) is the National Revenue Collection Agency for the Government of Kenya. Our Vision is: **“A Globally Trusted Revenue Agency Facilitating Tax and Customs Compliance”**.

KRA is seeking result-oriented, self-driven individuals with high integrity to fill the following vacant positions:

DEPARTMENT	POST	JOB REF: No
TRANSFORMATION LEADERSHIP OFFICE	Manager – Senior Process Engineer	BPI-M-SPE
	Assistant Manager – Process Engineering	BPI-AM-PE
	Supervisor – Process Analyst	BPI-S-PA

Note:

1. All applications from interested and qualified candidates must be submitted online via the process below.
2. ONLY shortlisted candidates will be contacted.
3. All applications should be submitted online by 5.00 pm on 20th June, 2019.
4. KRA is an equal opportunity employer committed to gender and disability mainstreaming. Persons with Disability are encouraged to apply.
5. KRA does not charge any application, processing, interviewing or any other fee in connection with our recruitment process.

Application Guidelines

Registration:

1. Go to <https://erecruitment.kra.go.ke/login> and then click on the ‘Register’ button to start the application process.
2. After registration, you will receive an email enabling you to confirm your email address and complete your registration.

Log on:

1. After registration go to <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 log in, the system will open the ‘Applicant Cockpit’.

Candidate Profile (To create or update applicant detail):

1. On the ‘Applicant Cockpit’ page, go to the tab ‘Candidate Profile’.
2. Click on ‘My Profile’ to create and update your profile.
3. Follow the instructions to complete your profile.
4. The process will end by clicking the tab ‘Overview and Release’.
5. Ensure you click the check box on the page to complete the profile.

Application process:

1. To view the open job postings click on the tab ‘Employment Opportunities’ on the ‘Applicant Cockpit’ page.
2. Under the heading ‘Job Search’ click the ‘Start’ button to view all available vacancies.
3. Click on the Job posting to display the details of the position.
4. To apply for the position, click ‘Apply’ button at the top of the page.
5. Follow the instructions to complete and submit your application.
6. Kindly note that all mandatory fields must be completed.
7. To complete the process of application, click the ‘Send Application Now’ button after reviewing and accepting the ‘Data Privacy Statement’.

In case of any challenge, please send your email query to isupporthr@kra.go.ke

Disclaimer: KRA notifies taxpayers that it will not accept responsibility for payments not received, credited and validated in the relevant KRA accounts. **Corruption Reporting:** +254 (0726) 984 668, Email: corruptionreporting@kra.go.ke. **Short Messaging Services (SMS):** Dial (*572#) or Text to 22572. Contact Centre: +254 (020) 4 999 999, +254 (0711) 099 999, Email: callcentre@kra.go.ke. **Complaints & Information Center Hotlines:** +254 (0) 20 281 7700 / 7800, +254 (0) 20 3 343 342, Email: cic@kra.go.ke. @KRAKenya Kenya Revenue Authority Kenya Revenue Authority

