

CAREER OPPORTUNITIES – REPLACEMENTS

Export Processing Zones Authority is a State Corporation established by the Government of Kenya through an Act of Parliament – the Export Processing Zones Act (Cap 517 of the Laws of Kenya) for the promotion and facilitation of export oriented investment and for the development of an enabling environment for such investments.

Pursuant to this objective, the Authority is seeking to recruit highly motivated visionary, dynamic and results oriented candidates to replace the undermentioned positions:

No	Position	No. of Posts	JG	Qualifications	Terms of service
1	General Manager Investments and Corporate Communications	1	2	Master's Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution; Bachelor's Degree in Business Administration, Communications, Commerce, International Relations, Marketing, Public Relations, Mass Communications or any related field from a recognized Institution;	4 year Contract
2	Corporate Secretary and Manager, Legal Services	1	3	Master's degree in Law or Social Sciences; Bachelor's degree in Law; Postgraduate Diploma in Law Member of Law Society of Kenya with current practicing certificate; Advocate of High Court of Kenya; Registered Certified Public Secretary by ICPSK with current practicing certificate;	4 year Contract
3	Assistant Manager, Corporate Communications	1	4	Master's Degree in Communications/International Relations/International Business or its equivalent from a recognized Institution; Bachelor's degree in relevant field; Post Graduate Diploma in Public Relations as an added advantage	4 year Contract
4	Senior Assistant Office Administrator	2	6	Bachelor's Degree in Business Office Management or related field from recognized Institution Diploma in Office Management/Diploma in Secretarial Studies from the Kenya National Examinations Council; OR Business Education Single and Group Certificates (BES & GC) Stage I, II and III from the Kenya National Examinations Council	P & P
5	Senior Project Appraisal Officer	1	6	Bachelors degree in Project Management, Economics, Business Administration, Commerce, or any related field from a recognized Institution;	P & P

APPLICATION REQUIREMENTS

Shortlisted candidates for interviews must fulfil the following requirements of Chapter Six of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations.
2. Clearance/Compliance Certificate from Higher Education Loans Board (HELB)
3. Tax compliance Certificate from Kenya Revenue Authority
4. Clearance from the Ethics & Anti-corruption Authority (EACC)
5. Clearance from Credit Reference Bureau (CRB)

Suitably qualified candidates should apply in confidence and can access the detailed job description and the Job Application Form **(to be downloaded from the "careers" section at www.epzakenya.com)** and send to **epza.jobadverts@epzakenya.com** attaching copies of certificates, relevant testimonial and National ID.

All applications should be sent online in pdf format and should be received not later than **1st July, 2019** at midnight East Africa time.

Export Processing Zones Authority is an equal opportunity employer committed to diversity and gender equality. Women and persons with disability are encouraged to apply. Please note that only shortlisted candidates will be contacted. Any form of canvassing will lead to automatic disqualification.

The job description and Specifications for the advertised positions and the Job application form may be found on our website **www.epzakenya.com**.