



## **CAREER OPPORTUNITIES**

The Kenyatta International Convention Centre (KICC) is established under the Tourism Act, No. 28 of 2011 (the Act). KICC's mandate is to promote business of meetings, conferences and exhibitions. This entails:-

1. Organizing and hosting meetings and providing incentives for conferences and exhibitions at the Convention Centre;
2. Developing and implementing the national meetings, incentives for conferences and exhibitions strategy, in collaboration with the Tourism Board upon consultation with the relevant stakeholders;
3. Marketing the Convention Centre, in collaboration with the Tourism Board; and;
4. Perform any other functions that are ancillary to the object and purpose for which the Convention Centre is established.

KICC is in the process of recruiting suitable persons and invites applications for the following posts:-

| <b>No</b> | <b>Reference</b> | <b>Vacancy/ position</b>        | <b>Job Grade</b> | <b>No of posts</b> |
|-----------|------------------|---------------------------------|------------------|--------------------|
| 1.        | KICC/SCM/2025    | Manager Supply Chain Management | KICC 3           | 1                  |

### **Re-advertisement**

|    |                |   |        |   |
|----|----------------|---|--------|---|
| 2. | KICC/HKM/2025  | Housekeeping Manager                            | KICC 3 | 1 |
| 3. | KICC/ICTM/2025 | Manager, Information & Communication Technology | KICC 3 | 1 |

### **Applications:**

Successful applicants who are offered the position must comply with Chapter six (6) of the constitution and avail clearance certificates from: -

- Directorate of Criminal investigation (Certificate of good conduct)
- Kenya Revenue Authority (KRA) Tax compliance
- Higher Education Loans Board (HELB)
- Ethics and Anti-Corruption Commission (EACC)
- Credit Reference Bureau (CRB)

Interested and qualified persons are requested to submit their application which should include PDF copies of:-

1. One-page statement on how you meet the requirements for the position.
2. Curriculum Vitae.
3. Indication of current salary.
4. Professional certificates and testimonials.
5. Three professional referees.

### **Terms of offer**

Applicants can access detailed information and requirements about the vacant positions from KICC Website [www.kicc.co.ke](http://www.kicc.co.ke).

Applicants should email PDF copies of their application and detailed Curriculum Vitae with copies of certificates, indicating current qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to [info@kicc.co.ke](mailto:info@kicc.co.ke).

Applications should clearly states as per your application Reference: -"Ref: KICC/.....2025" not later than **14<sup>th</sup> February, 2025** at 5pm to:-

**The Chief Executive Officer  
Kenyatta International Convention Centre  
P O Box 30746 - 00100  
NAIROBI**

Only shortlisted candidates shall be contacted, persons with special needs that meet requirements are encouraged to apply.

**CHIEF EXECUTIVE OFFICER  
THE KENYATTA INTERNATIONAL CONVENTION CENTRE**