



# MICRO AND SMALL ENTERPRISES AUTHORITY

## EXTERNAL ADVERTISEMENT

### JOB VACANCY

The Micro and Small Enterprises Authority (MSEA) is a State Corporation established under Micro and Small Enterprises Act No. 55 of 2012. The Authority (MSEA) is domiciled in the Ministry for Cooperatives and Micro, Small, and Medium Enterprises Development in the State Department for MSME.

The Authority is established for the promotion, development, and regulation of Micro and Small Enterprises (MSE) Sector in Kenya. Further, the Authority is responsible for the coordination, harmonization, facilitation, and integration of various public and private policies, programmes and activities related to Micro and Small Enterprises in Kenya geared towards the realization of Bottom Up Economic Transformation Agenda (BETA).

The Authority is seeking to recruit highly competent, proactive, and self-driven individual to fill the following vacant position;

No	Position	Terms	No of posts	Grade	Ref No.
1	Director Corporate Services	Contract	1	MSEA 2	MSEA/1/1/2025

Successful candidate will be required to provide the documents listed herein being the requirements of leadership and integrity as set out in Chapter six (6) of the Constitution of Kenya.

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

The detailed job description can be accessed from the Authority's website at [www.msea.go.ke](http://www.msea.go.ke). All applications should be sent through the post office or hand delivered to the Chief Executive Officer not later than **10<sup>th</sup> February 2025**.

**The Chief Executive Officer**  
**Micro and Small Enterprises Authority (MSEA)**  
**Utalii House 10th Floor, Left Wing**  
**P.O. Box 48823 – 00100 NAIROBI**

*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 shall lead to automatic disqualification.*

**Note: MSEA does not charge any fee for its recruitment process.**