



REPUBLIC OF KENYA



## RE-ADVERTISEMENT

Our client a government-sponsored national pension scheme established to serve marginalized informal economy workers and managed under a state corporation registered under the Companies Act, 2012 (Cap. 486, Laws of Kenya), is seeking to recruit qualified and motivated professionals to fill the following vacant positions through the services of HR Powerhouse Ltd:

POSITION	GRADE	JOB REF. NO.	TERMS OF SERVICE	NUMBER OF POSTS
Company Secretary & Director Legal Services	GRADE 2	DDCC/001/25	5 YEARS CONTRACT RENEWABLE ONCE	1
Principal Officer, Data & Cyber Security	GRADE 4	ICTI/007/25	PERMANENT AND PENSIONABLE	1
Principal Officer, Infrastructure	GRADE 4	ICTI/008/25	PERMANENT AND PENSIONABLE	1

- For further details and requirements for each role, please visit HR Powerhouse Limited website [www.hrpowerhouse.co.ke](http://www.hrpowerhouse.co.ke)
- Successful candidates will be required to submit the following compliance documents prior to issuance of appointment letters, in accordance with Chapter Six of the Constitution of Kenya (2010):
  - Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA).
  - Clearance from the Ethics and Anti-Corruption Commission (EACC).
  - Clearance from the Higher Education Loans Board (HELB).
  - Credit Reference Bureau (CRB) clearance report.
  - Valid Certificate of Good Conduct from the Directorate of Criminal Investigations.

### How to apply

- Applicants are advised to indicate the position and reference number on their cover letter; their current and expected salaries;
- Each application should be accompanied with a detailed curriculum vitae, copies of relevant academic and professional certificates and transcripts, National Identity Card or Passport, testimonials and other relevant supporting documents;
- Hard or Soft Copy applications shall be accepted;
- Soft copy applications/** online applications should be emailed in **pdf format** (as one running document) to: [chairman@hrpowerhouse.co.ke](mailto:chairman@hrpowerhouse.co.ke)
- Hard copy applications should be delivered to:

Chairman  
HR Powerhouse Limited  
P.O Box 74380-00200  
Nairobi  
4<sup>th</sup> Floor AEA Plaza, Valley Road

Only shortlisted candidates will be contacted.

### N/B:

- All applications should be received not later than 29<sup>th</sup> July 2025 at 5:00 pm, EAT.**
- Those who had responded to our earlier advertisement are at liberty to respond to this re-advertisement as well.**