

POSITION ANNOUNCEMENT

STUDENT ATTACHMENT – ADMINISTRATION

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

STUDENT ATTACHMENT -ADMINISTRATION – 1 POSITION

Attachment Period: 3 months (non-renewable)

Reporting to the Senior Officer Administration, the selected candidate will be responsible for;

- i. Coordinating transport logistics at the Authority under the guidance of the Senior Officer Administration;
- ii. Assisting in coordinating repairs of office equipment, facilities and motor vehicles in line with the maintenance plan;
- iii. Coordinating mail delivery and other correspondences; and
- iv. Preparing monthly utilization reports on office utilities and other related services.

Minimum Requirement

A Continuing student pursuing a Degree or Diploma in Business Management, Business Administration, Public Administration, Human Resource Management or any relevant degree.

Key Skills and Competencies

- i. Integrity and honesty
- ii. Communication and interpersonal skills
- iii. Professionalism
- iv. Team Player
- v. Ability to multi-task
- vi. Self-management and attention to details

Please [Click Here](#) and apply. Applications should be received on or before **November 13, 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.