

POSITIONS ANNOUNCEMENT STUDENT ATTACHMENT – HUMAN RESOURCE

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 – HUMAN RESOURCE – 1 POSITION

Attachment Period: 3 months (non-renewable)

Reporting to the Senior Manager People and Culture, the selected candidate will be responsible for:

- 1) Assist in recruitment and selection processes;
- 2) Update and maintain employee records and HR databases;
- 3) Prepare and file HR documents;
- 4) Support in routine preparation of memos, letters and reports; and
- 5) Support coordination of day-to-day operations in Training and Development

Minimum Qualifications and Experience

A continuing student pursuing a Degree or Diploma in Human Resource Management or any other relevant field.

Key skills, Knowledge & Competencies

- 1) Integrity and honesty
- 2) Communication and interpersonal skills
- 3) Professionalism
- 4) Team Player
- 5) Ability to multi-task
- 6) 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.