POSITION ANNOUNCEMENT
STUDENT ATTACHMENT – HUMAN RESOURCE MANAGEMENT

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 MANAGEMENT – 1 POSITION
Attachment Period: 3 months (non-renewable)

Reporting to the Deputy Director Human Resource and Administration, the selected candidate will be responsible for:

1. Maintain and update staff records manually and on the HRMIS, including medical, SHA and NSSF details, to ensure accuracy and compliance;
2. Facilitate induction and onboarding programmes for new, promoted and redesignated staff, interns and attachés to ensure smooth integration;
3. Contribute to the coordination and management of internship programmes in line with the stipulated guidelines and policies;
4. Learn to conduct training needs assessments and participate in implementing staff learning and development initiatives;
5. Coordinate training logistics, including budgeting, travel and documentation, and handle related administrative tasks; and
6. Organise in-house and external training programmes to enhance staff capacity.

Minimum Requirements

A continuing student pursuing a Diploma in Human Resource Management, Bachelor's degree in any of the following disciplines: - Human Resource Management, Public Administration,

Business Administration, Business Management or equivalent qualification from a recognized institution.

Key Skills and Competencies

i. Interpersonal Skills
ii. Professionalism
iii. Integrity
iv. Analytical Skills
v. Problem-solving Skills
vi. Ethical Conduct

Please Click Here and apply. Applications should be received on or before **23 November 2026.**

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.