POSITION ANNOUNCEMENT
STUDENT ATTACHMENT – RESEARCH AND KNOWLEDGE 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 – RESEARCH AND KNOWLEDGE MANAGEMENT – 1 POSITION
Attachment Period: 3 months (non-renewable)

Reporting to the Deputy Director, Research Analytics & Knowledge Management, the selected candidate will be responsible for:

1. Update and maintain records and the records management system in accordance with established procedures;
2. Receive, record and dispatch mail and maintain related registers;
3. Update and maintain file movement registers and tracking records;
4. Sort and classify documents for proper filing and storage;
5. Maintain personnel records and update file indexes; and
6. Ensure security and proper custody of information and records within the registry and archives.

Minimum Requirements

A continuing student pursuing a Bachelor's degree in Economics, Statistics, Information Science, Financial Engineering, Library and Information Science, Data Science, Data Analytics, Computer Science or relevant degree from a recognized and accredited 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.