



REPUBLIC OF KENYA



Nairobi Centre  
for International  
Arbitration

## RE-ADVERTISEMENT

# VACANCY ANNOUNCEMENT - REGISTRAR/CHIEF EXECUTIVE OFFICER

Nairobi Centre for International Arbitration (NCIA) is an institution whose mandate is to promote international commercial arbitration and alternative forms of dispute resolution. The Centre was established in 2013 by the Nairobi Centre for International Arbitration Act No. 26 of 2013.

NCIA seeks to recruit a dynamic, transformative and innovative leader with a demonstrable passion in the field of Alternative Dispute Resolution to fill the position of Registrar/Chief Executive Officer.

Ref No	Position	Grade
NCIA/HR/02/2023-2024	Registrar/Chief Executive Officer	NCIA 1

The detailed job description, requirements, and how to apply are available on the NCIA website [www.ncia.or.ke](http://www.ncia.or.ke).

### Terms & Conditions of service:

The successful candidate will be engaged on a 4-year contract renewable once subject to satisfactory performance.

### How to Apply:

If you possess these qualities and your career objectives align to this role, you are requested to submit your application (**the prescribed application form can be downloaded from the Centre's website**) including **soft copies(PDF)** of Curriculum Vitae, application letter, copies of academic certificates, professional qualifications, testimonials, day time telephone contacts, names and addresses of three professional referees, a copy of ID/Passport, and indicate your current remuneration, through the email address [ceorecruitment@ncia.or.ke](mailto:ceorecruitment@ncia.or.ke), so as to be received on or before 5.00p.m.(Kenyan time) **Tuesday, 22<sup>nd</sup> October, 2024** to the undersigned:

**Chairperson- Board of Directors  
Nairobi Centre for International Arbitration  
Co-operative Bank House, 8th Floor  
Haile Selassie Avenue  
P.O. Box 548 -00200  
NAIROBI – KENYA**

**(Ref: Application for the position of Chief Executive Officer/Registrar)**

**(NCIA is an equal opportunity employer. Any canvassing for the position will result in disqualification of the applicant)**