



REPUBLIC OF KENYA



**Nairobi Centre  
for International  
Arbitration**

## VACANCY ANNOUNCEMENT

Nairobi Centre for International Arbitration (NCIA) was established in 2013 by an Act of Parliament the NCIA Act No. 26 of 2013 as a Centre for promotion of international commercial arbitration and other alternative forms of dispute resolution.

NCIA invites applications from qualified candidates for the following positions -

S/No	Ref. No	Designation	Job Grade	No of Positions
1	NCIA/HR/03/2024-2025	Supply Chain Management Officer	NCIA 5	One (1)
2	NCIA/HR/04/2024-2025	Internal Auditor	NCIA 5	One (1)

The Public is notified of the following: -

1. Detailed job descriptions, requirements, and how to apply are available on the website [www.ncia.or.ke](http://www.ncia.or.ke).
2. All applications MUST be received on or before **12<sup>th</sup> November 2024 5:00 pm**. Late applications will not be accepted.
3. There are No fees charged by NCIA to apply to any of these positions.
4. Only Shortlisted candidates will be notified of prospective interview dates and successful candidates will undergo necessary background checks with relevant institutions.
5. Any canvassing or solicitation by or on behalf of an applicant for the above vacancies will disqualify the applicant.
6. Upon offer of employment, the successful candidates must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing: -
  - a) Original academic certificates
  - b) Clearance from Higher Education Loans Board
  - c) Clearance from Criminal Investigation Department (Police Clearance)
  - d) Clearance from Ethics and Anti-Corruption Commission
  - e) Clearance from Kenya Revenue Authority (Tax Compliance Certificate)

Applicants are requested to submit soft copies (PDF) of the cover letter, CV, certificates & testimonials, and a completed NCIA Employee Application Form which can be downloaded from the Centre's website. Applications are only accepted in soft copies through email address [hr@ncia.or.ke](mailto:hr@ncia.or.ke) or address it to:-

**The Registrar/CEO  
Nairobi Centre for International Arbitration  
Co-operative Bank House, 8th Floor.  
Haile Selassie Avenue  
P.O. Box 548 -00200 NAIROBI – KENYA**

*NCIA is an equal opportunity employer. Female candidates and persons with disabilities (PWDs) are encouraged to apply. Persons with disabilities are required to attach a copy of a valid NCPWD membership card.*