



# Public Benefit Organizations Regulatory Authority

## ADVERTISEMENT OF VACANCIES

The Public Benefit Organizations Regulatory Authority (PBORA) is a State corporation established under Section 34 of the Public Benefit Organizations (PBO) Act, 2013. The Authority is charged with the responsibility of registration and regulation of the PBO sector in Kenya as outlined under Section 42(1) of the Act.

The Authority invites applications from qualified persons to fill the following vacant positions:

No	Position	Job Ref No.	No. of Posts	Terms of Appointment
1.	Principal Finance Officer	PBORA/4/PFO/2025	1	Permanent & Pensionable
2.	Senior Compliance Officer	PBORA/5/SCO/2025	8	Permanent & Pensionable
3.	Registration Officer	PBORA/6/RO/2025	4	Permanent & Pensionable
4.	Investigations & Enforcement Officer	PBORA/6/IEO/2025	1	Permanent & Pensionable
5.	Supply Chain Management Officer	PBORA/6/P.SCO/2025	1	Permanent & Pensionable
6.	Communication Officer	PBORA/6/CO/2025	2	Permanent & Pensionable
7.	ICT Officer	PBORA/6/ICTO/2025	2	Permanent & Pensionable
8.	Partnership & Resource Mobilization Officer	PBORA/6/PRMO/2025	1	Permanent & Pensionable
9.	Auditor	PBORA/6/ADT/2025	1	Permanent & Pensionable
10.	Office Administrator	PBORA/6/OA/2025	1	Permanent & Pensionable
11.	Senior Customer Care Assistant	PBORA/7/SCCA/2025	1	Permanent & Pensionable
12.	Driver	PBORA/9/DRV/2025	2	Permanent & Pensionable

More details on job specifications and requirements are available on our website:

<https://www.pbora.go.ke/>

### How to Apply:

Interested applicants who meet the job requirements specified above should submit hard copy applications, including a cover letter, Curriculum Vitae, certified copies of national identity card, academic certificates, and other testimonials, their active telephone and email addresses as well as those of three (3) referees.

Applications should be addressed to:

**The Director/CEO**  
**Public Benefit Organizations Regulatory Authority (PBORA)**  
**Co-operative Bank House, 15th Floor, Haile Selassie Avenue**  
**P.O Box 44617- 00100**  
**NAIROBI**

Soft copy applications may to be submitted via email to: [director@pbora.go.ke](mailto:director@pbora.go.ke). The email subject line should clearly indicate the Position Title and Reference Number.

All applications must be received no later than **5.00P.M (EAT) on July 28,2025.**

The Authority is an equal opportunity employer. Women, youth, minority, marginalized groups, and Persons Living with Disabilities are encouraged to apply.

Any form of canvassing will lead to automatic disqualification. Only short-listed applicants will be contacted and they shall be required to provide the following:

- Police Clearance Certificate from the Directorate of Criminal Investigations (DCI).**
- Clearance or Compliance Certificate from the Higher Education Loans Board (HELB).**
- Tax Compliance Certificate from the Kenya Revenue Authority (KRA).**
- Clearance Certificate from the Ethics and Anti-Corruption Commission (EACC).**
- Clearance Certificate from an accredited Credit Reference Bureau (CRB).**