



REPUBLIC OF KENYA



Nairobi Centre  
for International  
Arbitration

## VACANCY ANNOUNCEMENT

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

NCIA is looking for qualified and competent individuals to take up the following positions:

Post Ref.	Title & Grade	Vacancy/Post
NCIA/HR/02/2021-2022	Manager Case Management Department	1
NCIA/HR/03/2021-2022	Information, Communication & Technology Officer	1
NCIA/HR/04/2021-2022	Internal Auditor	1
NCIA/HR/05/2021-2022	Corporate Strategy Officer	1
NCIA/HR/06/2021-2022	Office Assistant	1

### Application Process

If you meet the above requirements, please visit our website [www.ncia.or.ke](http://www.ncia.or.ke), for the complete advert, download and complete the job application form. Submit a soft copy (pdf) of the completed application form through e-mail: [hr@ncia.or.ke](mailto:hr@ncia.or.ke) attaching copies of your certificates, copy of your identification card and any other testimonial in support of your application together with a detailed curriculum vitae indicating current salary, contacts of at least three (3) referees and daytime telephone contacts to be submitted by **5.00 p.m. on Tuesday 1<sup>st</sup> February 2022** addressed to:

**The Registrar/CEO  
Nairobi Centre for International Arbitration  
Co-operative Bank House, 8<sup>th</sup> Floor  
Haile Selassie Avenue  
P.O. BOX 548 – 00200 Nairobi – Kenya**

Shortlisted candidates will be notified of prospective interview dates and Chapter Six (6) clearance documents shall be required during interview and may undergo necessary background checks with relevant institutions. Any canvassing or solicitation by or on behalf of an applicant for the above vacancies will disqualify the applicant.

*Nairobi Centre for International Arbitration is an equal opportunity employer and qualified women, youths and Persons Living with Disability are encouraged to apply.*

