



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 Three (3) positions: -

S/ No	Ref. No	Designation	Job Grade	No of Positions
1	NCIA/HR/05/2023-2024	Senior Capacity Building Officer	NCIA 4	One (1)
2	NCIA/HR/06/2023-2024	Case Counsel	NCIA 5	One (1)
3	NCIA/HR/07/2023-2024	Finance and Accounts Officer	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.
2. All applications **MUST** be received on or before **Monday, 4th March, 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 fill out the Employee Application form through this link <https://forms.gle/sy6t2LP4cUeUAYbm6>. In addition, send as one PDF attachment the cover letter, curriculum vitae, copy of National ID/Passport, copies of certificates and copies of testimonials through hr@ncia.or.ke. Hard copy applications are not accepted. **Applications should be addressed 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.

Persons with disabilities and from marginalized and minority communities are encouraged to apply.