

POSITION ANNOUNCEMENT STUDENT ATTACHMENT– MAIN REGISTRY

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

STUDENT ATTACHMENT - MAIN REGISTRY – 1 POSITION Attachment Period: 3 months (non-renewable)

Reporting to the Senior Manager Research and Analytics, the selected candidate will be responsible for;

1. Reading and sorting incoming mails/ correspondence;
2. Assisting in the classification and indexing of files and records;
3. Registering both incoming and outgoing files in the movement register;
4. Providing support in the search of registry files;
5. Updating and maintaining record of files movements;
6. Scanning documents and storing in the central registry server; and
7. Any other duties assigned from time to time.

Minimum Requirements

A continuing student pursuing a Bachelor's Degree or Diploma in Archives/Records Management/Information Science or any related degree.

Key Skills and Competencies

- a) Integrity and honesty
- b) Communication and interpersonal skills
- c) Professionalism
- d) Team Player
- e) Ability to multi-task
- f) Self-management and attention to details

Please [Click Here](#) and apply. Applications should be received on or before **November 7, 2024**.

Note: Please provide complete and accurate information pertaining to the instructions provided in the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

“Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply”.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS.