



Film Kenya...Capture Africa!

**I. OFFICE ASSISTANT I (JOB GRADE KFC 10) – JOB REF NO:
KFC/HRA/OA/2026-1 POST
TERMS OF SERVICE –PERMANENT AND PENSIONABLE**

Basic Salary

Scale KFC10: 16,000 to 31,000 P.M

Duties and responsibilities at this level will entail:

- i) Delivering mails and postage and maintaining delivery register;
- ii) Carrying out photocopying and document binding;
- iii) Preparing tea and serving officers;
- iv) Carrying out cleaning of offices, office compound and machines/equipment/apparatus;
- v) Collecting and disposing waste;
- vi) Dusting offices and ensuring habitable office conditions; and
- vii) Moving or carrying office equipment, furniture and ensuring orderly arrangement offices.

(a) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Cumulative service period of six (6) years' relevant work experience three (3) of which should have been in the grade of Office Assistant II or comparable position;
- (ii) Kenya Certificate of Secondary Education Certificate mean grade D (Plain) or any other equivalent qualification;
- (iii) Proficiency in computer applications; and
- (iv) Shown merit and ability as reflected in work performance and result

INTEGRITY CLEARANCE:

In addition to the qualifications set above, **successful** candidates will be required to provide copies of clearance certificates from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Criminal Investigation Department (CID).
3. Kenya Revenue Authority (KRA).
4. Chief Executive Officer, Higher Education Loans Board (HELB).
5. Credit Reference Bureau.

TERMS OF SERVICE

An attractive and remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment will be on **Permanent and Pensionable terms.**

HOW TO APPLY:

Please submit your application via email to oarecruit2026@filmingkenya.go.ke so as to be received **on or before 22nd June 2026 at 5.00pm.**

Applications must consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail** and **day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,
P.O Box 76417 – 00508
Jumuia Place, Lenana Road, Nairobi Kenya**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.