



INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF KENYA (ICPAK)

CAREER OPPORTUNITY

The Institute of Certified Public Accountants of Kenya (ICPAK) is the professional organization for Certified Public Accountants in Kenya established in 1978 and draws its mandate from the Accountants Act Cap 531. Since then, ICPAK has been dedicated to development and regulation of the accountancy profession in Kenya so as to enhance its contribution and that of its members to national economic growth and development. In its endeavor on institutional strengthening, ICPAK is seeking to recruit dynamic, self-driven and results oriented individual to fit in a team that will propel it to a World Class Professional Accountancy Body.

1. FACILITIES OFFICER (GRADE 5) - Job Ref: ICPAK003/2026

Job Summary:

The Facilities Officer is responsible for managing and maintaining facilities and services to ensure smooth and efficient operations by coordinating and managing service providers, overseeing routine and emergency repair needs, as well as addressing and resolving facility-related issues or complaints from staff and tenants.

Key Responsibilities:

1. Regularly review and analyze daily inspection reports submitted by the maintenance officer to identify and prioritize necessary repair and maintenance tasks.
2. Monitor and supervise facility maintenance and renovation projects, ensuring they are completed on time, within budget, and to the required quality standards.
3. Conduct a thorough review of daily security and observation book reports to identify any security breaches, incidents, or areas requiring improvement.
4. Regularly review and monitor scheduled maintenance activities to ensure compliance with contractual obligations and adherence to established maintenance schedules and procedures.

5. Monitor stock levels in the facility store to ensure adequate supplies of maintenance materials and equipment.
6. Additionally, review cleaning reports to assess the effectiveness of cleaning services and identify any cleanliness concerns.
7. Provide exceptional customer service to tenants, customers, and staff while proactively addressing and resolving facility-related issues and complaints.
8. Ensure timely billing and collections, manage tenant accounts, and maintain financial discipline while addressing maintenance needs.
9. Conduct daily briefings with security and cleaning supervisors to monitor operations and address any issues.
10. Ensure that all maintenance activities comply with relevant regulations and standards.
11. Maintain detailed records of maintenance activities and inspections.
12. Support the supply chain department in the vendor management process.

Key Competencies:**Work Experience:**

- 5 years' relevant experience.

Qualifications: Academic & Professional

- Bachelor's degree in business administration, Facilities Management, Engineering (Electrical, Civil, or Mechanical), Quantity Surveying, or a related field

Behavioural competencies

1. Planning & Organizing skills
2. Technological Awareness
3. Creativity & Innovativeness (Pro-activeness)
4. Communication skills
5. Teamwork
6. Respect and concern for others
7. Customer focus and Responsiveness
8. Time Management skills
9. Transparency and Integrity
10. Respect for Diversity

How to apply:

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: fo2026@icpak.com

Applications should be received on or before close of business on **Friday 25th September 2026**.

2. CPD PROGRAM OFFICER (GRADE 7) – Job Ref: ICPAK004/2026**Job Summary:**

The job holder will be responsible for managing, coordinating, and implementing ICPAK's CPD initiatives to ensure that members fulfill their professional development requirements and stay updated with the latest trends, standards, and best practices in the accounting field.

Key Responsibilities:

1. Support in the design, development, and execution of ICPAK's CPD programs, ensuring that they meet the needs of members, regulatory requirements, and industry trends.
2. Plan, coordinate, and manage a variety of CPD events, including workshops, seminars, webinars, conferences, and other learning activities.
3. Collaborate with subject matter experts, facilitators, and external partners to ensure that CPD content is relevant, timely, and aligned with ICPAK's professional development goals.
4. Support the management of ICPAK's Learning Management System (LMS) for CPD courses, ensuring that the system is up to date and that content is easily accessible to members.
5. Monitor member participation in CPD activities to ensure compliance with ICPAK's guidelines and the regulations set by relevant professional bodies. Assist in addressing non-compliance issues and ensuring timely reporting.
6. Generate and distribute regular CPD progress reports for members, detailing their completed activities and remaining CPD requirements.
7. Oversee the issuance of CPD certificates to members who complete accredited programs and ensure that certificates meet ICPAK's quality and compliance standards.
8. Ensure that all CPD documentation, including attendance records, certificates, and event reports, are properly filed and maintained for audit purposes.

9. Effectively communicate CPD program details to members, ensuring that they are informed of upcoming events, registration deadlines, and new program offerings through email, social media, and other ICPAK communication channels.
10. Collaborate with external partners, including accredited training providers, educational institutions, and professional bodies, to offer members high-quality CPD opportunities.

Key Competencies:

Work Experience:

- 2 years' relevant experience

Qualifications: Academic & Professional

- Bachelor's degree in Education, Commerce, Business Administration or related field.

Professional Qualifications / Membership to professional bodies/ Publication

- Progress in CPA course will be an added advantage

Behavioural competencies

1. Planning & Organizing skills
2. Technological Awareness
3. Creativity & Innovativeness (Pro-activeness)
4. Communication skills
5. Teamwork
6. Respect and concern for others
7. Customer focus and Responsiveness
8. Time Management skills
9. Transparency and Integrity
10. Respect for Diversity

How to apply

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: cpdo2026@icpak.com

Applications should be received on or before close of business on **Friday 25th September 2026**.

3. LICENSING OFFICER (GRADE 8) - Job Ref: ICPAK005/2026

Job Summary

To facilitate the issuance of Practicing Certificates and Annual Firm and Partner Licenses, ensuring that only qualified and eligible applicants are admitted into membership in accordance with the Institute's policies and regulatory requirements. The officer will also be responsible for resolving members' issues and responding to enquiries.

The Licensing Officer shall report to the Manager, Registration and Licensing and perform the following duties and responsibilities.

Key Responsibilities:

1. Processing and issuance of Practicing Certificate and Annual Licensing

- a) Receive, review and process applications for the issuance of Practicing Certificates and the issuance and renewal of annual licenses for practicing firms and partners.
- b) Verify that applicants have met all statutory and regulatory requirements for the issuance or renewal of practicing certificates and annual licenses.
- c) Assess applications for completeness and follow up on any outstanding information or documentation.
- d) Prepare applications and recommendations for consideration by the Registration and Quality Assurance Committee (RQAC).
- e) Process approved practicing certificates and annual licenses for issuance.
- f) Print, register and issue practicing certificates and annual firm and partner licenses, ensuring they are duly authorized and securely maintained.
- g) Maintain accurate records and databases of practicing certificate holders, licensed firms and licensed partners.
- h) Maintain proper custody of license and certificate stationery and ensure accurate records of all certificates and licenses issued.
- i) Prepare reports, schedules and supporting documentation relating to practicing certificates and annual licensing for management and Committee meetings.
- j) Liaise with relevant internal departments to facilitate the licensing and registration process and ensure compliance with regulatory requirements.

2. Member Support and Resolution

- a) Respond promptly to members' enquiries received through email, telephone, the member portal and other communication channels.

- b) Facilitate the timely resolution of members' registration, licensing and practicing certificate issues.
- c) Provide guidance to members on registration, licensing requirements, application procedures and regulatory obligations.
- d) Follow up on outstanding member requests and ensure timely communication on the status of applications.
- e) Maintain records of member enquiries, complaints and resolutions and escalate complex matters where necessary.
- f) Support continuous improvement initiatives aimed at enhancing member service delivery and the efficiency of registration and licensing processes.

Key Competencies:

Experience:

- Graduate entry level (0–2 years' relevant experience).

Qualifications: Academic & Professional

- Bachelor's degree in Commerce, Accounting, Business Administration, Management, or another relevant business-related field.
- Relevant postgraduate diploma or professional certificate will be an added advantage.

Behavioural competencies

1. Strong attention to detail and accuracy.
2. Excellent organizational and record management skills.
3. Good interpersonal and customer service skills.
4. Effective written and verbal communication skills.
5. Ability to handle confidential information with integrity.
6. Good planning and time management skills.
7. Ability to work independently and as part of a team.
8. Proficiency in Microsoft Office Suite and membership management systems.

How to apply

Interested candidates should email their application letter accompanied with a detailed CV in PDF format clearly indicating their **current and expected salary** to the following email address: lo2026@icpak.com

Applications should be received on or before close of business on **Friday 25th September 2026**.

ICPAK is an equal opportunity employer and qualified applicants from all backgrounds are encouraged to apply.

Only shortlisted candidates will be contacted.