REPUBLIC OF KENYA

The President's Award - Kenya

Proud to be THE DUKE OF EDINBURGH'S INTERNATIONAL AWARD in Kenya

VACANCY ANNOUNCEMENT (REPLACEMENT)

The President's Award - Kenya (PA-K) is an Agency established by an Act of Parliament, the President's Award Act **CAP 216C**, domiciled under the Ministry of Youth Affairs, Creative Economy and Sports, and a franchise of the Duke of Edinburgh's International Award. The Award is a self-development programme available to all young people nationwide aged **14 to 24**, equipping them with positive life skills to make a difference for themselves, their communities, their country and the world.

PA-K wishes to recruit qualified, experienced and competent persons to the following positions.

No.	Job Reference	Designation	Job Grade	Vacant Positions
1	PAK-PACC /001/2026	Principal Accountant	PAK 5	1
2	PAK-SOA/002/2026	Senior Office Administrator	PAK 6	1
3	PAK-SPO/003/2026	Senior Programmes Officer	PAK 6	1
4	PAK-PO/004/2026	Programmes Officer II	PAK 8	2
5	PAK-ACC/005/2026	Accountant II	PAK 8	1

How to apply:

I. Interested persons who meet the requirements should complete the online job application form via this link: **jobs.presidentsaward.go.ke**

II. In addition, applicants are requested to submit a recent Curriculum Vitae, Cover Letter, Certified Copies of Academic & Professional Certificates, National Identity Card/Passport, Testimonials, and other relevant supporting documents to:

Chief Executive Officer,
The President's Award – Kenya,
P.O. Box 62185-00200
Supplies Branch, Industrial Area, Nairobi.

Applications can also be submitted by email to **recruit@presidentsaward.go.ke**, copying **presidentsawardoffice@gmail.com**, or by hand delivery, clearly indicating the position and job reference number on both the cover letter and the envelope. Applications should be received on or before **23rd November 2026, by 17:00 hrs (EAT).**

PLEASE NOTE:

1. Candidates should provide all the details requested for the advertisement. It is an offence to include incorrect information in the application.
2. Only shortlisted and successful candidates will be contacted.
3. Shortlisted candidates will be required to produce the original academic and professional certificates as well as testimonial during the interviews.
4. Successful candidates will be required to submit compliance documents per chapter **six (6)** of the constitution namely:

   i. A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA)
   ii. A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI)
   iii. A valid Clearance Certificate from the Higher Education Loans Board (HELB)
   iv. A valid Clearance Certificate from an approved Credit Reference Bureau (CRB)
   v. A Valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)

5. **Any form of canvassing will lead to automatic disqualification.**

KENYA VISION 2030