



KENYA FILM CLASSIFICATION BOARD
VACANCY RE-ADVERTISEMENT- OFFICE ASSISTANT

The Kenya Film Classification Board (KFCB) is a state corporation established under the *Films and Stage Plays Act Cap 222* to regulate the creation, broadcast, possession, distribution and exhibition of film and broadcast content to ensure conformity to national aspirations and cultural values.

In order to enhance its capacity to deliver on the afore-cited statutory mandate, the Board invites applications from qualified candidates to provide services of **Office Assistant** on a **Six(6) month's** short term contract at the Board's **Garissa Regional Office** located at the County Commissioner's Office, Garissa.

Terms of Employment: Six (6) months Short Term Contract (Renewable Once Subject to Performance).

Job Description:

Specific duties and responsibilities for post: -

- i. Assisting in managing the front office;
- ii. Preparing & maintaining of records filing;
- iii. Data entry, documents preparation;
- iv. Preparing & serving office refreshments;
- v. Delivering mails & packages;
- vi. Filing of documents;
- vii. Ensuring safe custody of invoices, receipts & other records;
- viii. Maintaining office cleanliness;
- ix. Handling office visitors;
- x. Handling incoming & outgoing correspondences;
- xi. Running office errands;
- xii. Providing support to other employees

Job Specifications:

For appointment, the applicant must:

- a) Have at least 2 years' experience working as an office assistant
- b) Have KCSE (Mean grade D Plain) or equivalent
- c) Proficiency in Microsoft Office Applications (Word, Excel)
- d) Attention to detail and accuracy
- e) Good communication & interpersonal skills
- f) Have valid certificate of good conduct/police clearance certificate;
- g) Fluent in both English and Kiswahili languages
- h) Be a Garissa County resident

Interested candidates who meet the above requirements are advised to submit their applications in **HARD COPY**, including certificates of relevant training, testimonials and National Identity Card should be delivered to address below so as to reach the Board by close of business on or before **30TH SEPTEMBER 2026**.

**Ag. Chief Executive Officer
Kenya Film Classification Board- Garissa Office
County Commissioners Office
GARISSA**

Note: i. Garissa County residents are encouraged to apply;
ii. Only shortlisted candidates will be contacted.