



KENYA LITERATURE BUREAU

PUBLISHERS AND PRINTERS

South C, KLB Road Off Popo Road • P.O. Box 30022-00100 GPO,
Nairobi Telephone: +254 (20) 3541196/7, Mobile: +254 711 318188
+254 732 344599 Email: info@klb.co.ke

Publishing and Printing for YOU

CAREER OPPORTUNITIES

Kenya Literature Bureau (KLB) is established under Kenya Literature Bureau Act, Cap 209 of 1980 with the mandate to publish, print, and disseminate literary, educational, cultural, and scientific books and other materials. KLB is the leading publisher in Kenya and the Region and is home to most of the world's top authors, researchers and experts in book publishing and printing. KLB prides itself in providing high quality educational publications and printing services that are unmatched in the region.

The Bureau is looking for highly competent; results oriented and dedicated individuals of high integrity to fill the following positions:

JOB TITLE	LEVEL	DEPARTMENT	POSTS	REF. No.
Assistant Administration Manager	4	Administration	1	Job Ref HR AADM-4-2022
Senior Accountant	5	Finance	1	Job Ref HR SA-5-2022

THE CANDIDATES

Interested candidates should send their applications clearly indicating the job title and reference number of the position, a comprehensive CV stating your current position, photocopies of relevant certificates and testimonials as well as names and contacts (telephone and e-mail address) of three (3) referees familiar with your qualifications and work experience. Include your day and evening telephone numbers and your contact email address.

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 including; Certificate of Good Conduct from the Directorate of Criminal Investigations; Clearance Certificate from the Higher Education Loans Board; Tax Compliance Certificate from the Kenya Revenue Authority; Clearance from the Ethics and Anti-Corruption Commission; and Report from an Approved Credit Reference Bureau.

HOW TO APPLY

For the full details on these positions, including qualifications and experience, please visit KLB Website on www.klb.co.ke and send your **ON-LINE APPLICATION** addressed to:

THE MANAGING DIRECTOR
Kenya Literature Bureau (KLB)
Bellevue Area, KLB Road,
P.O. Box 30022 – 00100 GPO Nairobi.

Kenya Literature Bureau is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Applications should reach us on or before **27th December 2022**