Graduate Trainee

The program targets university graduates from recognized and accredited institutions, and the trainees will undergo mandatory requisite training prior to deployment.

Terms of Service: Permanent & Pensionable upon successful completion of the mandatory two year (2) year training program.

Remuneration: As per the KRA salary structure

Duties and Responsibilities

This is the entry and training grade. Upon successful completion of training, an officer at this level will work under the guidance of a senior officer.

Duties and responsibilities will include:-

1. Administration and/or support of relevant Tax and Customs Laws; and

2. Enforce compliance in tax with relevant laws.

For an appointment, a candidate must:-

1. Be a Kenyan youth who has not attained the age of 35 years as of **8th September 2025** (the advert closure date).

2. Have an undergraduate/first degree in any of the following fields:-

- **Business & Finance:** Accounting, Business Administration/Management, Finance, Commerce, Economics, Statistics, Financial Engineering/Economics, Actuarial Science, Project Management, Supply Chain.

- **Law & Governance:** Law (LLB), Public Policy, Public Administration, International Relations, Political Science, Criminology, Security Studies.

- **Social Sciences & Humanities:** Sociology, Human Resource Management, Education, Public Relations, Media & Communication, Journalism, Mass Communication.

- **ICT & Engineering:** ICT, Computer Science, Software Engineering, Data Science, Artificial Intelligence, Cyber Security, Information Technology, Business IT, Telecommunications, Geospatial, Electrical, Civil, Mechanical/Mechatronics, Marine, Chemical/Petroleum Engineering.

- **Science & Health:** Pure and Applied Sciences, Industrial/Analytical Chemistry, Biochemistry, Laboratory Science, Animal Health, Veterinary Medicine, Pharmacy, Radiography, Environmental Planning and Management.

- **Information Management:** Information Science, Library Science, Records Management or **any other relevant Business, Social Science, or Science-related field.**

- Have attained a mean grade of at least C+ in KCSE or its equivalent, with a minimum of C+ in English or Kiswahili and in Mathematics.

Key Competencies

- Strong communication and interpersonal skills

- Strong analytical and problem-solving skills

- Proficiency in Computer Applications

[Read More & Apply](#)

Job Application Guidelines

Registration:

- Go to https://erecruitment.kra.go.ke/login and then click on the '**Register**' button to start the application process.

- After registration, you will receive an email enabling you to confirm your email address and complete your registration.

Log on:

- After registration go to https://erecruitment.kra.go.ke/login

- Key in your username and password then click on '**Log in**' to access your account.

- After successful log in, the system will open the '**Applicant Cockpit**'.

Candidate Profile (To create or update applicant detail):

- On the '**Applicant Cockpit**' page, go to the tab 'Candidate Profile'.

- Click on '**My Profile**' to create and update your profile.

- Follow the instructions to complete your profile.

- The process will end by clicking the tab "**Overview and Release**".

- Ensure you click the check box on the page to complete the profile.

Application process:

- To view the open job postings, click on the tab '**Employment Opportunities'** on the '**Applicant Cockpit**' page.

- Under the heading '**Job Search**' click the '**Start**' button to view all available vacancies.

- Click on the Job posting to display the details of the position.

- To apply for the position, click '**Apply**' button at the top of the page.

- Follow the instructions to complete and submit your application.

- Kindly note that all mandatory fields must be completed.

- To complete the process of application, click the '**Send Application Now**' button after reviewing and accepting the '**Data Privacy Statement**'.

In case of any challenges, please send your email query to isupporthr@kra.go.ke

If you experience any delay in receiving an email notification at the end of the e-recruitment registration process, please refresh your email. In case of any challenge, please send your query to isupporthr@kra.go.ke

Kenya Revenue Authority does not charge any fee at any stage of the recruitment process (application, shortlisting, interviewing, and/or offer)