



# JOB ADVERTISEMENTS AT HIGHER EDUCATION LOANS BOARD

The Higher Education Loans Board (HELB) was established by an Act of Parliament – CAP 213A in 1995 with the mandate to provide loans, bursaries and scholarships to Kenyans pursuing higher education in recognized Kenyan universities and colleges and to recover the same after completion of studies to facilitate establishment of a revolving fund.

HELB is seeking to recruit transformative, competent and self-driven individuals with an innate dynamism for the positions listed below. The successful candidates to fill the positions will join a highly performing team and should not only be passionate, innovative, and qualified but also be dependable, emotionally intelligent and have effective interpersonal, communication and leadership skills.

S. No.	Position	Ref No.	HELB Grade	No. of Positions
1	Director Operations, Operations Directorate	HELB/001	2	1
2	Deputy Director, Debt Management	HELB/002	3	1
3	Deputy Director, ICT Infrastructure and Support	HELB/003	3	1
4	Deputy Director, Business Application and Innovations	HELB/004	3	1
5	Deputy Director, Corporate Communication	HELB/005	3	1
6	Deputy Director, Supply Chain Management	HELB/006	3	1
7	Deputy Director, Research and Planning	HELB/007	3	1
8	Assistant Director, ICT Business Application and Innovations	HELB/008	4	1
9	Assistant Director, Information Systems Security & Data Protection	HELB/009	4	1
10	Assistant Director, Customer Experience	HELB/010	4	1
11	Assistant Director, Legal Services	HELB/011	4	1
12	Assistant Director, Research and Planning	HELB/012	4	1
13	Assistant Director, Internal Audit	HELB/013	4	1
14	Assistant Director, Management Accounting	HELB/014	4	1
15	Assistant Director, External Resource Mobilization and Products Development	HELB/015	4	1
16	Principal Officer, Legal Services	HELB/016	5	1
17	Principal Customer Experience Officer, Digital and Creative Services	HELB/017	5	1
18	Senior Customer Experience Officer, Digital and Creative Services	HELB/018	6	1
19	Internal Audit Officer 1	HELB/019	7	1
20	Driver II	HELB/020	11	2
21	Assistant Customer Experience Officer	HELB/021	9	11

Qualified and interested applicants who meet the above requirements are required to submit their job application letters, curriculum vitae, certified copies of academic and professional certificates and relevant testimonials quoting the **Title and Reference Number of the position** on the cover letter and envelope on or before **16<sup>th</sup> February 2026** addressed to:

**The Chief Executive Officer  
Higher Education Loans Board  
Anniversary Towers, 19th Floor  
P.O. Box 69489 - 00400  
NAIROBI, KENYA**

Soft copies to be sent to the specific **email addresses provided for each position**. Visit the **HELB website** <https://www.helb.co.ke/career/> for the **comprehensive details on all the open positions**

Shortlisted candidates will be required to present their Valid Chapter Six Requirements.

HELB is an equal opportunity employer. We encourage applications from all qualified individuals including Women, Youth, Marginalized Communities and Persons With Disabilities.

**EMPOWERING DREAMS**

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