



# AGRICULTURE AND FOOD AUTHORITY

## CAREER OPPORTUNITIES

### BACKGROUND

The Agriculture and Food Authority (AFA) is a State Corporation established under section 3 of the AFA Act No.13 of 2013. The mandate of AFA is to regulate the crops sector in Kenya, to ensure compliance with the regulatory framework, standards, and codes of practice. As a regulator, it fosters a thriving competitive environment where innovation, technological progress, order and quality flourish, for sustainable economic growth. The AFA Act provides for consolidation of the Laws on the regulation and promotion of Agriculture generally and makes provision for the respective roles of National and County Government in Agriculture and related matters in furtherance of the relevant provision of the fourth schedule of the constitution.

In line with the Authority's mandate as stipulated in the AFA Act No. 13 of 2013, the Board of Agriculture and Food Authority is seeking to competitively recruit qualified Kenyan professionals to fill the under listed positions on 5 years renewable once for Grade AFA 2 and permanent & pensionable terms for positions in Grade AFA 8 to 12:

## JOB DESCRIPTIONS AND SPECIFICATIONS

### 1. DIRECTOR (TECHNICAL DIRECTORATE), GRADE AFA 2 (1 VACANCY) (CONTRACT)

#### (a) Job Purpose

The Director is responsible for providing leadership in regulatory, technical advisory services and market & product development and Research for the Specific Subsector of deployment.

## **(b) Job Description**

Duties and responsibilities at this level will entail:

- (i) Representing Kenya as the competent authority on matters of development, regulation and promotion for the specific sub-sector in national, regional and international obligations;
- (ii) Promoting best practices in and regulating the production, processing, marketing, grading, storage, collection, transportation and warehousing of scheduled crops produce and products;
- (iii) Coordinating development of data collection tools, collation of data, analysis and maintenance of a database for scheduled crops and produce;
- (iv) Coordinating formulation, review and implementation of general and specific policies, procedures, guidelines, standards, codes of practice and regulations for scheduled crops and products;
- (v) Facilitating marketing and distribution of scheduled crops and products through monitoring and dissemination of market information, including identification of the local supply-demand situation, domestic market matching and overseas market intelligence and promotion;
- (vi) Overseeing capacity building of County Governments and scheduled crops value chain players on production technologies;
- (vii) Promoting fairness, efficiency and competitiveness in the trading of scheduled crops and products;
- (viii) Promoting domestic consumption and advising on strategies for value addition for scheduled crops and products for optimization of returns;
- (ix) Recommending general industry agreements between farmers and processors of scheduled crops and products;
- (x) Participating in trade negotiations and guiding on preparation of scheduled crops value chain agreements;
- (xi) Overseeing assessment on compliance processes and propose business process reengineering and digitalization options in scheduled crops value chain;
- (xii) Developing and enforcing traceability rules and regulations for scheduled crops value chains;
- (xiii) Determining and advising generally on research priorities and innovations in the specific scheduled crop sub sector;
- (xiv) Overseeing registration and licensing of scheduled crops growers and dealers as provided for in the Crops Act and its subsidiary legislation;
- (xv) Coordinating issuance of scheduled crops value chain export and import licenses;

- (xvi) Coordinating product conformity testing through sampling and analysis for issuance of scheduled crops value chain export and import permits; and
- (xvii) Prescribing the period within which farmers are to be paid for scheduled crops and products delivered and sold, and penalties for delayed payments.

### **(c) Person Specifications**

For appointment to this grade, an officer must have: -

- (i) Minimum of fifteen (15) years cumulative relevant work experience, five (5) years of which should have been at the grade of Deputy Director or in a comparable position;
- (ii) Bachelor's degree in any of the following disciplines: Agricultural Economics, Agricultural sciences, Environmental Sciences, Law, Commerce, Business Administration, Marketing, Agricultural/ Biosystems Engineering, Horticulture, Agronomy, Agribusiness Management, Food Science and Technology or equivalent qualification from a recognized institution;
- (iii) Masters Degree in any of the following disciplines, Agricultural Economics, Agriculture, Agriculture Engineering, Horticulture, Agronomy, Agribusiness Management, Food Science and Technology, Social Sciences, Arts, Law, Business Administration, Communication or an equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body, where applicable and in good standing;
- (v) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications;
- (vii) Demonstrated managerial, administrative and professional competence in work performance and results; and
- (viii) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of agriculture and food function.

## **2. COMPLIANCE OFFICER II, GRADE AFA 8 (20 VACANCIES)**

This is the graduate entry level. An officer at this level will work under the guidance of a senior officer.

### **(a) Job Description**

Duties and responsibilities at this level will entail:

- (i) Conducting inspection and compliance audit to growers, growers association, dealers and manufacturers;
- (ii) Monitoring activities associated with production, dealing, handling and processing of scheduled crops;
- (iii) Monitoring imports and exports of scheduled crops for compliance to food safety and quality standards and compiling reports;
- (iv) Undertaking regular surveillance and audits on agro- processing facilities and farms to ensure compliance and compiling reports;
- (v) Enforcing industry codes of practice and standards;
- (vi) Monitoring of produce and product quality; and
- (vii) Collecting and preparing samples for analysis and analyzing test results reports for decision making

**(b) Person Specifications**

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in any of the following disciplines: Food Science and Technology, Agricultural Sciences, Agricultural Engineering, Horticulture, Agricultural Economics, Agribusiness Management, Agricultural Extension and Education, Agronomy, Biology or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications

**3. MARKET AND PRODUCT DEVELOPMENT OFFICER II, GRADE AFA 8 (1 VACANCY)**

**(a) Job Description**

This is the graduate entry level for this cadre. An officer at this level may be deployed in any of the following functional areas;

- 1) Market and Product Development
- 2) Market Research and Intelligence

**In Market and Product Development** duties and responsibilities will entail-

- (i) Undertaking promotion of establishment of agricultural produce collection centres in viable areas;
- (ii) Conducting market and product promotion activities in the local and international markets;

- (iii) Building capacity of stakeholders on market potential and prospects of scheduled crops;
- (iv) Implementing strategies for knowledge transfer and adoption of value addition technologies in scheduled crops;
- (v) Organizing linkages between financial institutions and insurance service providers with value chain players;
- (vi) Implementing market and product development policies, strategies and guidelines; and
- (vii) Promoting the recognition of scheduled crops products in the international market through branding, mark of origin registration and packaging to ensure traceability.

**In Market Research and Intelligence**, duties and responsibilities will entail: -

- (i) Undertaking market research on product and market trends, growth and opportunities for new and existing markets including diversification prospects;
- (ii) Holding stakeholder forums to disseminate Market research findings;
- (iii) Conducting domestic market price and food supply/demand survey;
- (iv) Mapping relevant stakeholders for purposes of conducting market studies;
- (v) Promoting, processing and value addition of scheduled crops;
- (vi) Collecting and collating data on current and future production, prices and domestic trade, imports and exports;
- (vii) Maintaining and updating a market information system on current and future production, prices and movement of scheduled crops during trade;
- (viii) Preparing meeting reports during engagements between farmers and processors when aligning general industry agreements with the guidelines for scheduled crops; and
- (ix) Preparing country position to advocate in trade and market access of scheduled crop during negotiations.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines; Commerce, Business Management, Marketing, Agricultural Economics, Agriculture, Horticulture, Agribusiness Management, or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications

#### **4. RECORDS MANAGEMENT OFFICER II, GRADE AFA 8 (1 VACANCY)**

This is the graduate entry level. An officer at this level will work under guidance of a senior officer. Duties and responsibilities will entail: -

##### **(a) Job Description**

- (i) Implementing records management procedures, guidelines and regulations at the Authority;
- (ii) Digitizing documents for circulation and archiving;
- (iii) Implementing and maintaining a standard records referencing and filing system, in line with standard practice;
- (iv) Sorting, classification, indexing, arranging, storing of records and circulating files;
- (v) Maintaining information, documents, files and office equipment in the registry/archives;
- (vi) Opening of new, and maintenance of confidential and secret files and updating file index;
- (vii) Circulating files and documents timely;
- (viii) Updating file and document movement records;

##### **(b) Person Specifications**

For appointment to this grade a candidate must have: -

- (i) Bachelor's degree in any of the following disciplines- Records Management, Information Management, Information Science, Library Science, Office Management, Business Administration or a relevant and equivalent qualification from a recognized Institution;
- (ii) Proficiency in computer applications; and
- (iii) Shown merit and ability as reflected in work performance and results.

#### **5. CROPS DEVELOPMENT OFFICER II, GRADE AFA 8 (10 VACANCIES)**

##### **(a) Job Description**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. An Officer under this cadre may be deployed in any of the following functional areas:

- 1) Crops Development,
- 2) Capacity Building

**In Crops Development**, duties and responsibilities will entail:

- (i) Documenting and custody of collected and collated needs from stakeholders to be used for the development and promotion of scheduled crops;
- (ii) Documenting and generating reports on the identified potential enterprises for promoting scheduled crops;
- (iii) Documenting and custody of the compiled identified investment opportunities in reference to investment guides;
- (iv) Collecting information required on production trends for advisory and informed decision making;
- (v) Maintaining and custody of the collected and collated data on emerging issues related to scheduled crops including suitability of agro-climatic conditions, climate change, pests and diseases, youth in agriculture and mechanization;
- (vi) Maintaining and custody of database on the compiled research needs on emerging issues affecting crops value chains;
- (vii) Maintaining the compiled information on sources of clean planting materials;
- (viii) Maintaining and custody of data base of stakeholders for collaboration in establishing centers for accessing quality farm inputs;
- (ix) Maintaining and custody of data base for the division

**In Capacity Building**, duties and responsibilities will entail:

- (i) Compiling data on capacity needs for the stakeholders;
- (ii) Custody of the training materials;
- (iii) Undertaking invitation, identifying the venues for capacity building and awareness creation;
- (iv) Documenting and keeping data base on the identified Technologies, Innovations and Management Practices (TIMPs) on scheduled crops
- (v) Establishing the experimental stations and model farms for knowledge and technology transfer for scheduled crops;
- (vi) Conducting field days to disseminate technologies, innovations and management practices (TIMPs); and
- (vii) Conducting the creation of awareness on quality inputs and input suppliers.

## **(b) Person Specifications**

For appointment to this grade, a candidate/ Officer must have: -

- (i) Bachelor's Degree in any of the following disciplines Agricultural Economics, Agriculture, Environmental Sciences, Agricultural Engineering, Biosystems Engineering, Horticulture, Agronomy, Crop Protection, Agribusiness Management, Food Science and Technology, or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in Computer applications.

## **6. SECURITY OFFICER II, GRADE AFA 8 (5 VACANCIES)**

### **(a) Job Description**

This is an entry level grade for degree holder into this cadre. An officer at this level will work under the guidance of a senior officer.

Duties and responsibilities at this level entail:

- (i) Implementing security policies, procedures, systems, standard and guidelines;
- (ii) Safeguarding assets and property of the Authority against destruction, misuse and loss;
- (iii) Assessing risks and mitigate potential consequences;
- (iv) Conducting security surveys and inspections;
- (v) Responding to emergencies, threats and intrusion;
- (vi) Maintaining crimes and incidents records and charts, security surveys, inspections, periodic returns on operational affairs;
- (vii) Maintaining records of acts of unlawful interference;
- (viii) Undertaking raids and surveillance;
- (ix) Maintaining Authority Register on cases under prosecution;
- (x) Maintaining evidence registers for all cases filed by the Authority; and
- (xi) Identifying, investigating and resolving security breaches.

### **(b) Person Specifications**

For appointment to this grade a candidate must have:

- (i) Bachelor degree in any of the following disciplines:-Criminology, Security Management, Crime Prevention and Management or a relevant and equivalent qualification from a recognized institution;
- (ii) Police Clearance Certificate;
- (iii) Certificate of honorable discharge from security service, where applicable; and
- (iv) Proficiency in computer applications.

## **7. STATISTICS OFFICER II, GRADE AFA 8 (10 VACANCIES)**

### **(a) Job Description**

Duties and responsibilities at this grade will entail:

- (i) Collecting data on scheduled crops;
- (ii) Collating data on scheduled crops for analysis;
- (iii) Monitoring the status and trends of all scheduled crops value chains;
- (iv) Conducting regular market research and surveys; and
- (v) Archiving and retrieving statistical data as required.

### **(b) Person Specifications**

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in any of the following disciplines: Statistics, Mathematics, Economics, Computer Science, Actuarial Science, Agricultural Sciences, Agricultural Engineering, Agricultural Economics, Agribusiness Management, Commerce or equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

## **8. ASSISTANT COMPLIANCE OFFICER III, GRADE AFA 9 (26 VACANCIES)**

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer.

### **(a) Job Description**

Duties and responsibilities at this grade will entail:

- (i) Conducting inspection and compliance audits to growers, growers' association, dealers and manufacturers;
- (ii) Monitoring activities associated with production, dealing, handling and processing of scheduled crops;
- (iii) Inspecting imports and exports of scheduled crops for compliance to existing standards;
- (iv) Undertaking regular surveillance and audits on agro- processing facilities and farms to ensure compliance;
- (v) Enforcing industry codes of practice and standards;
- (vi) Inspecting crops produce and product quality and quantities; and
- (vii) Collecting and preparing samples for analysis.

**(b) Person Specifications**

For appointment to this grade an officer must have: -

- (i) Diploma in any of the following disciplines: - Food Technology, Agriculture, Agricultural Economics, Farm Management, Horticulture, Agricultural Extension and Education, Biology or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**9. ASSISTANT QUALITY ASSURANCE OFFICER III, GRADE AFA 9 (10 VACANCIES)**

**(a) Job Description**

This is the entry and training grade for diploma holders in this cadre. An officer at this level will work under supervision of a senior officer. Duties and responsibilities for this grade will entail –

- (i) Receiving, drawing, recording and preparing samples for analysis;
- (ii) Archiving and retrieving samples for future reference;
- (iii) Maintaining the hygienic standards of the laboratory and laboratory equipment for quality analysis;
- (iv) Maintaining records of analysis results for future reference;
- (v) Reporting on preventive maintenance on all laboratory equipment/machine;
- (vi) Maintaining and ensuring safety of all machines and equipment;

- (vii) Calibrating and maintaining proper records on all test machines and equipment's as scheduled; and
- (viii) Collecting, collating and compiling information on testing and grading of scheduled crops samples.

**(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Diploma in any of the following disciplines: Biochemistry, Food Science and Technology, Coffee Technology, Laboratory Technology, Biotechnology, Horticulture, Agriculture sciences, textile engineering, Agricultural engineering, Analytical Chemistry, Industrial Chemistry or an equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer applications.

**10. ARTISAN III, GRADE AFA 11**

**(i) ARTISAN III (MECHANICAL), GRADE AFA 11 (2 VACANCIES)**

**(a) Job Description**

This is an entry level grade for certificate holders into this cadre. An officer at this level works under the guidance of a senior officer.

Duties and responsibilities at this level entail:

- (i) Performing lubrication and other routine service work;
- (ii) Performing general scheduled maintenance and minor repairs on motorbikes and vehicles;
- (iii) Diagnosing motorbike and vehicle faults and identifying the areas of repairs required;
- (iv) Performing test drives to check and verify repair works done;
- (v) Updating vehicle service records;
- (vi) Carrying out minor installation and fitting of new vehicle accessories; and
- (vii) Performing general maintenance work on the tools, equipment, and garage facilities as required to maintain a safe and efficient garage operation

**(b) Job Specifications**

For appointment to this grade a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (D plus) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade I in Mechanics or its equivalent qualification from a recognized institution.
- (iii) Proficiency in computer applications

## **(ii) ARTISAN III (ELECTRICAL), GRADE AFA 11 (2 VACANCIES)**

### **(a) Job Description**

This is an entry level grade for certificate holders into this cadre. An officer at this level works under the guidance of a senior officer.

Duties and responsibilities at this level entail:

- (i) Troubleshooting of electrical issues to detect any defects;
- (ii) Inspecting circuit breakers and other electrical components to ensure they are operating efficiently and effectively;
- (iii) Conducting general electrical maintenance and updating maintenance schedules;
- (iv) Labeling system components to comply with safety standards;
- (v) Undertaking electrical wiring for well functioning lighting, intercom and other electrical systems;
- (vi) Installing electrical apparatus, fixtures and equipment for alarm and other systems;
- (vii) Installing safety and distribution components including switches, resistors and circuit-breaker panels;
- (viii) Replacing old wiring and insulated cables, cleaning circuits; and
- (ix) Repairing or substituting damaged electric units.

### **(b) Person Specifications**

For appointment to this grade a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (D plus) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade I in Electrical or its equivalent qualification from a recognized institution.

- (iii) Proficiency in computer applications.

### **(iii) ARTISAN III (PLUMBING), GRADE AFA 11 (1 VACANCY)**

#### **(a) Job Description**

This is an entry level grade for certificate holders into this cadre. An officer at this level works under the guidance of a senior officer.

Duties and responsibilities at this level entail:

- (i) Installing and maintaining water supply and drainage systems;
- (ii) Undertaking routine inspections of plumbing and drainage systems, identifying and diagnosing plumbing problems using appropriate tools and techniques;
- (iii) Locating and repairing water supply lines and fixing leaks and clogs;
- (iv) Repairing of fixtures e.g. sinks, toilets etc;
- (v) Installing and maintaining gas and liquid heating systems eg air-conditioning units, radiators etc;
- (vi) Installing waste disposal and sanitary systems with well-functioning Drain, Waste, and Vent (DWV) systems;
- (vii) Participate during construction, renovation or repairs of the Authority buildings;
- (viii) Preparing plumbing budgets, and cost estimates for installation and repair works; and
- (ix) Assessing the Authority buildings to ensure adherence to all plumbing building codes and regulations

#### **(b) Person Specifications**

For appointment to this grade a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D+ (D plus) or its equivalent qualification from a recognized institution;
- (ii) Government Trade Test Certificate Grade I in Plumbing or its equivalent qualification from a recognized institution;
- (iii) Proficiency in computer applications.

## **11. BALER III, GRADE AFA 11 (6 VACANCIES)**

### **(a) Job Specification**

Duties and responsibilities at this level will entail assisting in: -

- (i) Maintaining cleanliness in the machine room;
- (ii) Undertaking minor repairs and maintenance works;
- (iii) Undertaking routine checks in line with their area of specialization;
- (iv) Sample sisal bales for quality analysis;
- (v) Maintaining records of repair and maintenance of machines
- (vi) Maintaining updated record of all samples received and analyzed;

### **(b) Person Specification**

For appointment to this grade, a candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution; and
- (ii) Government Trade Test Certificate Grade III or equivalent qualification from a recognized institution in electrical or mechanical.

## **12. DRIVER III, GRADE AFA 11 (9 VACANCIES)**

This is the entry grade into this cadre. A Driver at this level will work under the guidance of a senior officer.

### **(a) Job Description**

Duties and responsibilities at this level entail:

- (i) Driving a motor vehicle as authorized;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure, etc.;
- (iii) Detecting and reporting malfunctioning of vehicle systems;
- (iv) Maintaining of work tickets for vehicles assigned;
- (v) Ensuring security and safety for the vehicle on and off road;
- (vi) Ensuring safety of staff and/or goods therein; and
- (vii) Maintaining cleanliness of the vehicle.

## **(b) Person Specifications**

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade D (plain) or its equivalent qualification from a recognized Institution;
- (ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;
- (iii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- (iv) At least two (2) years previous driving experience;
- (v) Proficiency in computer applications; and
- (vi) Shown merit and ability as reflected in work performance and results.

## **13. OFFICE ASSISTANT III, GRADE AFA 12 (5 VACANCIES)**

### **(a) Job Description**

This is the entry and training grade for officers in this grade. An officer at this level will work under guidance of a senior officer.

Duties and responsibilities at this level will entail assisting in: -

- (i) Maintaining cleanliness of the kitchen, equipment and utensils;
- (ii) Carrying out office errands including dispatch/ collection of letters/ files, mail delivery, postage and maintaining dispatch and delivery register;
- (iii) Operating basic office equipment including photocopying and document binding;
- (iv) Requisitioning office consumables, preparing and serving office beverages;
- (v) Organizing office equipment and furniture; and
- (vi) Locking and opening office premises.

### **(b) Person Specifications**

For appointment to this grade, a candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its equivalent qualification from a recognized institution; and
- (ii) Proficiency in computer application.

## **ADDITIONAL INFORMATION**

Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing; Police Clearance Certificate 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; Report from an Approved Credit Reference Bureau; and clearance from Commission for University Education for degrees obtained outside Kenya.

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the above positions, please submit your application including copies of your academic and professional certificates, testimonials and your detailed curriculum vitae, including among other details your current position, email and telephone contacts of three (3) referees familiar with your qualifications and work experience.

Interested candidates who meet the requisite qualifications are encouraged to submit respective application in a sealed envelope marked "**Recruitment - Indicate the position of interest**" which must be received by or earlier than **14<sup>th</sup> April, 2026 at 12.00 noon** addressed to:

***The Director General  
Agriculture and Food Authority  
Tea House, 5<sup>th</sup> Floor  
Naivasha Road, Off Ngong Road  
P.O. Box 37962 - 00100  
Nairobi***

***Or  
hand delivered to  
The Director General's Office  
Agriculture and Food Agriculture  
Tea House on 5<sup>th</sup> Floor  
Naivasha Road, Off Ngong Road  
Nairobi***

**Or**

Email the application letter and all accompanying documents and certificates in one pdf attachment to the following address: [recruitment@afa.go.ke](mailto:recruitment@afa.go.ke)

All applicants are notified of the following:

- i) Only shortlisted and successful applicants will be contacted.

- ii) Canvassing in any form will lead to automatic disqualification.
- iii) The Authority is an equal opportunity employer and committed to implementing the provisions of Chapter 232 (1) of the Constitution on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.
- iv) Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates and transcripts during interviews.
- v) It is a criminal offence to present fake certificates/documents.

**THE AUTHORITY DOES NOT CHARGE ANY FEES AT ANY STAGE OF THE RECRUITMENT PROCESS**