



## OFFICE OF THE DATA PROTECTION COMMISSIONER

### Our Vision

*"To enhance trust and build transparency of Personal Data protection in Kenya"*

### Our Mission

*"Protect Personal Data in Kenya through compliance, enforcement, public awareness and institutional capacity development"*

## VACANCIES IN THE OFFICE OF DATA PROTECTION COMMISSIONER (ODPC)

Interested and qualified candidates are hereby invited to submit their applications indicating the vacancy number (Vacancy No. 1/2022) through email address: [vacancies@odpc.go.ke](mailto:vacancies@odpc.go.ke) or hand delivery or post to the address below, on or before **21st February, 2022 at 1700** HRs enclosing a detailed CV with full details on education background, professional qualifications and relevant experience together with copies of testimonials, academic certificates and National identity card.

**The Data Commissioner,**  
Office of Data Protection Commissioner,  
CA Centre, Waiyaki Way,  
P.O. Box 30920-00100.  
**NAIROBI.**

## **1. DEPUTY DATA COMMISSIONER - DATA PROTECTION COMPLIANCE, ODPC 2, ONE (1) POST - V/NO. 1/2022**

An officer at this level will head the Directorate of Data Protection Compliance overseeing three divisions and providing leadership in the development and implementation of guidelines, plans and Strategies on registration of data controllers and data processors, data processing system audits, data protection impact assessment, personal data transfer outside the country and inspections. The officer will also oversight regional offices across the country.

The officer will be responsible to the Data Commissioner.

### **A. Terms and Conditions of Services**

i. Basic salary	Kshs. 251,121 - 326,458 PM
ii. House Allowance	Kshs. 60,000 PM
iii. Commuter Allowance	Kshs. 20,000 PM
iv. Leave Allowance	Kshs. 30,000 PA
v. Annual Leave	30 Working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of service	Three (3) year contract renewable once

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Seven (7) years' experience in a related field, three (3) of which should be at senior management level;
- ii. Bachelor's Degree in any of the following fields: Computer Science, Information Communication Technology, Informatics, Law or their equivalent from a recognized and accredited institution;
- iii. Master's Degree in any of the following fields: Computer Science, Information Communication Technology, Data Science, Information Systems, Informatics, Law, or equivalent qualifications from a recognized and accredited institution;
- iv. Certificate in Systems Audit from a recognized and accredited institution;
- v. Certificate in Leadership Development Course from a recognized and accredited institution;
- vi. Membership with relevant professional body of good standing;
- vii. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Oversee the development and review of policies, procedures and guidelines to inform Data Protection Compliance;
- ii. Registration of Data Controllers and Data Processors in accordance with Data Protection Laws;

- iii. Certification of Data Controllers and Data Processors in accordance with the Data Protection Laws;
- iv. Establishment and Maintenance of a register of Data Controllers and Data Processors;
- v. Oversight Personal Data Processing Operations in compliance with Data Protection Laws;
- vi. Conduct periodic audits of the process and systems of Data Controllers and Data Processors to ensure Compliance;
- vii. Review and advice on Data Protection Impact Assessment Reports in accordance with Section 31 of the Data Protection Act, 2019;
- viii. Oversee Inspections of Data Controllers and Data Processors on processing of personal data;
- ix. Ensure compliance in relation to transfer of personal data outside the country in accordance with the Data Protection Laws;
- x. Determine the Administrative fines to be imposed for failure to comply with the Data Protection Laws;
- xi. Provide advice to the Data Commissioner and implementation of inspection and compliance recommendations;
- xii. Serve as the Chair of the Data Protection Compliance and Enforcement Committee;
- xiii. Perform any other duties as may be assigned by the Data Commissioner.

#### **D. Core Competencies**

The following core competencies and skills will be required

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

## **2. DEPUTY DATA COMMISSIONER - COMPLAINTS, INVESTIGATIONS AND ENFORCEMENT, ODPC 2, ONE (1) POST - V/NO. 2/2022**

An officer at this level will head the Directorate of Data Protection Complaints, Investigations and Enforcement overseeing two divisions and providing leadership in the development and implementation of guidelines, plans and Strategies on Complaints, Investigations, Enforcement in accordance with personal data protection laws. The officer will also coordinate Alternative Disputes Resolution.

The officer will be responsible to the Data Commissioner.

### **A. Terms and Conditions of Services**

i. Basic Salary	Kshs. 251,121 - 326,458 PM
ii. House Allowance	Kshs. 60,000 PM
iii. Commuter Allowance	Kshs. 20,000 PM
iv. Leave Allowance	Kshs. 30,000 PA
v. Annual Leave	30 Working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Three (3) year contract renewable once

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Seven (7) years' experience of in a related field, three ( 3) of which should be at senior management level;
- ii. Bachelor's Degree in any of the following fields: Computer Science, Information Communications and Technology, Data Science, Information Security and Forensics, Law or an equivalent from a recognized and accredited institution;
- iii. Master's Degree in, Computer Science, Information Technology Data Science, Business Administration, Public Policy, Public Administration, Information Security and Forensics, Law, or an equivalent qualifications from a recognized and accredited institution;
- iv. Certification from a reputable institution in any of the following: Forensic Analyst; Network Forensic Analyst; Cyber Threat Intelligence; Incident Handler; Forensic Auditor;
- v. Certificate in a Leadership course from a recognized institution;
- vi. Membership with relevant professional body of good standing; and
- vii. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Oversee development, implementation and review policies, strategies and guidelines on Complaints, Investigations and Enforcement matters;
- ii. Coordinate handling of complaints received from any person on infringement of the rights under the Data Protection Laws;
- iii. Establish and maintain of up to date register of Complaints;

- iv. Conduct Investigations on the basis of a complaint made by a data subject or a third party;
- v. Issue summons to a witness for the purposes of investigations;
- vi. Oversee implementation of Administrative fines for failure to comply with Data Protections Laws;
- vii. Oversee conciliation, mediation and negotiation on disputes;
- viii. Spearhead the preparation and serving of enforcement and penalty notices;
- ix. Serve as Secretary to the Dispute Resolution Committee;
- x. Perform any other duties as may be assigned by the Data Commissioner.

#### **D. Core Competencies**

The following core competencies and skills will be required

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

### **3. DEPUTY DATA COMMISSIONER - CORPORATE SERVICES, ODPC 2, ONE (1) POST - V/NO. 3/2022**

An officer at this level will head the Directorate of Corporate Services, overseeing the Human Resources Management and Administration, Finance and Accounts and Corporate Communication Divisions. The Officer will provide leadership in the development and implementation of guidelines, plans and strategies in relation to staff, budget and public communication matters. The officer will also chair Human Resource Management Advisory Committee.

The officer will be responsible to the Data Commissioner.

#### **A. Terms and Conditions of Services**

- |  |  |
|--|--|
| i. Basic Salary                        | Kshs. 251,121- 326,458 PM              |
| ii. House Allowance                    | Kshs. 60,000 PM                        |
| iii. Commuter Allowance                | Kshs. 20,000 PM                        |
| iv. Leave Allowance                    | Kshs. 30,000 PA                        |
| v. Annual Leave                        | 30 Working days per Financial Year     |
| vi. Medical Cover and other allowances | As provided by the ODPC                |
| vii. Terms of Service                  | Three (3) year contract renewable once |

## **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Seven (7) years' experience of in a related field, three ( 3) of which should be at senior management level;
- ii. Bachelor's Degree in any of the following fields: Social Science, Commerce, Economics, Finance, Accounting, Human Resource Management, Business Administration, Journalism, Communications, Public Relations, International Relations, Mass Communications and Public Administration or an equivalent from a recognized and accredited institution;
- iii. Master's Degree in, Economics, Accounting, Finance, Business Administration, Public Policy, Public Administration, Communications, Public Relations, Media Studies, Human Resource Management, Public Administration or an equivalent qualifications from a recognized and accredited institution;
- iv. Certified Public Accountant CPA-K;
- v. Certificate in a Leadership course from a recognized institution;
- vi. Membership with relevant professional body of good standing; and
- vii. Shown merit and ability as reflected in work performance.

## **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Providing overall management of ODPC administrative functions, including human resources, finance and accounting, and Corporate Communications;
- ii. Establishing sound financial policies, systems and procedures in compliance with statutory regulations;
- iii. Coordinating the development and implementation of Human Resources policies and procedures;
- iv. Ensuring compliance with financial, labor laws and regulations;
- v. Overseeing implementation of employee welfare plans and strategies;
- vi. Serve as Chair, Human Resource Management Advisory Committee;
- vii. Coordinate the development, review and implementation of Strategies to mainstream cross cutting national issues such as HIV/AIDs, Gender, Youth, Disabilities, Roads Safety, Corruption Eradication, Principles of Governance and National Values.
- viii. Perform any other duties as may be assigned by the Data Commissioner.

## **D. Core Competencies**

The following core competencies and skills will be required

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;

- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

#### **4. SENIOR PRINCIPAL INFORMATION SYSTEMS OFFICER, ODPC 3, ONE (1) POST- V/NO.4/2022**

An officer at this level will be deployed to head Information Systems Division overseeing ICT functions within the Office of Data Protection Commissioner. The Officer will develop, review and implement ICT Networks, Security, Standards and Systems plans and strategies in line with the National ICT Guidelines 2019 and the Digital Economy Blue print. The officer will also ensure automation of ODPC process in line with digital government initiatives and ODPC ICT policy.

The Officer will be responsible to Data Commissioner.

##### **A. Terms and Conditions of Service**

i. Basic salary	Kshs.183,570 - 248,014 PM
ii. House Allowance	Kshs.50,000 PM
iii. Commuter Allowance	Kshs. 16,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of service	Permanent and pensionable

##### **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Six (6) years' experience in a related field, three (3) of which must be in a managerial position;
- ii. Bachelor's Degree in Computer Science/Information Communication Technology, Information Security and Forensics, Business Information Technology, Telecommunications Engineering or related discipline from a recognized and accredited institution;
- iii. A Master's Degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Information Security and Forensics, Telecommunications Engineering or its equivalent qualification from a recognized Institution;
- iv. ICT Certificates from a reputable institution in any of the following: - Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent);
- v. Membership with recognized and relevant professional body of good standing;
- vi. Certificate in Management Course from a recognized institution;
- vii. Shown merit and ability as reflected in work performance.



### **C. Duties and responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Develop, review and implement ICT Policies in line with the National ICT Policy Guidelines 2019;
- ii. Oversee full automation of ODPC processes;
- iii. Spearhead the design, deployment and maintenance of ICT Infrastructure to provide reliable services;
- iv. Develop and implement an ICT Business Disaster Management Strategy;
- v. Coordinate the implementation of ICT standards at ODPC;
- vi. Oversee the carrying out of periodic systems audit of ICT Infrastructure;
- vii. Guide in the implementation of ICT Standards Operating Procedures;
- viii. Provide advisory services on matters related to ICT;
- ix. Perform any other duties as may be assigned by the Data Commissioner.

### **D. Core Competencies**

The following core competencies and skills will be required

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

## **5. SENIOR PRINCIPAL LEGAL OFFICER, ODPC 3, ONE (1) POST - V/NO 5/2022**

An officer at this level will be deployed to head Legal Division to provide overall legal expertise and support on legal issues relating to the functions, structures and activities of Office of Data Protection Commissioner. The Officer will also support management on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory corporate governance requirements.

The Officer will be responsible to Data Commissioner.

### **A. Terms and Conditions of Services**

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 183,570 - 248,014 PM         |
| ii. House Allowance                    | Kshs. 60,000 PM                    |
| iii. Commuter Allowance                | Kshs. 16,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PA                    |
| v. Annual Leave                        | 30 Working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |



## **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Six (6) years' experience in a related field, three (3) of which must be in a managerial position;
- ii. A Bachelor's of Laws (LL.B) degree from a recognized and accredited institution;
- iii. Master's degree in Law or Masters in Business Administration or its equivalent from a recognized and accredited institution;
- iv. A Postgraduate Diploma in Law from the Kenya School of Law;
- v. Admission to the bar as an advocate of the High Court of Kenya;
- vi. Membership with the Law Society of Kenya of good standing;
- vii. Certificate in Management Course from a recognized institution;
- viii. Proficiency in Computer Applications;
- ix. Shown merit and ability as reflected in work performance.

## **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:-

- i. Provision of legal advice to the Office of Data Commissioner;
- ii. Overseeing legal and governance compliance;
- iii. Representing the Office of the Data Commissioner in court;
- iv. Ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the Office;
- v. Keeping custody of the Seal of the Office, documents, original contracts, agreements and any other documents of the Office;
- vi. Interpreting legislation, regulations, rules, guidelines and protect legal interests of the Office;
- vii. Overseeing implementation of the Office of Data Commissioner legal policies and strategies;
- viii. Providing leadership to the legal team in matters of negotiations, arbitrations and court cases;
- ix. Preparation of Contracts and memorandum for the Office;
- x. Perform any other duties as may be assigned by the Data Commissioner.

## **D. Core Competencies**

The following core competencies and skills will be required;

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

## **6. SENIOR PRINCIPAL HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION OFFICER, ODPC 3, ONE (1) POST-V.NO. 6/2022**

An officer at this level will be deployed to head Human Resource Management and Administration Division and will be expected to develop and implement policies, regulations and procedures related to recruitment, workplace safety, employee relations, compensation planning, labor law compliance, training and development.

The Officer will also oversight all administrative functions of the Office of the Data Protection Commissioner and will be responsible to the Deputy Data Commissioner, Corporate Services.

### **A. Terms and Conditions of Services**

i. Basic Salary	Kshs. 183,570 - 248,014 PM
ii. House Allowance	Kshs. 50,000 PM
iii. Commuter Allowance	Kshs. 16,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Six (6) years' experience in a related field, three (3) of which must be in a managerial position;
- ii. Bachelor's degree in Social Science in Human Resource Management, Business Administration, Sociology, or its equivalent from a recognized and accredited institution;
- iii. Master's degree in Human Resource/Human Resource Management, Public/Business Administration or its equivalent from a recognized and accredited institution;
- iv. Membership with a relevant professional body of good standing;
- v. Certificate in Management Course from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Duties and responsibilities at this level entail;

- i. Formulating, reviewing and implementing human resource policies, strategies and procedures;
- ii. Coordinating development and implementation of HR Plans and succession management;
- iii. Coordinating the management of office accommodation and maintenance;
- iv. Managing fleet, transport and assets;

- v. Coordinating the implementation of administrative services policies and procedures;
- vi. Advising management on human resource matters including legislative and policy issues;
- vii. Ensuring compliance with all the statutory and regulatory requirements relating to Human Resource management and Administration;
- viii. Coordinating and implementing staff capacity programs in line with existing legislation;
- ix. Secretary to the Human Resource Advisory Committee;
- x. Perform any other duties as may be assigned by the Deputy Data Commissioner, Corporate Services.

#### **D. Core Competencies**

The following core competencies and skills will be required

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

### **7. SENIOR PRINCIPAL SUPPLY CHAIN MANAGEMENT OFFICER, ODPC 3, ONE (1) POST - V/NO. 7/2022**

An officer at this level will be deployed to head Supply Chain Management Division and will be expected to develop and implement plans and strategies in relation procurement of goods and services in accordance with Public Procurement and Disposal Act 2015 and Regulations.

The Officer will be responsible to the Data Commissioner.

#### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 183,570 - 248,014PM
ii. House Allowance	Kshs. 50,000 PM
iii. Commuter Allowance	Kshs. 16,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

## **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Six (6) years' experience, three (3) of which must be in a managerial position
- ii. Bachelor's Degree in Purchasing and Supply Management, Procurement, Logistics, and Supply Chain Management, Business Administration (Supplies Management option) or Commerce (Supplies Management option);

**OR**

- ii. Bachelor's Degree in Business Administration (Marketing option) or Commerce (Marketing option) plus a Diploma in Supply Chain Management or its equivalent from a recognized and accredited institution;
- iii. Master's Degree in Purchasing and Supply Management, Logistics, Business Administration, Commerce, Entrepreneurship or its equivalent qualification from a recognized and accredited institution;
- iv. Certificate in Management Course from a recognized institution;
- v. Registered with the relevant professional body - Kenya Institute of Supplies Management;
- vi. Membership with the Kenya Institute of Supplies Management of good standing;
- vii. Proficiency in Computer Applications;
- viii. Shown merit and ability as reflected in work performance.

## **C. Duties and responsibilities at this level will entail:**

Duties and responsibilities at this level will entail;

- i. Formulating and implementing supply chain policies, regulations and procedure in line with the Public Procurement and Disposal Act, 2015 and Regulations;
- ii. Providing professional and Advisory services on supply chain management;
- iii. Coordinating preparation and implementation of annual procurement and disposal plans in compliance with Public Procurement and Disposal Act, 2015 and Regulations;
- iv. Preparing and implementation of contracts on supply of goods and services
- v. Overseeing pre-qualification of suppliers, preparation of required tender notices and advertisements;
- vi. Coordinating the evaluation of tender documents and presentation to the relevant committee for adjudication;
- vii. Monitoring Contracts and Vendor performance;
- viii. Maintaining an effective stores management system;
- ix. Secretary to Tender opening, Disposal and Evaluation Committees;
- x. Perform any other duties as may be assigned by the Data Commissioner.

## **D. Core Competencies**

- i. The following core competencies and skills will be required
- ii. Leadership skills;
- iii. Management skills;
- iv. Presentation skills;
- v. Communications and Negotiation skills;

- vi. Resource mobilization and management capabilities;
- vii. Analytical skills;
- viii. Decision making capabilities;
- ix. People and Knowledge management;
- x. Creativity and innovativeness;

## **8. SENIOR PRINCIPAL INTERNAL AUDITOR, ODPC 3, ONE (1) POST - V/NO. 8/2022**

An officer at this level will be deployed to head Internal Audit Division and will be expected to develop and implement plans and strategies in relation Systems of Internal Controls and recommend improvement measures.

The Officer will also coordinate Risks Assessment and prepare Risks Mitigation Measures will be responsible to the Audit Committee.

### **A. Terms and Conditions of Service**

i. Basic salary	Kshs. 183,570 - 248,014 PM
ii. House Allowance	Kshs. 50,000 PM
iii. Commuter Allowance	Kshs. 16,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Six (6) years' experience in a related field, three (3) of which must be in a managerial position;
- ii. Bachelor degree in any of the following fields: of Commerce, Finance, Accounting, Business Administration, or their equivalent from a recognized and accredited institution;
- iii. Masters' degree in any of the following fields: Business Administration, Commerce, Finance, Accounting, Auditing , or a related discipline from a recognized and accredited institution;
- iv. Certified Public Accountants (CPA) (K) , Certified Chartered Accountant (ACCA) and Certified Internal Auditor (CIA) or Certified information system auditors (CISA) or its equivalent;
- v. Membership of Institute of Certified Public Accountants (ICPAK) or Chartered Institute of Internal Audit (CIIA) of good standing;
- vi. Certificate in Management Course from a recognized institution;
- vii. Proficient in computer applications and data mining tools;
- viii. Shown merit and ability as reflected in work performance.

### C. Duties and Responsibilities

Duties and responsibilities at this level will entail;

- i. Formulation, review and implementation of Audit policies, strategies and procedures;
- ii. Coordinating the operations of the Internal Audit;
- iii. Developing internal audit policies and procedures;
- iv. Assessing internal controls to mitigate business and operational risks;
- v. Advising management on effective controls and fraud prevention measures;
- vi. Coordinating the audit activities with internal and external auditors;
- vii. Secretary to the Audit Committee;
- viii. Providing advice to the Data Commissioner and oversee implementation of audit recommendations;
- ix. Oversee investigations and special audits as requested by the Audit Committee;
- x. Any other duties as assigned by the Audit Committee.

### D. Core Competencies

The following core competencies and skills will be required;

- i. Leadership skills;
- ii. Management skills;
- iii. Presentation skills;
- iv. Communications and Negotiation skills;
- v. Resource mobilization and management capabilities;
- vi. Analytical skills;
- vii. Decision making capabilities;
- viii. People and Knowledge management;
- ix. Creativity and innovativeness.

## 9. PRINCIPAL DATA PROTECTION OFFICER-REGISTRATION ODPC 4, ONE (1) POST- V/NO. 9/2022

An officer at this level may be deployed to head the Registration Section within the Registration and Certification Division. The Officer will develop, review and implement registration and certification strategies, policies, processes and procedures in accordance with Personal Data Protection Laws.

The officer will be responsible to the Assistant Data Commissioner, Registration.

### A. Terms and Conditions of Services

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 128,684 - 197,676 PM         |
| ii. House Allowance                    | Kshs. 45,000 PM                    |
| iii. Commuter Allowance                | Kshs. 14,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PM                    |
| v. Annual Leave                        | 30 working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |

## **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Minimum of five (5) years of experience in a related position
- ii. Bachelor's Degree in any of the following fields: Law, Information Communication Technology, Computer Science, Social Sciences or an equivalent from a recognized and accredited institution;
- iii. Master's Degree in any of the following fields: Information Communication Technology, Computer Science, Information Systems, Management Information Systems, Statistics, Project Management, Monitoring & Evaluation, Public Policy, Law, Public Administration, or its equivalent from a recognized and accredited institution;
- iv. Membership with relevant professional body of good standing;
- v. Proficiency in computer applications;
- vi. Shown merit and ability as reflected in work performance.

## **C. Duties and Responsibilities**

Duties and responsibilities at this level will entail;

- i. Developing, reviewing and implementing registration and certification strategies, policies, processes and procedures;
- ii. Reviewing registration applications;
- iii. Preparing thresholds for mandatory registration of data controllers and data processors as per Data Protection Laws;
- iv. Issuance of certificate of registration to data controllers and data processors;
- v. Establishing and maintenance of up to date register of data controllers and data processors;
- vi. Renew of for registrations;
- vii. Cancellation of registration;
- viii. Any other duties assigned by the Assistant Data Commissioner, Registration and Certification.

## **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills;
- vi. Attention to detail;
- vii. Tactical skills;
- viii. Problem solving skills and;
- ix. Interpersonal skills.



## **10. PRINCIPAL DATA PROTECTION OFFICER - COMPLAINTS AND INVESTIGATION ODPC 4, ONE (1) POST - V/NO. 10/2022**

An officer at this level may be deployed to head the Complaints and Investigations Section within the Registration and Certification Division. The Officer will develop, review and implement Complaints and Investigations strategies, policies, processes and procedures in accordance with Personal Data Protection Laws.

The officer will be responsible to the Assistant Data Commissioner, Inspection & Compliance.

### **A. Terms and Conditions of Services**

i. Basic Salary	Kshs. 128,684 - 197,676 PM
ii. House Allowance	Kshs. 45,000 PM
iii. Commuter Allowance	Kshs. 14,000 PM
iv. Leave Allowance	Kshs. 20,000 PM
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Minimum of five (5) years' of experience in a related position;
- ii. Bachelor's Degree in any of the following fields: Computer Science, Information Communications and Technology, Data Science, Information Security and Forensics, Law or an equivalent from a recognized and accredited institution;
- iii. Master's Degree in, Computer Science, Information Technology, Data Science, Information Security and Forensics, Law, or an equivalent qualifications from a recognized and accredited institution;
- iv. ICT Certificates from a reputable institution in any of the following: certified Information Systems Auditor, Certified Information Security Manager, Cyber Security or Certified Data Privacy Solutions;
- v. Membership with relevant professional body of good standing;
- vi. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Establish and Maintain a register of Complaints in line with Data Protection Laws;
- ii. Admit and Screen complaints in accordance with Data Protection Laws;
- iii. Undertake investigation on complaints received;
- iv. Prepare briefs on summons to be issued to witnesses for the purposes of investigations;
- v. Prepare briefs on summons to be issued to persons to provide explanations, information and assistance;

- vi. Draft policies, strategies and guidelines on handling of complaints and investigations;
- vii. Draft guidelines on implementation of Alternative Dispute Resolution mechanisms;
- viii. Design mechanisms for formal hearing and inquiries;
- ix. Prepare reports on complaints, investigations and ADR;
- x. Any other duties assigned by the Assistant Data Commissioner, Complaints and Investigations.

#### **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills;
- vi. Attention to detail;
- vii. Tactical skills;
- viii. Problem solving skills and;
- ix. Interpersonal skills.

### **11. PRINCIPAL DATA PROTECTION OFFICER - ENFORCEMENT ODPC 4, ONE (1) POST- V/NO. 11/2021**

An officer at this level may be deployed to head the Enforcement Section within the Complaints, Investigations and Enforcement Division. The Officer will develop, review and implement enforcement strategies, policies, processes and procedures in accordance with Personal Data Protection Laws.

The officer will be responsible to the Assistant Data Commissioner, Inspection & Compliance.

#### **A. Terms and Conditions of Services**

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 128,684 - 197,676 PM         |
| ii. House Allowance                    | Kshs. 45,000 PM                    |
| iii. Commuter Allowance                | Kshs. 14,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PA                    |
| v. Annual Leave                        | 30 working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |

#### **B. Requirements for Appointment**

- i. Must have a minimum of five (5) years' of experience in a related position;
- ii. Bachelor's degree in Law, or an equivalent from a recognized and accredited institution;

- iii. Master's degree in Law, Business Administration or their equivalent from a recognized and accredited institution;
- iv. Membership with relevant professional body of good standing;
- v. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Prepare and service of enforcement and penalty notices;
- ii. Prepare and submit applications to court for preservation order for the expeditious preservation of personal data;
- iii. Enforcing penalties for non-compliance by data processors and data controllers;
- iv. Obtain and implement the court warrants on premise search;
- v. Issuance of enforcement and penalty notices;
- vi. Develop penalty notice database;
- vii. Develop guidelines on identifying data to be preserved;
- viii. Monitoring and Evaluate preservation of personal data; and
- ix. Any other duties assigned by the Assistant Data Commissioner, Enforcement.

### **D. Skills and Competence**

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills
- vi. Attention to detail;
- vii. Tactical skills;
- viii. Problem solving skills and;
- ix. Interpersonal skills.

## **12. PRINCIPAL DATA PROTECTION OFFICER- INSPECTION AND COMPLIANCE, ODPC 4, ONE (1) POST - V/NO. 12/2022**

An officer at this level may be deployed to head either the Inspection or Compliance Section within the Inspection & Compliance Division. The Officer will develop, review and implement Inspection and Compliance strategies, policies, Standards and procedures in accordance with Personal Data Protection Laws.

The officer will be responsible to the Assistant Data Commissioner, Inspection & Compliance.

### **A. Terms and Conditions of Service**

- |                         |                            |
|-------------------------|----------------------------|
| i. Basic Salary         | Kshs. 128,684 - 197,676 PM |
| ii. House Allowance     | Kshs. 45,000 PM            |
| iii. Commuter Allowance | Kshs. 14,000 PM            |
| iv. Leave Allowance     | Kshs. 20,000 PA            |

v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

## **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Must have a minimum of five (5) years' of experience in a related position;
- ii. Bachelor's degree in Information Communication Technology, Data Science, Computer Science, Law or an equivalent from a recognized and accredited institution;
- iii. Master's degree in Information Communication Technology, Data Science, Computer Science, Law or their equivalent from a recognized and accredited institution;
- iv. Certificate in Systems Audit from a recognized and accredited institution;
- v. Membership with relevant professional body of good standing;
- vi. Shown merit and ability as reflected in work performance.

## **C. Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Develop and review of policies, procedures and guidelines to inform Inspection of Data Controllers and Data Processors;
- ii. Develop and implement compliance certification guidelines in accordance with the Data Protection Laws;
- iii. Undertake inspections to ascertain compliance with Data Protection Laws;
- iv. Conduct periodic audits of the process and systems of Data Controllers and Data Processors to ensure Compliance;
- v. Review Data Protection Impact Assessment Reports in accordance with Section 31 of the Data Protection Act, 2019;
- vi. Oversee Inspections of Data Controllers and Data Processors on processing of personal data;
- vii. Review requests for transfer of personal data outside the country and establish safeguards in accordance with the Data Protection Laws;
- viii. Perform any other duties as may be assigned by the Deputy Data Commissioner, Data Protection Compliance;

## **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills;
- vi. Attention to detail;
- vii. Tactical skills;

- viii. Problem solving skills and;
- ix. Interpersonal skills.

### **13. PRINCIPAL DATA PROTECTION OFFICER - ADVOCACY AND COLLABORATION, ODPC 4, ONE (1) POST - V/NO. 13/2022**

An officer at this level may be deployed to head the Advocacy and Collaboration Section within the Advocacy & Collaboration Division. The Officer will develop, review and implement advocacy and collaboration strategies, policies, processes and procedures in accordance with Personal Data Protection Laws.

The officer will be responsible to the Assistant Data Commissioner, Advocacy & Collaboration.

#### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 128,684 - 197,676 PM
ii. House Allowance	Kshs. 45,000 PM
iii. Commuter Allowance	Kshs. 14,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

#### **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Minimum of five (5) years' of experience in a related position;
- ii. Bachelor's degree in Social Sciences, Public Relations, Communications, Public Policy, Public Administration, International Relations, Media Studies or its equivalent from a recognized and accredited institution; and
- iii. Master's degree in Business Administration, Public Relations. Communications, Public Policy, Public Administration, International Relations, Media Studies or their equivalent from a recognized and accredited institution;
- iv. Membership with relevant professional body of good standing;
- v. Proficiency in computer applications;
- vi. Shown merit and ability as reflected in work performance.

#### **C. Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Developing, reviewing and implementing advocacy and collaboration strategies, policies and procedures;
- ii. Carrying out advocacy and stakeholder engagement;
- iii. Developing advocacy and collaboration content for Stakeholders;
- iv. Conducting public education and awareness on Personal Data Protection;
- v. Coordinating stakeholder engagement and public consultation activities;
- vi. Fostering local and international alliances to promote strategic linkages and partnerships, information and experience sharing.

## **D. Skills and Competence**

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills;
- vi. Attention to detail;
- vii. Tactical skills;
- viii. Problem solving skills and;
- ix. Interpersonal skills.

## **14. PRINCIPAL INFORMATION SYSTEM OFFICER, ODPC 4, ONE (1) POST- V NO.14/2022**

An officer at this level will be responsible to the senior principal Information System for planning, co-ordination, design, implementation and control of ICT infrastructure in the office of Data Protection Commissioner. The Officer will develop, review and implement ICT Networks, Security, Standards and Systems plans and strategies in line with the National ICT Guidelines 2019 and the Digital Economy Blue print. The officer will also ensure automation of ODPC process in line with digital government initiatives and ODPC ICT policy.

The Officer will be responsible to Senior Principal Information Systems Officer.

### **A. Terms and Conditions of Service**

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 128,684 - 197,676 PM         |
| ii. House Allowance                    | Kshs. 45,000 PM                    |
| iii. Commuter Allowance                | Kshs. 14,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PM                    |
| v. Annual Leave                        | 30 working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Five (5) years' experience in a related field,
- ii. Bachelor's Degree in Computer Science/Information Communication Technology, Information Security and Forensics, Business Information Technology, Telecommunications Engineering or related discipline from a recognized and accredited institution;
- iii. A Master's Degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Information Security and Forensics, Business Information Technology, Telecommunications Engineering or its equivalent qualification from a recognized Institution;

- iv. ICT Certificates from a reputable institution in any of the following: - Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent);
- v. Membership with recognized and relevant professional body of good standing;
- vi. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Develop, review and implement ICT Policies in line with the National ICT Policy Guidelines 2019;
- ii. Oversee full automation of ODPC processes;
- iii. Design, deployment and maintenance of ICT Infrastructure to provide reliable services;
- iv. Develop and implement an ICT Business Disaster Management Strategy;
- v. Facilitating approval of Information Systems Standards for application;
- vi. Carry out of periodic systems audit of ICT Infrastructure;
- vii. Implementation of ICT Standards Operating Procedures;
- viii. Provide advisory services on matters related to ICT;
- ix. Perform any other duties as may be assigned by the Senior Principal Information System Officer.

### **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory skills;
- ii. Presentation skills;
- iii. Negotiation and Communications skills;
- iv. Report writing skills;
- v. Analytical skills;
- vi. Attention to detail;
- vii. Tactical skills;
- viii. Problem solving skills and;
- ix. Interpersonal skills.



## **15. SENIOR INFORMATION SYSTEM OFFICER, ODPC 5, ONE (1) POST- V/ NO.15/2022**

An officer at this level will be responsible for day-to-day ICT operations under the supervision of a more senior officer.

The Officer will be responsible to Principal Information Systems Officer.

### **A. Terms and Conditions of Service**

i. Basic salary	Kshs. 87,137 – 134,289 PM
ii. House Allowance	Kshs. 35,000 PM
iii. Commuter Allowance	Kshs. 8,000 PM
iv. Leave Allowance	Kshs. 20,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Three (3) years' experience in a related field,
- ii. Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Informatics and Computer Science, Information Technology, Computer Security and Forensics, Business Information Technology, Electrical/ Electronic Engineering, Telecommunications Engineering or its equivalent qualification from a recognized Institution;
- iii. ICT Certificates from a reputable institution in any of the following: - Database Management (Oracle, SQL, DB2 or its equivalent), Information Security (CISSP, Security+, CISA, CISM or its equivalent), Service Support Operations (ITIL, COBIT or its equivalent), Network Administration (CCNA, HCNA, N+, HP or its equivalent), System Administration (MCSE, Linux, Unix or its equivalent), or Software Development (Java, Visual Studio, Python, Oracle, or its equivalent);
- iv. Membership with recognized and relevant local professional body of good standing;
- v. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Carrying out systems analysis, design and programme specifications in liaison with users;
- ii. Participating in developing, implementing and maintaining of systems;
- iii. Ensuring adherence to established ICT standards;
- iv. Compiling overall systems documentation;
- v. Advising on ICT related issues;

- vi. Participating in installation certification, repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vii. Developing and maintaining ICT standards;
- viii. Recommending and supervising Hardware/Software specifications for Information Communication Technology equipment;
- ix. Logging of problems;
- x. Drawing and scheduling preventive maintenance;
- xi. Perform any other duties as may be assigned by the Principal Information System Officer.

#### **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

### **16. PRINCIPAL LEGAL OFFICER, ODPC 4, ONE (1) POST - V/NO 16/2022**

An officer at this level will be deployed to head Legal Division working under the supervision of the Senior Principal Legal Officer to provide technical on legal issues relating to the functions, structures and activities of Office of Data Protection Commissioner. The Officer will also support management on issues pertaining to legal and regulatory framework and monitor compliance with legal and regulatory corporate governance requirements.

The Officer will be responsible to Data Commissioner.

#### **A. Terms and Conditions of Service**

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 128,684 – 197,676PM          |
| ii. House Allowance                    | Kshs. 45,000 PM                    |
| iii. Commuter Allowance                | Kshs. 14,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PA                    |
| v. Annual Leave                        | 30 Working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |

#### **B. Requirements for Appointment**

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

- i. Five (5) years' experience in a related field;
- ii. A Bachelor's of Laws (LL.B) degree from a recognized and accredited institution;
- iii. Master's degree in Law or Masters in Business Administration or its equivalent from a recognized and accredited institution;

- iv. A Postgraduate Diploma in Law from the Kenya School of Law;
- v. Admission to the bar as an advocate of the High Court of Kenya;
- vi. Membership with the Law Society of Kenya of good standing;
- vii. Proficiency in Computer Applications;
- viii. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail:

- i. Provision of legal advice to the Office of Data Commissioner;
- ii. Carry out legal and governance compliance;
- iii. Preparing Court responses and represent the Office of the Data Commissioner in court;
- iv. Ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the Office;
- v. Keeping custody of the Seal of the Office, documents, original contracts, agreements and any other documents of the Office;
- vi. Interpreting legislation, regulations, rules, guidelines and protect legal interests of the Office;
- vii. Implementing of the Office of Data Commissioner legal policies and strategies;
- viii. Undertaking negotiations, arbitrations and court cases;
- ix. Preparation of Contracts and memorandum for the Office;
- x. Perform any other duties as may be assigned by the Senior Principal Legal Officer.

### **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## 17. LEGAL OFFICER I, ODPC 6, ONE (1) POST - V/NO. 17/2022

An officer at this level will be deployed to Legal Unit. The officer will implement legal and governance compliance reviews, representing the Office of the Data Commissioner in court and ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the Office.

The officer will be responsible to the Principal Legal Officer.

### A. Terms and Conditions of Services

i. Basic salary	Kshs. 74,383 – 134,289 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### B. Requirements for Appointment

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

- i. A Bachelor of Laws (LL.B) degree from a recognized and accredited institution;
- ii. Admission to the Bar as an Advocate of the High Court of Kenya;
- iii. A Postgraduate Diploma in Law from the Kenya School of Law;
- iv. Membership with the Law Society of Kenya of good standing;
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as reflected in work performance.

### C. Duties and Responsibilities

Specific duties and responsibilities will entail:-

- i. Draft legal advice to the Office of Data Commissioner;
- ii. Implement legal and governance compliance reviews;
- iii. Representing the Office of the Data Commissioner in court;
- iv. Ensuring compliance and renewals of all the licenses, contracts, agreements and permits of the Office;
- v. Interpreting legislation, regulations, rules and guidelines;
- vi. Develop and implement legal policies and strategies;
- vii. Initiate negotiations, arbitrations and court cases reviews;
- viii. Initiate Preparation of Contracts and memorandum for the Office;
- ix. Initiate drafting, reviewing, negotiating of contracts and agreements for the Office;
- x. Drafting legal correspondence;
- xi. Perform any other duties as may be assigned by Senior Principal Legal Officer

## D. Core Competencies

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## 18. PRINCIPAL CORPORATE COMMUNICATIONS OFFICER, ODPC4, ONE (1) POST - V/NO.18/2022

An officer at this level will be deployed at the Corporate Communication Division and will be expected to develop and implement plans and strategies in relation to Media and Public Relations, Customer Communications, Crisis Communications and Internal Communications.

The Officer will also coordinate public engagement activities for the Office of Data Protection Commissioner and will be responsible to the Deputy Data Commissioner, Corporate Services.

### A. Terms and Conditions of Service

- |  |                                    |
|--|------------------------------------|
| i. Basic Salary                        | Kshs. 128,684 – 197,676 PM         |
| ii. House Allowance                    | Kshs. 45,000 PM                    |
| iii. Commuter Allowance                | Kshs. 14,000 PM                    |
| iv. Leave Allowance                    | Kshs. 20,000 PA                    |
| v. Annual Leave                        | 30 Working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |

### B. Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Three (3) years' experience, three in a relevant field;
- ii. Bachelor's degree in either Media Studies, Journalism, Mass Communications, Public Relations, Marketing, Graphic Design, Advertising or any other equivalent qualifications from a recognized and accredited institution;

**OR**

- ii. Bachelor's Degree in Social Sciences and a post graduate diploma in either Mass Communication, Communication Studies, Journalism, Public Relations or its equivalent qualifications from a recognized and accredited institution;
- iii. Master's degree in either Media Studies, Journalism, Mass Communications, Public Relations, Marketing, Business Administration or any other equivalent qualifications from a recognized and accredited institution;
- iv. Membership to Public Relations Society of Kenya or any other relevant and

- recognized professional body of good standing;
- v. Proficiency in computer applications;
- vi. Shown merit and ability as reflected in work performance.

### **C. Duties and responsibilities at this level will entail:**

- i. Development, review and implementation of Corporate Communications policies, strategies and procedures;
- ii. Gathering information on programs, significant events in a specific area and the impact on customers;
- iii. Management of ODPC media platforms;
- iv. Coordinating media/ public relation services;
- v. Promoting public awareness of ODPC programmes through development,
- vi. publication and dissemination of Information, Education and Communication;
- vii. Coordinate executive events with a view of securing ODPC profiling moments;
- viii. Liaising with stakeholders to promote public engagements;
- ix. Initiating the preparation of timely media supplements, appearances , documentaries, press releases and features;
- x. Perform any other duties as may be assigned by the Deputy Data Commissioner; Corporates.

### **D. Core Competencies**

The following core competencies and skills will be required

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness.
- vii. Interpersonal skills.

## **19. SENIOR ADMINISTRATION OFFICER, ODPC 5, ONE (1) POST - V/NO. 19/2022**

An officer at this level will work under supervision of a more senior officer to formulation and execution of the Office's administrative policies and procedures; spearheading implementation of cross cutting initiatives; and coordination of specialized support functions and services.

The officer will be responsible to the Deputy Data Commissioner, Corporate Services.

### **A. Terms and Conditions of Services**

- |                         |                           |
|-------------------------|---------------------------|
| i. Basic salary         | Kshs. 87,132 – 134,289 PM |
| ii. House Allowance     | Kshs. 35,000 PM           |
| iii. Commuter Allowance | Kshs. 8,000 PM            |
| iv. Leave Allowance     | Kshs. 20,000 PA           |

- |  |                                    |
|--|------------------------------------|
| v. Annual Leave                        | 30 working days per Financial Year |
| vi. Medical Cover and other allowances | As provided by the ODPC            |
| vii. Terms of Service                  | Permanent and pensionable          |

## **B. Requirements for Appointment**

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

- i. Minimum of four (4) years' of experience in a similar or related position;
- ii. Bachelor's degree in Business Administration or its equivalent qualifications or a relevant social science from a recognized and accredited institution;
- iii. Membership with relevant professional body of good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

## **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:-

- i. Implementing administrative services policies and procedures;
- ii. Ensuring general cleanliness in offices and Office's grounds;
- iii. Coordinating allocation of office accommodation;
- iv. Liaising with procurement unit to ensure provision of office equipment and materials;
- v. Ensuring utility bills are paid on time;
- vi. Preparation and updating of office equipment and furniture inventory;
- vii. Implementation of administrative service delivery initiatives;
- viii. Facilitating and processing foreign travel clearance;
- ix. Coordinating fleet maintenance and management;
- x. Coordinating meetings, conferences and other internal events;
- xi. Ensuring general maintenance is undertaken on schedule; and
- xii. Generating administrative reports on repairs and maintenance

## **D. Skills and Competences**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.



## **20. DATA PROTECTION OFFICER I - REGISTRATION, ODPC 6, ONE (1) POST - V/NO. 20/2022**

An officer at this level will work under supervision of a senior officer in charge of registration.

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 74,383 – 93,150 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Minimum of three (3) years' of experience in a similar or related position;
- ii. Bachelor's degree in any of the following fields: Law, Information Communication Technology, Social Sciences, Business Administration, Computer Science, or an equivalent from a recognized and accredited institution;
- iii. Membership with relevant professional body of good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Reviewing applications for registration;
- ii. Developing, reviewing and implementing registration and certification strategies, policies, processes and procedures;
- iii. Maintaining the register of Data Controllers and Data Processors;
- iv. Issuance of certificate of registration to data controllers and data processors;
- v. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## **21. DATA PROTECTION OFFICER 11 - REGISTRATION, ODPC 7, FOUR (4) POSTS - V/NO. 21/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Bachelor's degree in any of the following fields: Law, Information Communication Technology, Social Sciences, Business Administration, Computer Science, or an equivalent from a recognized and accredited institution;
- ii. Proficiency in computer applications.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Receiving and reviewing applications for registration;
- ii. Drafting registration and certification strategies, policies, processes and procedures;
- iii. Updating of the register of Data Controllers and Data Processors;
- iv. Issuance of certificate of registration to data controllers and data processors;
- v. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal Skills;
- iii. Communication skills;
- iv. Creativity and Innovativeness skills;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

## **22. DATA PROTECTION OFFICER I- INSPECTION AND COMPLIANCE, ODPC 6, ONE (1) POST - V/NO. 22/2022**

An officer at this level will work under supervision of a senior officer in charge of inspection and compliance.

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 74,383 – 93,150 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Minimum of three (3) years' of experience in a similar or related position;
- ii. Bachelor's degree in Law, Information Communication Technology, Social Science or their equivalent from a recognized and accredited institution;
- iii. Membership with relevant professional body of good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will involve:

- i. Conducting inspections and periodical audits of the processes and systems of the data controllers and data processors;
- ii. Reviewing data protection impact assessments submitted by data controllers and data processors ;
- iii. Review and implement inspection and compliance reports;
- iv. Reviewing evidence submitted by data controllers and data processors relating to information; privacy and security safeguards for cross-border data transfers;
- v. Issuing notifications of data breaches from Data Controllers and Data Processors;
- vi. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## **23. DATA PROTECTION OFFICER II - INSPECTION AND COMPLIANCE, ODPC 7, TWO (2) POSTS - V/NO. 23/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Bachelor's degree in Law, Information Communication Technology, Social Science or their equivalent from a recognized and accredited institution; and
- ii. Proficiency in computer applications.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will involve:

- i. Conduct inspections and periodical audits of the processes and systems of the data controllers and data processors;
- ii. Prepare draft guidelines and carrying out data protection impact assessments;
- iii. Prepare inspection and compliance reports;
- iv. Reviewing evidence submitted by data controllers and data processors relating to information; privacy and security safeguards for cross-border data transfers;
- v. Receive and process notifications of data breaches from Data Controllers and Data Processors;
- vi. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

## **24. DATA PROTECTION OFFICER I - COMPLAINTS AND INVESTIGATION, ODPC 6, ONE (1) POST - V/NO. 24/2022**

An officer at this level will work under supervision of a senior officer in charge of complaints and investigation.

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 74,383 – 93,150 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Minimum of three (3) years' of experience in a similar or related position;
- ii. Bachelor's degree in any of the following fields: Law, Information Communication Technology, Computer Science, Informatics or an equivalent from a recognized and accredited institution;
- iii. Membership with relevant professional body of good standing;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Review complaints on infringement of the rights under the Data Protection Act;
- ii. Conduct investigations on complaints made by data subjects or third party;
- iii. Identify systemic issues and recommend remedial measures and proactive action;
- iv. Establish and Maintain up to date complaints database;
- v. Implement complaints investigation reports; and
- vi. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## **25. DATA PROTECTION OFFICER II - COMPLAINTS AND INVESTIGATION, ODPC 7, TWO (2) POSTS - V/NO. 25/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Bachelor's degree in any of the following fields: Law, Information Communication Technology, Computer Science, Informatics or an equivalent from a recognized and accredited institution;
- ii. Proficiency in computer applications.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Receive complaints on infringement of the rights under the Data Protection Act;
- ii. Conduct investigations on complaints made by data subjects or third party;
- iii. Identify systemic issues and recommend remedial measures and proactive action;
- iv. Establish and Maintain up to date complaints database;
- v. Prepare complaints investigation reports; and
- vi. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

## **26. DATA PROTECTION OFFICER II - RESEARCH AND STRATEGY, ODPC 7, ONE (1) POST- V/NO. 26/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, a candidate must have:

- i. Bachelors' degree in any of the following fields: Economics, Statistics, Economics and Mathematics, Economics and Finance or Economics and Statistics from a recognized institution; and
- ii. Certificate in computer application skills from a recognized institution.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will involve:

- i. Collecting, collating and analyzing data of programmes;
- ii. Compiling sector-specific draft reports;
- iii. Preparing of policy briefs and reports on Data Protections;
- iv. Capturing data on budgetary requirements;
- v. Uploading information in the National Integrated Monitoring and Evaluation System (NIMES);
- vi. Conducting monitoring and evaluation of programmes;
- vii. Preparing Strategic Plans and Annual work plans;
- viii. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.



## **27. DATA PROTECTION OFFICER II - ADVOCACY AND COLLABORATION OFFICER, ODPC 7, ONE (1) POST - V/NO. 27/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an officer must have;

- i. Bachelor's degree in Economics, Social Sciences, Public Relations, Communications, Public Policy, Public Administration, International Relations, Media Studies its equivalent from a recognized and accredited institution; and
- ii. Proficiency in computer applications;

### **C. Duties and Responsibilities**

Duties and responsibilities at this level will entail:

- i. Developing, reviewing and implementing advocacy and collaboration strategies, policies and procedures;
- ii. Carrying out advocacy and stakeholder engagement;
- iii. Developing advocacy and collaboration content for Stakeholders;
- iv. Conducting public education and awareness on Personal Data Protection;
- v. Coordinating stakeholder engagement and public consultation activities;
- vi. Fostering local and international alliances to promote strategic linkages and partnerships, information and experience sharing.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

## **28. DATA PROTECTION OFFICER I- ENFORCEMENT, ODPC 6, ONE (I) POST - V/NO. 28/2022**

An officer at this level will work under supervision of a senior officer in charge of Enforcement.

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 74,383 – 93,150 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Minimum of three (3) years' of experience in a similar or related position;
- ii. Bachelor's degree in any of the following fields: Law, Information Communication Technology, Computer Science, Informatics or an equivalent from a recognized and accredited institution;
- iii. A Postgraduate Diploma in Law from the Kenya School of Law;
- iv. Membership with the Law Society of Kenya of good standing;
- v. Admission to the bar as an advocate of the High Court of Kenya;
- vi. Proficiency in Computer Applications;
- vii. Shown merit and ability as reflected in work performance.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Implementing enforcement notices;
- ii. Reviewing requests for obtaining warrant from the court to enter and search premises;
- iii. Reviewing and implementing penalty notices;
- iv. Establishing and maintaining a database of enforcement and penalty notices;
- v. Verifying information on entities to be served with penalty notices;
- vi. Reviewing request for preservation order from the court; and
- vii. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;

- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

## **29. DATA PROTECTION OFFICER II - ENFORCEMENT, ODPC 7, TWO (2) POSTS - V/NO. 29/2022**

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

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Bachelor's degree in any of the following fields: Law or an equivalent from a recognized and accredited institution;
- ii. Admission to the Bar as an advocate of the High Court of Kenya;
- iii. Proficiency in computer applications.

### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Drafting enforcement notices;
- ii. Drafting requests for obtaining warrant from the court to enter and search premises;
- iii. Drafting penalty notices;
- iv. Establishing and maintaining a database of enforcement and penalty notices;
- v. Collecting and collating information on entities to be served with penalty notices; and
- vi. Drafting request for preservation order from the court;
- vii. Any other duties assigned by the Supervisor.

### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;

- vi. Risk management skills;
- vii. Continuous learning skills.

### **30. HUMAN RESOURCE MANAGEMENT OFFICER II, ODPC 7, ONE (1) POST - V/ NO. 30/2022**

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

#### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 62,339 - 78,725 PM
ii. House Allowance	Kshs. 16,500 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

#### **B. Requirements for Appointment**

For appointment to this grade, an Officer must have:

- i. Bachelor's degree in Human Resource Management from a recognized and accredited institution;

**OR**

- i. i. A degree in Social Science and a Diploma in Human Resource Management or its equivalent from a recognized and accredited Institution or Certified Human Resource Professional Certificate (CHRP) (K); and
- ii. Proficiency in computer applications.

#### **C. Duties and Responsibilities**

Specific duties and responsibilities will entail:

- i. Verification of information relating to recruitment, appointment, transfers, human resource records and staff learning and development;
- ii. Processing of cases for Human Resource Management and Development Advisory Committee and implementation of decisions as approved by the Authorized Officer;
- iii. Entering data and maintain a database relating to human resource matters;
- iv. Carrying out operational functions of Human Resource management and development;
- v. Prepare and process monthly payroll;
- vi. Preparation of payroll audit reports;
- vii. Any other duties assigned by the Supervisor.

## **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

## **31. ACCOUNTANT I, ODPC 6, ONE (1) POST - V/NO. 31/2022**

An officer at this level will work under supervision of a senior officer in charge of finance and accounts.

### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 74,383 – 93,150 PM
ii. House Allowance	Kshs. 28,000 PM
iii. Commuter Allowance	Kshs. 6,000 PM
iv. Leave Allowance	Kshs. 15,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

### **B. Requirements for Appointment**

For appointment to this grade, a candidate must have;

- i. Minimum of three (3) years' of experience in a similar or related position;
- ii. Bachelor's degree in Commerce, Economics, Business Administration or its equivalent qualifications;
- iii. Certified Public Accountant (CPA) Part II qualification; and
- iv. Membership with relevant professional body of good standing;
- v. Proficiency in computer applications; and
- vi. Shown merit and ability as reflected in work performance and results.

### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail;

- i. Processing budgetary supply matters and control of expenditure commitments for the Office;
- ii. Evaluating and scrutinizing expenditure proposals and compile information required in the budgetary processes;
- iii. Processing annual and revised estimates of recurrent and development expenditures;
- iv. Budgeting for donor financed projects, reviewing financial implementation of such projects, and monitoring commitments, expenditures and reimbursements;

- v. Issuing receipts against all cash collections;
- vi. Maintain books of accounts in line with the regulations;
- vii. Carry out bank and petty cash reconciliation;
- viii. Prepare accounting reports and statements;
- ix. Make cash payments against approved payments documents;
- x. Collect cash withdrawal from bank and ensure safe custody;
- xi. Record fixed asset acquisition and update fixed assets register in the accounting systems;
- xii. Ensure timely accounting of imprest warrants and advances; and
- xiii. Enter data relating to suppliers' invoice/bills, credit notes and debit notes details into the accounting system.

#### **D. Skills and Competence**

The following core competencies and skills will be required;

- i. Supervisory Skills;
- ii. Technical skills;
- iii. Communication skills;
- iv. Problem solving skills;
- v. Report writing skills;
- vi. Creativity and Innovativeness;
- vii. Interpersonal skills.

### **32. PARALEGAL ASSISTANT II, ODPC 8, ONE (1) POST - V/NO. 32/2022**

An officer at this grade will work under supervision and guidance of a senior officer.

#### **A. Terms and Conditions of Service**

i. Basic Salary	Kshs. 44,114 - 66,376 PM
ii. House Allowance	Kshs. 10,000 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 10,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

#### **B. Requirements for Appointment**

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

- i. Diploma in Law, or its equivalent from a recognized and accredited institution.

#### **C. Duties and Responsibilities**

Specific duties and responsibilities at this level will entail;

- ii. Recording and filling process in the registers
- iii. Establishing and maintaining of registers;
- iv. File returns / affidavits of service;

- v. Perform clerical duties;
- vi. Manage the legal registry and document;
- vii. Collecting and collating information on entities to be served with penalty notices;
- viii. Serving enforcement notices.

#### **D. Skills and Competences**

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.

### **33. . DRIVER I, ODPC 9, ONE (1) POST - V/NO. 33/2022**

#### **Terms and Conditions of Service**

i. Basic Salary	Kshs. 37,763 - 45,192 PM
ii. House Allowance	Kshs. 6,750 PM
iii. Commuter Allowance	Kshs. 4,000 PM
iv. Leave Allowance	Kshs. 10,000 PA
v. Annual Leave	30 working days per Financial Year
vi. Medical Cover and other allowances	As provided by the ODPC
vii. Terms of Service	Permanent and pensionable

#### **B. Requirements for Appointment**

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

- i. Must have a minimum of three (3) years' of experience in a similar position;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) or its approved equivalent from a recognized institution;
- iii. Valid driving license for any of the classes of vehicles which the candidate is required to drive;
- iv. Refresher course for drivers lasting not less than one (1) week every three (3) years from Kenya Institute of Highways and Building Technology or any other recognized institution;
- v. First Aid Certificate course lasting not less than one (1) week from St. Johns
- vi. Ambulance or any other recognized institution;
- vii. Passed suitability test for Drivers Grade III;
- viii. Valid Certificate of Good Conduct from the Kenya Police Service; and
- ix. Shown merit and ability as reflected in work performance.

### C. Duties and Responsibilities

Specific duties and responsibilities at this level will entail:-

- i. Carrying out routine checks on the vehicle's cooling and oil systems, electrical system, tire pressure and brakes;
- ii. Detecting and report malfunctioning of vehicle systems;
- iii. Maintaining work ticket;
- iv. Driving the vehicles as authorized;
- v. Carrying out minor mechanical adjustments;
- vi. Ensuring security and safety of the vehicle on and off the road;
- vii. Maintaining safety of the passengers and/or goods therein;
- viii. Messengerial duties;
- ix. Maintaining cleanliness of the vehicle; and
- x. Maintenance and servicing of the vehicle as per manufacturer' schedule.

### D. Skills and Competence

The following core competencies and skills will be required;

- i. Analytical skills;
- ii. Interpersonal;
- iii. Communication skills;
- iv. Creativity and Innovativeness;
- v. Problem solving skills;
- vi. Risk management skills;
- vii. Continuous learning skills.



*Promoting data protection by design or by default*