

VACANCY ANNOUNCEMENT

The Independent Policing Oversight Authority (IPOA) is a state Authority created under an Act of Parliament No.35 of 2011, with the mandate of holding the police accountable to the public in the performance of their functions.

The Authority wishes to recruit results-oriented Kenyan citizens with drive, vision and creativity to fill the following vacant positions: -

No	Job Reference	Designation	Job Grade	Vacant Positions
1	IPOA/HR/06/2022	Director of Business Services	JG 2	1 post
2	IPOA/HR/07/2022	Head of Finance and Administration	JG 3	1 post
3	IPOA/HR/08/2022	Principal Administration Officer	JG 4	1 post
4	IPOA/HR/09/2022	Principal ICT Officer	JG 4	1 post
5	IPOA/HR/10/2022	Principal Procurement Officer	JG 4	1 post
6	IPOA/HR/11/2022	Principal Inspections Officer	JG 4	1 post
7	IPOA/HR/12/2022	Principal Monitoring Officer	JG 4	1 post
8	IPOA/HR/13/2022	Principal Complaints Management Officer	JG 4	1 post
9	IPOA/HR/14/2022	Principal Risk and Audit Officer	JG 4	1 post
10	IPOA/HR/15/2022	Senior Legal Officer	JG 5	2 post
11	IPOA/HR/16/2022	Senior Human Resource Officer	JG 5	1 post
12	IPOA/HR/17/2022	Senior Accountant	JG 5	1 post
13	IPOA/HR/18/2022	Senior Communications and Outreach Officer	JG 5	1 post
14	IPOA/HR/19/2022	Communications and Outreach Officer	JG 6	1 post
15	IPOA/HR/20/2022	Accountant II	JG 7	2 post

16	IPOA/HR/21/2022	Human Resource Assistant	JG 7	1 post
17	IPOA/HR/22/2022	Senior Driver	JG 8	6 post
18	IPOA/HR/23/2022	Support Staff - Kisumu	JG 9	1 post

How to apply:

Interested persons who meet the requirements should submit their application through Post Office, email or by hand delivery, clearly indicating the position and job reference number, on both the cover letter, envelope and email applications, together with **IPOA Employment form, a detailed CV, copies of academic certificates, national identity card, names and telephone contacts of three referees**, so as to reach the Authority by **Tuesday, 13th September, 2022** to:

**Director/Chief Executive Officer,
Independent Policing Oversight Authority,
1st Ngong Avenue, ACK Garden Annex, 2nd Floor,
P.O Box 23035 – 00100, NAIROBI.
Email: recruitment@ipoa.go.ke**

Detailed job descriptions and specifications for the above positions are available in our website www.ipoa.go.ke/careers

Upon offer of employment, the successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

- ✚ A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- ✚ A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- ✚ A valid Clearance Certificate from the Higher Education Loans Board (HELB);
- ✚ A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) and
- ✚ A Valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)

IPOA is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status. Canvassing will lead to automatic disqualification.

IPOA does not engage any recruitment agencies and no medical examination is required before one attends an interview. IPOA does not charge a fee at any stage of the recruitment process (application, shortlisting or interview).

Only shortlisted candidates will be contacted.

1. IPOA/HR/6/2022; DIRECTOR OF BUSINESS SERVICES, IPOA GRADE 2 (1 POSITION) (CONSOLIDATED SALARY KES. 320,000 - 470,000)

This is a performance based contract and may be renewed subject to satisfactory performance.

Job Title	Director of Business Services
Grade	2
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	The Chief Executive Officer
Direct Reports	Head Finance & Administration, Head ICT
Indirect Reports	Principal Accountant, Principal Administration Officer, Principal Database Administrator, Principal Systems Administrator
Job Purpose	
To provide leadership in management of finance and Accounting, ICT, Records and Administration services in the Authority as guided by the IPOA Act, PFM Act and other regulations.	
Key Responsibilities/ Duties / Tasks	
I. Managerial /supervisory responsibilities	
<ol style="list-style-type: none"> 1) Oversee the formulation, review and implementation of Finance, Records, Administration and ICT strategies, plans, policies and procedures; 2) Provide leadership in the operations of the Directorate; 3) Provide guidance in the preparation and utilization of the Authority's budget; 4) Spearhead the development and implementation of the Directorate's annual workplan and procurement plan; 5) Oversee compliance with all fiscal controls and statutory requirements 	

<p>in the Authority;</p> <ol style="list-style-type: none"> 6) Spearhead the design and implementation of internal controls in finance, accounts, ICT, records and administration. 7) Oversee the preparation of financial statements, management accounts and expenditure reports; 8) Oversee implementation of the ICT governance structure; 9) Provide leadership in establishment of structures and systems for administration, records and asset management; 10) Provide leadership, guidance, coaching and mentorship for the Directorate staff; 11) Manage employee performance management and competency development plans in the Directorate.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1) Coordinate maintenance of records for the Authority; 2) Coordinate preparation of management and statutory financial reports; 3) Review and approve Directorate annual work and procurement plan; 4) Coordinate implementation regulations, policies and procedures in the Directorate; 5) Approve accounting transactions and bank instructions; 6) Establish control systems and monitor compliance on Directorate operations; 7) Coordinate management response to both internal and external audit queries; 8) Provide advisory services on Directorate operations; 9) Recommend allocation of system responsibilities and banking mandates; 10) Provide secretariat services to the Board Finance and Administration Committee; 11) Provide advice on Business services to the Management and the Board; 12) Coordinate and chair the Directorate meetings; 13) Review and approve Directorate reports; 14) Mobilise resources for the Authority's operations. 15) Maintain custody of all logbooks and spare motor vehicle & motor cycle keys. 16) Supervise and appraise direct reports.
Job Dimensions:
I. Financial Responsibility
<ol style="list-style-type: none"> 1) An AIE holder for all expenditure lines including salary and wages 2) Approving purchase requisitions and procurement plan 3) Preparation of Authority budget and bidding for resources at the sector 4) Manage Directorates annual budget of approximately Kshs.16M 5) As an AIE holder, approve expenses up to Kshs. 400,000.00
II. Responsibility for Physical Assets

Responsible for all Authority's physical assets (ICT and office equipment, furniture, Kitchen equipment, Motor Vehicles, Asset registers, motor vehicle log books, motor cycle, accountable documents and general office records)	
III. Decision Making / Job Influence	
Responsible for strategic, managerial and operational decisions for the Directorate	
IV. Working Conditions	
Predominantly an office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<p>Master's degree in any of the following disciplines: - Business Administration, Financial Management or its equivalent qualification from a recognized institution</p> <p>Bachelor's degree in any of the following disciplines:- Commerce, Business Administration/Management, (Accounting/Finance option), or equivalent qualification from a recognized institution</p>	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1) Certified Public Accountant Finalist offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution 2) Certificate in either Corporate Governance or Strategic Leadership Development Program lasting not less than three (3) weeks from a recognized institution 3) Registered with ICPAK or any other relevant professional body 4) Familiarity with PFM Act, 2012, PFM Regulations, 2015 and International Public Sector Accounting Standards 5) Certificate in computer application skills 	
Previous relevant work experience required.	
Served in the position of Head of Finance and Administration at IPOA for a minimum period of three (3) years or fifteen (15) years in a comparable and relevant position of which three (3) must have been in a senior Financial management position in the public or private sector.	
Functional Skills, Behavioural Competencies/Attributes:	
Functional Skills	Behavioral Competencies/Attributes
<ol style="list-style-type: none"> 1) Strategic Leadership Skills 2) Financial Management Skills 3) Organization and Planning Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity

4) Dispute Resolution Skills 5) Decision Making Skills 6) Interpersonal Skills 7) Communication Skills 8) Negotiation Skills 9) Analytical Skills 10) Investigations skills	3) Team player 4) Creativity and innovation 5) Resilience
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2. IPOA/HR/02/2022: HEAD OF FINANCE AND ADMINISTRATION - JOB GRADE, IPOA 3, 1 POSITION (CONSOLIDATED SALARY KES. 236,000 – 351,000)

This is a performance based contract and may be renewed subject to satisfactory performance

Job Title	Head, Finance and Administration
Grade	3
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Director, Business Services
Direct Reports	Principal Accountant, Principal Administration Officer
Indirect Reports	Senior Accountant, Senior Administration Officer, Senior Records Management Officer
Job Purpose	
To provide leadership in the management of finance, accounting, records and administration services.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Coordinate the development and implementation of finance and administration strategies, policies and procedures in line with the organizational strategic objective;	

- 2) Coordinate day to day operations of finance, accounts, records and administration.
- 3) Coordinate employee performance and competency development plans in the department.
- 4) Coordinate development and implementation of departmental annual budget, procurement plan and work plans;
- 5) Provide leadership in establishment of mechanisms for implementing accountability structures, monitoring of departmental performance, supervision and progress reporting of tasks.
- 6) Coordinate compliance with fiscal controls and statutory requirements in the Authority.
- 7) Coordinate the preparation of financial statements, management accounts and expenditure report.
- 8) Provide leadership in establishment of structures and systems for administration, records and asset management.
- 9) Provide leadership, guidance, coaching and mentorship for the department staff.

II. Operational Responsibilities / Tasks

- 1) Supervise the maintenance of records for the Authority.
- 2) Supervise the preparation of management and statutory financial reports.
- 3) Review and approve the department's annual work and procurement plans.
- 4) Coordinate implementation of regulations, policies and procedures in the department.
- 5) Establish control systems and monitor compliance on departmental operations.
- 6) Coordinate finance, accounts, records, and administration responses to both internal and external audit queries.
- 7) Provide advisory services on departmental operations.
- 8) Provide advice on finance, accounts, records, and administration to the Management
- 9) Coordinate and chair the department's meetings;
- 10) Review and approve departmental reports;
- 11) Supervise and appraise direct reports.
- 12) Approve payments on IFMIS as Head of Accounting Unit
- 13) Prepare concept notes and funding proposals for resource mobilization
- 14) Review, certify and verify returns, documents, vouchers

Job Dimensions:

I. Financial Responsibility

Approve payments as Approver 2 (Alternate to DBS) on Internet Banking of CBK
Performs approvals in IFMIS as the Head of Accounting unit.

II. Responsibility for Physical Assets

Responsible for all department's physical assets (office equipment, furniture, Kitchen equipment, Motor Vehicles, Asset registers, motor vehicle log books,

motor cycle, accountable documents and general office records)	
III. Decision Making / Job Influence	
Responsible for strategic, managerial and operational decisions for the Department	
IV. Working Conditions	
Predominantly in an office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Master's degree in any of the following disciplines: - Business Administration, Financial Management or its equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
1) Certified Public Accountant III/Certified Public Secretaries offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution 2) Certificate in either Corporate Governance or Strategic Leadership Development Program lasting not less than three (3) weeks from a recognized institution. 3) Registered with ICPAK or any other relevant professional body 4) Certificate in computer application skills	
Previous relevant work experience required.	
Served in the grade of Principal Finance Officer/Chief Accountant for a minimum period of three (3) years at IPOA or twelve (12) years in a comparable and relevant position of which three (3) must have been in a management position in the public/private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Financial Management Skills 2) Organization and Planning Skills 3) Dispute Resolution Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Negotiation Skills 8) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

3. IPOA/HR/8/2022; PRINCIPAL ADMINISTRATION OFFICER, IPOA GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)

Job Title	Principal Administration Officer
Grade	4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Head, Finance & Administration
Direct Reports	Senior Administration Officer, Senior Records Management Officer
Indirect Reports	Transport Officer, Administration Officer, Records Management officer
Job Purpose	
To provide leadership in the management of general administration and records management services in the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Develop and implement administration and records management strategies, policies and procedures in line with the organizational strategic objective; 2) Coordinate day to day operations in administration and records management. 3) Coordinate employee performance and competency development plans in the unit. 4) Develop annual budget, procurement plan and work plans for administration and records management services; 5) Establish mechanisms for implementing accountability structures and monitor performance in administration and records management operations. 6) Supervise compliance with internal controls on transport, administration and records management. 7) Prepare monthly returns on fuel, vehicle tracking, repair and maintenance, and mileage. 8) Coordinate establishment of structures and systems for administration and records management. 9) Provide leadership, guidance, coaching and mentorship for administration	

<p>and records management personnel.</p> <p>10) Supervise day to day operations in administration and records management in.</p> <p>11) Develop and implement training and awareness programs on administration and records management.</p>
II. Operational Responsibilities / Tasks
<p>1) Coordinate implementation of administration and records management regulations, policies and procedures</p> <p>2) Review and approve annual work and procurement plans for the unit.</p> <p>3) Provide advisory services on administration and records management operations.</p> <p>4) Coordinate and chair administration and records management meetings;</p> <p>5) Review and approve administration and records management reports;</p> <p>6) Approve requisitions for administration and records management services.</p> <p>7) Coordinate inventory of assets and maintain custody of all motor vehicle & motor cycle keys and work tickets.</p> <p>8) Coordinate disaster management and emergency response activities.</p> <p>9) Coordinate implementation of administration and records management contracts</p> <p>10) Coordinate establishment of registries</p> <p>11) Supervise and appraise direct reports.</p>
Job Dimensions:
I. Financial Responsibility
Manage the administration and records management annual budget (currently Kshs 300 M).
II. Responsibility for Physical Assets
Responsible for all administration and records management assets (office equipment, furniture, Kitchen equipment, Motor Vehicles, Asset registers, motor vehicle log books, motor cycle, accountable documents and general office records)
III. Decision Making / Job Influence
The role is responsible for managerial and operational decisions
IV. Working Conditions
Predominantly works in office setting
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in Public/Business Administration, Sociology or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies

1) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized institution 2) Administrative Officers Examination 3) Be registered by a relevant professional body. 4) Proficiency in Computer Applications	
Previous relevant work experience required.	
Served in the grade of Senior Administration Officer for a minimum period of three (3) years or nine (9) years in a comparable and relevant position in the Public or Private Sector.	
Functional Skills, Behavioural Competencies/Attributes	
Functional Skills:	Behavioral Competencies/Attributes:
1) Financial Management 2) Record management 3) Organization and Planning 4) Dispute Resolution 5) Decision Making 6) Interpersonal 7) Communication 8) Negotiation 9) Analytical	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

**4. IPOA/HR/9/2022; PRINCIPAL ICT OFFICER, IPOA GRADE 4 (1 POSITION)-
(CONSOLIDATED SALARY KES. 184,000-279,000)**

Job Title	Principal ICT Officer
Grade	4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Information, Communications Technology (ICT)
Division	N/A
Section / Unit	N/A
Location / Workstation	The Headquarters
Reporting Relationships	
Reports to	Head of ICT
Direct Reports	Senior ICT Officer (Database/Systems/Network Administrator)
Indirect Reports	ICT Administrator, Helpdesk Analyst and Database & Systems Analyst
Job Purpose	
To coordinate management of ICT systems networks and database	
Key Responsibilities/ Duties / Tasks	

Managerial / Supervisory Responsibilities
<ol style="list-style-type: none"> 1) Coordinate the development and implementation of ICT strategies, policies and procedures in with the organizational strategic objective; 2) Coordinate competency development and knowledge management initiatives for leadership skills, technical and professional growth of ICT personnel 3) Supervise implementation of established ICT business processes; 4) Develop and implement coaching, mentorship and succession planning programs in the department; 5) Coordinate development and implementation of departmental annual budget, procurement plan and work plans; 6) Establish mechanisms for implementing accountability structures, monitoring of departmental performance, supervision and progress reporting of tasks. 7) Coordinate the management and administration of the outsourced ICT services. 8) Implement controls for the deployment and application of ICT personnel and equipment/resources. 9) Coordinate the development and management of ICT contracts and service level agreements. 10) Develop and implement ICT training and staff awareness programs. 11) Coordinate operation of the information management systems, data analytics systems, networks, database and data security systems. 12) Supervise the development of the ICT disaster recovery plan
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1) Review and upgrade ICT Systems to meet the Authority's needs 2) Coordinate development of specifications for ICT software and hardware. 3) Prepare departmental procurement plan for every financial year. 4) Coordinate vulnerability and system penetration tests 5) Coordinate implementation of ICT Infrastructure and Connectivity solutions 6) Coordinate the implementation of information management systems 7) Develop and submit timely ICT system updates and advisories. 8) Supervise spyware investigations for ICT equipment. 9) Develop and submit ICT reports 10) Coordinate the day to day ICT operations in the Authority. 11) Supervise and appraise direct reports. 12) Preparing technical systems and user documentation 13) Guiding on downtime procedures and business continuity to ensure that they are adopted successfully in their allocated local work area 14) Providing technical support and training new users in the use of system/ICT facilities and systems 15) Track and log ICT system process issues and incidents. 16) Coordinate servicing and maintenance of all the Information Communication Technology equipment
Job Dimensions:
I. Financial Responsibility

Coordinate the department's annual budget and procurement plan	
II. Responsibility for Physical Assets	
Responsible for all ICT equipment and consumables in the Authority (Servers, Firewall, Storage, Racks, ACs, Fire Suppression Systems Routers, Switches, Wireless Access Point, IP Telephony, Printers, Scanners and Shredders) and Office equipment	
III. Decision Making / Job Influence	
The role is responsible for making managerial and operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field assignments	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in any of the following: Information Technology, Computer Science or Business Information Technology from a recognized Institution.	
Professional Qualifications / Membership to professional bodies	
1) Certificate in Leadership Development Course lasting not less than four (4) weeks from a recognized institution 2) Professional certifications in ICT such as Certified Computer Network Professional (CCNP, CCNA, MCSE, MCSA, MCSD, Oracle Certified Database Administrator, CISM/CISA or their equivalent qualification from a recognized institution 3) Current membership of an ICT professional body	
Previous relevant work experience required.	
1) Served for a minimum period of three (3) years in the grade of Senior Information, Communications Technology (ICT) Officer or nine (9) years in Information, Communications Technology (ICT) or a comparable relevant position in the Public Sector or Private Sector 2) Must have in-depth knowledge and technical expertise in Information, Communications Technology (ICT) and a demonstrated professional competence in ICT work as reflected in work performance and results	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Strategic Leadership Skills 2) Financial Management Skills 3) Investigations Skills 4) Organization and Planning Skills 5) Dispute Resolution Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 10) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

11) Database management skills	
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5. IPOA/HR/10/2022; PRINCIPAL PROCUREMENT OFFICER, IPOA GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)

Job Title	Principal Procurement Officer
Grade	Grade 4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Office of the Chief Executive Officer
Department	Procurement
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Head of Procurement
Direct Reports	Senior Procurement Officer
Indirect Reports	Procurement Officer
Job Purpose	
To lead in supply chain management activities and policy application in the Department	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Implement policies, strategies, manuals, plans, procedures and standards pertaining to procurement services; 2) Lead in implementation of consolidated annual procurement plan for the Authority; 3) Coordinate coaching and mentorship for the Departmental staff; 4) Lead in employee performance management and competency development in the Department. 5) Prepare departmental annual budget, procurement plan and work plans;	
II. Operational Responsibilities / Tasks	
1) Lead the procurement Officers in procurement processes; 2) Coordinate implementation of Authority's procurement policies and procedures; 3) Coordinate implementation of consolidated annual procurement plan for	

<p>the Authority;</p> <ol style="list-style-type: none"> 4) Record proceedings of Departmental meetings; 5) Prepare procurement requisitions for effective procurement operations; 6) Provide briefs on implementation of procurement plan to the Head; 7) Prepare procurement operational work plans for approval; 8) Consolidate procurement data and information for quality statutory reports; 9) Prepare annual budget, work plan and procurement plan; 10) Guide procurement teams on stakeholders' engagements in procurement activities; 11) Prepare activity, monthly, quarterly, bi-annual performance and Annual reports for the Department; 12) Supervise and appraise direct reports and identify their training needs;
Job Dimensions:
I. Financial Responsibility
The role is responsible for standing imprest (approximately Kshs. 600,000)
II. Responsibility for Physical Assets
Responsible for all physical assets in the department (ICT, office furniture and equipment, monitoring tools and records, field equipment and machines)
III. Decision Making / Job Influence
Managerial and operational decisions in procurement processes
IV. Working Conditions
Predominantly in office with occasional field travel
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
A Bachelor's Degree in procurement/ Purchasing and supply or social sciences or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1) Diploma in procurement/supply chain management from a recognized institution 2) A member of Kenya Institute of Supplies Management (KISM) 3) Certificate in computer applications skills
Previous relevant work experience required.
Served in the grade of senior procurement officer for a minimum of three (3) years at IPOA or nine (9) years in a comparable and relevant position in the public or private sector.
Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:	Behavioral Competencies/Attributes:
1) Procurement management Skills 2) Leadership Skills 3) Planning Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Negotiation Skills 8) Analytical Skills 9) Report writing skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

6. IPOA/HR/11/2022; PRINCIPAL INSPECTIONS OFFICER, IPOA GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)

Job Title	Principal Inspections Officer
Grade	Grade 4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Inspections, Research and Monitoring
Department	Inspections
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters and Regional Offices
Reporting Relationships	
Reports to	Head of Inspections
Direct Reports	Senior Inspections Officers
Indirect Reports	Inspections Officers
Job Purpose	
To lead inspections of Police premises and detention facilities under the control of the National Police Service as per Sec. 6(e) of the IPOA Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Implement policies, strategies, manuals, plans, procedures and standards pertaining to inspections services; 2) Lead inspections of Police premises and detention facilities under the	

<p>control of the Service;</p> <p>3) Implement controls for deployment and application of inspections tools and equipment;</p> <p>4) Develop inspections concepts to professionalize police service;</p> <p>5) Lead in handling and resolution of complaints referred to the Directorate for inspections;</p> <p>6) Coach and mentor inspections teams;</p> <p>7) Prepare team annual workplans, budgets and procurement plans;</p>
II. Operational Responsibilities / Tasks
<p>1) Lead inspection teams in inspections operations;</p> <p>2) Coordinate rapid response action in case of any eventualities that demand inspections of police premises and detention facilities;</p> <p>3) Identify and mitigate safety and security risks in inspection operations;</p> <p>4) Provide tools and equipment for the inspections function;</p> <p>5) Record proceedings of Departmental operational meetings;</p> <p>6) Prepare procurement requisitions for effective inspection operations;</p> <p>7) Provide briefs on inspections of police premises and detention facilities to the Head;</p> <p>8) Prepare inspections work plans for approval;</p> <p>9) Consolidate inspections data and information for quality reports;</p> <p>10) Prepare inspections annual budget, workplan and procurement plan;</p> <p>11) Guide inspections teams on stakeholders' engagements in field operations;</p> <p>12) Prepare inspections concepts to inform inspections;</p> <p>13) Prepare activity, monthly, quarterly, bi-annual performance and Annual reports for the Department;</p> <p>14) Supervise and appraise direct reports and identify their training needs.</p>
Job Dimensions:
I. Financial Responsibility
Prepare Inspections Work Plans and the Budgets
II. Responsibility for Physical Assets
Responsible for all inspection's physical assets in the team (ICT, office furniture and equipment, inspection tools, reports and records, field equipment and machines)
III. Decision Making / Job Influence
Managerial and operational decisions.
IV. Working Conditions
Predominantly in office with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications	
Bachelor's Degree in Law, Public Administration, Criminology & Criminal Justice, Sociology, Political Science, Human Rights, Social Sciences, Military or Police degree or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
1) Senior Management Course lasting not less than three (3) weeks from a recognized institution. 2) Registered with a relevant professional body where applicable. 3) Computer application skills	
Previous relevant work experience required.	
Served for a minimum period of three (3) years in the grade of Senior Inspection Officer at IPOA or nine (9) years in a comparable and relevant position in the Public Service or the Private Service.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Inspections Skills 2) Leadership Skills 3) Financial Management Skills 4) Planning Skills 5) Decision Making Skills 6) Interpersonal Skills 7) Communication Skills 8) Negotiation Skills 9) Analytical Skills 10) Report writing skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

7. IPOA/HR/12/2022; PRINCIPAL MONITORING OFFICER, IPOA GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)

Job Title	Principal Monitoring Officer
Grade	Grade 4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Inspections, Research and Monitoring
Department	Monitoring
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters and Regional Offices

Reporting Relationships	
Reports to	Head of Monitoring
Direct Reports	Senior Monitoring Officers
Indirect Reports	Monitoring Officers
Job Purpose	
To lead monitoring of policing operations affecting members of the public as per Sec. 6(c) of the IPOA Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Implement policies, strategies, manuals, plans, procedures and standards pertaining to monitoring services; 2) Lead monitoring of policing operations affecting members of the public including the Internal Affairs Unit of the Service; 3) Implement controls for deployment and application of monitoring tools and equipment; 4) Develop monitoring concepts to professionalize police service; 5) Lead in handling and resolution of complaints referred to the Directorate for monitoring; 6) Coach and mentor monitoring teams; 7) Prepare team annual workplans, budgets and procurement plans; 	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1) Lead the monitoring teams in monitoring police operations; 2) Coordinate rapid response action in case of any eventualities that demand monitoring of police operation; 3) Identify and mitigate safety and security risks in monitoring police operations; 4) Provide tools and equipment for the monitoring function; 5) Record proceedings of Departmental operational meetings; 6) Prepare procurement requisitions for effective monitoring operations; 7) Provide briefs on monitoring of policing operations to the Head; 8) Prepare monitoring operational work plans for approval; 9) Consolidate monitoring data and information for quality reports; 10) Prepare monitoring annual budget, workplan and procurement plan; 11) Guide monitoring teams on stakeholders' engagements in field operations; 12) Prepare monitoring concepts to inform monitoring; 13) Prepare activity, monthly, quarterly, bi-annual performance and Annual reports for the Department; 14) Supervise and appraise direct reports and identify their training needs; 	
Job Dimensions:	
I. Financial Responsibility	

Prepare monitoring Work Plans and the Budgets	
II. Responsibility for Physical Assets	
Responsible for all monitoring physical assets in the team (ICT, office furniture and equipment, monitoring tools and records, field equipment and machines)	
III. Decision Making / Job Influence	
Managerial and operational decisions.	
IV. Working Conditions	
Predominantly in office with occasional field travel	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in Law, Public Administration, Criminology & Criminal Justice, Sociology, Political Science, Human Rights, Social Sciences, Military or Police degree or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1) Senior Management Course lasting not less than three (3) weeks from a recognized institution. 2) Registered with a relevant professional body where applicable. 3) Computer application skills 	
Previous relevant work experience required.	
Served for a minimum period of three (3) years in the grade of Senior Monitoring Officer at IPOA or nine (9) years in a comparable and relevant position in the Public Service or the Private Service.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Human Rights Monitoring Skills 2) Leadership Skills 3) Planning Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Negotiation Skills 8) Analytical Skills 9) Report writing skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

**8. IPOA/HR/13/2022; PRINCIPAL COMPLAINTS MANAGEMENT OFFICER, IPOA
GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)**

Job Title	Principal Complaints Management Officer
Grade	4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Complaints Management and Legal Services
Department	Complaints Management and Call Centre
Division	Complaints Management
Section / Unit	N/A
Location / Work Station	The Headquarters and Regional Offices
Reporting Relationships	
Reports to	Head of Complaints Management and Call Centre
Direct Reports	Senior Complaints Management Officer
Indirect Reports	Complaints Management Officer I
Job Purpose	
To lead in receipt and processing of complaints against members of the Service as provided under Section 6 and 24 of the IPOA Act.	
Key Responsibilities/ Duties / Tasks	
Managerial/ Supervisory Responsibilities	
1) Implement policies, strategies, manuals, plans, procedures and standards pertaining to complaints management services; 2) Lead in receipt and processing of complaints against members of the Service; 3) Implement controls for deployment and application of complaints management tools and equipment; 4) Implement complaints management work plans; 5) Review of patterns and trends of police misconduct; 6) Implement complaints management systems; 7) Supervise, coach and mentor the complaints management officers; 8) Manage employee performance management and competency development plans in the complaints management division.	
II. Operational Responsibilities / Tasks	
1) Lead complaints management teams in receipt and processing of complaints; 2) Coordinate preliminary inquiries on complaint received; 3) Guide in handling, resolving, tracking, referring and giving feedback on complaints as necessary;	

4) Identify and mitigate safety and security risks in complaint management; 5) Provide tools and equipment for effective complaint management function; 6) Coordinate Divisional meetings; 7) Prepare procurement requisitions for effective complaint management operations; 8) Provide briefs on complaints management to the Head; 9) Prepare complaint management operational work plans for approval; 10) Consolidate complaint management data, information and records for strategic interventions and reports; 11) Prepare complaints management annual budget, work plan and procurement plan; 12) Guide complaints management teams on stakeholders' engagements; 13) Prepare activity, monthly, quarterly, bi-annual performance and Annual reports for the Division; 14) Supervise and appraise direct reports and identify their training needs;
Job Dimensions:
I. Financial Responsibility
Prepare Complaints Management Work Plans and the Budgets
II. Responsibility for Physical Assets
Responsible for complaints management physical assets in the team (ICT, office furniture and equipment, complaint management tools, records and machines)
III. Decision Making / Job Influence
Managerial and operational decisions.
IV. Working Conditions
Predominantly in office with occasional field travel
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
A Bachelor's degree in any of the following discipline: Law, Criminology, Dispute Resolution, Counselling Psychology, Social Sciences or equivalent qualifications from a recognized institution;
Professional Qualifications / Membership to professional bodies
1) Registered with a relevant Professional Body where applicable; 2) A Certificate in Senior Management Course from a recognized institution; 3) Certificate in computer application skills;
Previous relevant work experience required.
Served for a minimum period of three (3) years in the grade of either Senior Complaints Management Officer or for a period of nine (9) years in Complaints

services in the Public Service or Private Sector;	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Complaint Management Skills 2) Leadership Skills 3) Financial Management Skills 4) Planning Skills 5) Decision Making Skills 6) Interpersonal Skills 7) Communication Skills 8) Counselling skills 9) Dispute resolutions skills 10) Analytical Skills 11) Report writing skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

9. IPOA/HR/14/2022; PRINCIPAL RISK AND AUDIT OFFICER, IPOA GRADE 4 (1 POSITION)- (CONSOLIDATED SALARY KES. 184,000-279,000)

Job Title	Principal Risk and Audit Officer
Grade	4
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Office of The Chief Executive Officer.
Department	N/A
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Head of Risk & Audit
Direct Reports	Senior Risk & Audit Officer
Indirect Reports	Risk Officer, Audit Officer
Job Purpose	
To lead in provision of independent and objective quality assurance in the Authority's systems and processes as per Public Audit Act 2015.	
Key Responsibilities/ Duties / Tasks	

I. Managerial / Supervisory Responsibilities
<ul style="list-style-type: none"> 1) Coordinate review of internal audit strategies, policies, procedures, and guidelines 2) Coordinate implementation of annual internal audit plan. 3) Manage audit reviews for risk management process and internal controls. 4) Spearhead internal controls and monitoring functions related to risk management, compliance, security, ethics, and environmental issues. 5) Lead the implementation of risk assessment and management guidelines. 6) Audit programs and testing procedures to ensure appropriateness for the areas in scope. 7) Coordinate implementation of internal audit systems in accordance with International Auditing Standards 8) Supervise, coach and mentor departmental staff. 9) Coordinate employee performance management and competency development in the department.
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> 1) Develop standards, procedures and guidelines for internal audit 2) Develop and design risk based audit plans, programmes and working papers 3) Prepare schedules and tools for enterprise risk management. 4) Prepare Internal Audit reports for presentation to Management and Audit Committee of the Board; 5) Update and implement the IPOA risk management framework 6) Review the internal framework and monitor compliance 7) Assess the Authority's performance and governance processes for improvement 8) Prepare quarterly risk reports for presentation to Management and Audit Committee of the Board; 9) Coordinate continuous risk assessment and evaluations of departments
Job Dimensions:
I. Financial Responsibility
Prepare departmental annual work plan and budget as well as the Procurement plan.
II. Responsibility for Physical Assets
Responsible for the physical assets allocated to aid in executing their work (ICT Equipments, Office Furniture and Records)
III. Decision Making /Job Influence
The role is responsible for making managerial decisions for a team.
IV. Working Conditions

Predominantly in an office setting with occasional field travels.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's degree in Commerce (Finance or Accounting Option), Business Administration (Accounting Option), Information Technology; or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
1) Passed part III of Certified Public Accountants (CPA) Kenya examination or equivalent qualification from recognized institution. 2) Certificate in Senior Management Course. 3) Be a member of a recognized and relevant professional body like ICPAK, IIA or ISACA. 4) A certificate in computer application skills.	
Previous relevant work experience required.	
Served in the grade of Senior Internal Auditor, for a minimum period of three (3) years or nine (9) years in a comparable and relevant position in the Public or Private Sector.	
Functional Skills, Behavioural Competencies/Attributes:	
Functional Skills	Behavioural Competencies/Attributes:
1) Leadership Skills 2) Financial Management Skills 3) Investigations Skills 4) Organization and Planning Skills 5) Dispute Resolution Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 10) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation. 5) Resilience. 6) Assertiveness.

**10.IPOA/HR/15/2022: SENIOR LEGAL OFFICER, IPOA GRADE 5 (2 POSITIONS)-
(CONSOLIDATED SALARY KES. 122,000-202,000)**

Job Title	Senior Legal Officer
Grade	5
Corporation/Organization	Independent Policing Oversight Authority

Directorate	Complaints Management and Legal Services
Department	Legal Services
Division	N/A
Section / Unit	N/A
Location / Workstation	The headquarters and Regional offices
Reporting Relationships	
Reports to	Principal Legal Officer
Direct Reports	Legal Officer and Court Process Server
Indirect Reports	N/A
Job Purpose	
To provide professional legal services to the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1) Assist in implementation of strategies, policies, plans, standards, guidelines, and procedures 2) Supervise training and development of staff in the department. 3) Representation the Authority in legal, civil and criminal court proceedings and Alternative Dispute Resolution Mechanisms 4) Supervise review of investigation files 5) Supervise monitoring of prosecution matters within the Authority's mandate 6) Assist in negotiating, drafting, and reviewing of contracts, MoUs and other agreements on behalf of the Authority. 7) Assist in coordination of case conferencing on investigation files; 8) Prepare statutory performance and annual reports; 9) Coach and mentor legal officers 	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1) Prepare advisory opinions on complaints and cases referred to legal for review 2) Supervise analysis of evidence in completed investigation files 3) Prepare legal opinions and reports as required 4) Represent the Authority in legal, civil and criminal court proceedings and ADR processes 5) Prepare and supervise drafting of pleadings for filing in court 6) Review legal opinions/advice and report on legal matters 7) Review contracts and leases for approval 8) Supervise development of MOUs with relevant state and non-state actors 	

9) Supervise formulation and review of legal policies and practices	
10) Supervise, coach and mentor Legal Officers	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for assigned office furniture and equipment	
III. Decision Making / Job Influence	
The role is responsible for operational decisions	
IV. Working Conditions	
The job is mainly performed in office setting with occasional field visits and court attendances.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
A Bachelor's degree in Law or equivalent qualifications from a recognized institution	
Professional Qualifications / Membership to professional bodies	
1) Registered as an Advocate of the High Court of Kenya 2) Post graduate Diploma in legal studies 3) Member of Law Society of Kenya 4) Holds a current practicing certificate 5) Certificate in computer application skills	
Previous relevant work experience required.	
Served for a minimum period of three (3) years as a Legal Officer at IPOA or for a period of six (6) years in Legal services, public service or private sector.	
Functional Skills, Behavioural Competencies/Attributes:	
Functional Skills,	Behavioral Competencies/Attributes:
1) Legal Research Skills 2) Supervisory Skills 3) Planning Skills 4) Decision Making Skills 5) Analytical skills 6) Report writing skills 7) Interpersonal Skills 8) Communication Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

9) Negotiation Skills	
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11.IPOA/HR/16/2022: SENIOR HUMAN RESOURCE OFFICER, IPOA GRADE 5 (1 POSITION)- (CONSOLIDATED SALARY KES. 122,000-202,000)

Job Title	Senior Human Resource Officer
Grade	5
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Office of the Chief Executive Officer
Department	Human Capital
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Principal Human Resource Officer
Direct Reports	Human Resource Officer
Indirect Reports	Human Resource Assistant
Job Purpose	
To implement human resource strategies, plans, programmes, policies and procedures for compliance and improved employee engagement.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1) Provide support in implementation of human resource strategies, policies and procedures in with the organizational strategic objective; 2) Provide support in implementation of human resource business processes; 3) Provide support in implementation of competitive remuneration, grading and benefits structure; 4) Provide support in implementation of staff welfare, safety and health schemes; 5) Coach and mentor direct reports.	
II. Operational Responsibilities / Tasks	
1) Implement departmental annual budget, procurement plan and work plans;	

- 2) Prepare human resource management plans;
- 3) Prepare reports on human resource management business processes;
- 4) Administer salaries, allowances, gratuity and other benefits;
- 5) Coordinate staff events;
- 6) Review human resource information system, employee and general records;
- 7) Undertake training needs assessment and review training evaluation reports;
- 8) Compile data on corporate annual staff performance appraisal;
- 9) Coordinate periodic staff awareness on human resource policies, procedures and programmes;
- 10) Coordinate orientation and induction of new staff to familiarize with the organization;
- 11) Provide HR administrative support to line functions;
- 12) Administer staff pension, medical and other insurance schemes;
- 13) Provide secretariat services to various HR committees;
- 14) Register staff complaints and grievances;
- 15) Supervise and appraise direct reports.

Job Dimensions:

I. Financial Responsibility

Administer staff payroll.

II. Responsibility for Physical Assets

Responsible for human resource physical assets (ICT, office furniture and equipment, Records, data, general employee information and confidential information).

III. Decision Making / Job Influence

Operational decisions.

IV. Working Conditions

Predominantly in an office setting.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- 1) Bachelor's degree in Human Resource Management/Development, Industrial Relations, Business Administration (Human Resource Option) or equivalent qualification from a recognized Institution;
- OR
- 2) Bachelor's degree in Social Sciences with a Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution;

Professional Qualifications / Membership to professional bodies

- 1) Completed Certified Human Resource Professionals Part II (CHRP II)
- 2) Registered as a professional full member with Institute of Human Resource

Management (IHRM) 3) Certificate in computer application skills	
Previous relevant work experience required.	
Served in the grade of Human Resource Officer for a minimum period of three (3) years or six (6) years in a comparable and relevant position in the Public or Private Sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Supervisory Skills 2) Organization and Planning Skills 3) Problem solving Skills 4) Dispute Resolution Skills 5) Counseling Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 10) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

**12.IPOA/HR/17/2022: SENIOR ACCOUNTANT, IPOA GRADE 5 (1 POSITION)-
(CONSOLIDATED SALARY KES. 122,000-202,000)**

Job Title	Senior Accountant
Grade	5
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Principal Accountant
Direct Reports	Accountants
Indirect Reports	Accountant II

Job Purpose
To maintain effective budgetary controls through commitment of expenditure in the vote book and preparation of reports for decision making.
Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ol style="list-style-type: none"> 1) Develop and implement standard operating procedures in finance and accounting. 2) Supervise day to day operations of finance and accounts 3) Develop employee performance targets and competency development plans. 4) Prepare procurement and work plans; 5) Implement established accountability structures in finance and accounting operations. 6) Implement fiscal controls and statutory requirements in the Authority. 7) Supervise preparation of bank reconciliation statements. 8) Implement established structures and systems for asset and financial management.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1) Validate financial transactions in IFMIS system for posting to appropriate ledger accounts 2) Supervise filing of accounting and finance documents and records. 3) Prepare ledger reconciliation for manual and IFMIS generated reports. 4) Vote purchase orders, requisitions and other payments in IFMIS system and sign accountable documents. 5) Prepare annual and Monthly cash flow plan in IFMIS system 6) Endorse Exchequer requisition in IFMIS system. 7) Supervise regular cash counts. 8) Prepare unit reports; 9) Supervise and appraise direct reports. 10) Supervise filing of statutory returns 11) Prepare financial/expenditure returns reports. 12) Carry out asset inventory and supervise asset targeting. 13) Implement fiscal controls and internal control systems in finance and accounting.
Job Dimensions:
I. Financial Responsibility
The role is responsible for validation of all financial transactions.
II. Responsibility for Physical Assets
Responsible for physical assets assigned to him/her (office equipment, furniture, accountable documents and general office records)

III. Decision Making / Job Influence	
The role is responsible for operational decisions.	
IV. Working Conditions	
Predominantly in an office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's degree in Commerce Business Administration/Management, Accounting/Finance option), or equivalent qualification from a recognized institution	
Professional Qualifications / Membership to professional bodies	
1) Certified Public Accountant III offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution 2) Certificate in computer application skills	
Previous relevant work experience required.	
Served in IPOA the grade of Finance Officer/Accountant for a minimum period of three (3) years or six (6) years in a comparable and relevant position in the Public or Private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Financial Management Skills 2) Organization and Planning Skills 3) Dispute Resolution Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Negotiation Skills 8) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

**13.IPOA/HR/18/2022: SENIOR COMMUNICATIONS AND OUTREACH OFFICER
IPOA GRADE 5 (1 POSITION)- (CONSOLIDATED SALARY KES. 122,000-
202,000)**

Job Title	Senior Communications & Outreach Officer - Protocol
Grade	Grade 5
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Office of the Chief Executive Officer
Department	Communications & Outreach
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Principal Communications and Outreach Officer
Direct Reports	Communications and Outreach Officer
Indirect Reports	Customer Care Officer I
Job Purpose	
To implement Communications Strategy, policies and procedures in the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
Guide mentor and coach a team	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1) Prepare and coordinate dissemination of the Authority's magazine/ newsletter. 2) Coordinate the logistics and participate in the Authority's social responsibility programs and community outreach activities to disseminate and promote the Authority's policies, programs and projects 3) Research and prepare responses to IPOA website and social sites. 4) Maintain a positive Authority's image and developing trends 5) Communicating and educating the public about the organization programs and activities. 6) Implement risk mitigation in the department 7) Implementing individual work plan 8) Prepare drafts of reports for review 	

9) Monitoring developments in the media and advise on trends on the Authority's mandate 10) Undertake induction of newly recruited Communication Officers, Customer Care officers	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
1) ICT Equipment 2) Office furniture	
III. Decision Making / Job Influence	
The role is responsible for making operational decisions for a team	
IV. Working Conditions	
The job is mainly performed in office setting with frequent field visits on outreach programs.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in Communication, Public Relations, Mass Communication, Journalism or any related course from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
1) Attended a Senior Management Course from a recognized institution. 2) Registered with Public Relations Society of Kenya 3) Certificate in Computer Applications	
Previous relevant work experience required.	
Served for a minimum of three (3) years in the grade of communication and outreach officer at IPOA or six (6) years in a comparable and relevant position in the public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Interpersonal Skills 2) Communication Skills 3) Negotiation and Strategic Thinking Skills 4) Written Communication e.g. Speech writing 5) ICT and Graphic Design Skills 6) Photography and Video	1) Transparency & Accountability 2) Ethics & Integrity 3) Team player 4) Good public speaker 5) Creativity 6) Attention to detail

Production Skills 7) Editing skills 8) Advocacy Skills	
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**14.IPOA/HR/19/2022: COMMUNICATIONS AND OUTREACH OFFICER, IPOA
GRADE 6 (1 POSITION)- (CONSOLIDATED SALARY KES. 90,000-130,000)**

Job Title	Communications & Outreach Officer
Grade	Grade 6
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Chief Executive Officer's Office
Department	Communications & Outreach
Division	N/A
Section / Unit	N/A
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Communications & Outreach Officer
Direct Reports	Customer Care Officer I
Indirect Reports	Customer care II
Job Purpose	
To implement Communications Strategy, policies and procedures in the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
Mentor and coach Customer Care Officers/Assistants	
II. Operational Responsibilities / Tasks	
1) Prepare content to realize an up to date website and other social media platforms. 2) Use audio-visual tools including cameras and videos to generate content. 3) Receipt and distribution of mails. 4) Research and prepare regular updates for posting on IPOA website and social media 5) Assist other departments to organize and coordinate communication and	

<p>outreach activities and events.</p> <p>6) Maintain press summaries and other multimedia contents.</p> <p>7) Prepare daily media briefs.</p> <p>8) Assist in the preparation of press releases, conferences, supplements and press briefs on the Authority's programs and activities.</p> <p>9) Prepare and disseminate the Authority's magazine and newsletters.</p> <p>10) Assist in organization and preparation of forums where authority policies, programs and projects can be propagated and promoted.</p> <p>11) Conduct corporate social responsibility and public education programs.</p> <p>12) Conduct sensitizing of the public on the Authority's programs and activities.</p> <p>13) Assist in the implementation IPOA Communication policy.</p>	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
<p>1) ICT Equipment</p> <p>2) office furniture</p>	
III. Decision Making / Job Influence	
The role is responsible for making operational decisions for a team	
IV. Working Conditions	
The job is mainly performed in office setting with frequent field visits for outreach activities	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<p>1) Bachelor's degree in Public Relations /Communications, Mass Communication, Journalism or equivalent qualification from a recognized institution</p> <p>2) Certificate in computer application skills</p>	
Professional Qualifications / Membership to professional bodies	
Membership to relevant professional body.	
Previous relevant work experience required.	
N/A	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<p>1) Interpersonal Skills</p> <p>2) Communication Skills</p>	<p>1) Transparency and Accountability</p> <p>2) Ethics and Integrity</p>

3) Negotiation and Strategic Thinking Skills 4) Written Communication e.g. Speech writing 5) ICT and Graphic Design Skills 6) Photography and Video Production Skills 7) Editing skills 8) Advocacy Skills	3) Team player 4) Creativity 5) Attention to detail
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**15.IPOA/HR/20/2022; ACCOUNTANT II, JOB GRADE, IPOA 7 (2 POSITIONS) –
(CONSOLIDATED SALARY KES. 64,500 – 97,500)**

Job Title	Accounts Assistant
Grade	7
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Accountant
Direct Reports	Interns and Volunteers
Indirect Reports	N/A
Job Purpose	
To file and maintain payment vouchers, imprest surrenders, and document registers.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
1) Receive and verify approved memos and supplier documents in accordance	

with established financial policies and procedures. 2) Capture invoices/certificate of contract into the system; 3) Maintain petty cash float for office use. 4) Maintain accounting files and records. 5) Sort and dispatch vouchers and imprest for signing 6) Maintain the account registry. 7) Compute routine financial and statistical records. 8) Dispatch letters and correspondences in finance.	
Job Dimensions:	
I. Financial Responsibility	
The role is not responsible for any financial aspects	
II. Responsibility for Physical Assets	
Responsible for physical assets (office equipment, furniture, accountable documents and general office records)	
III. Decision Making / Job Influence	
The role is responsible for operational decisions	
IV. Working Conditions	
Predominantly in an office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Diploma in Accounting	
Professional Qualifications / Membership to professional bodies	
1) Certified Public Accountant II offered by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution. OR 2) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification. 3) Certificate in computer application skills with a bias in accounting packages	
Previous relevant work experience required.	
N/A	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:

1) Financial Management Skills 2) Organization and Planning Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience
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16.IPOA/HR/21/2022; HUMAN RESOURCE ASSISTANT, JOB GRADE, IPOA 7 (1 POSITION) – (CONSOLIDATED SALARY KES. 64,500 – 97,500)

Job Title	Human Resource Assistant
Grade	7
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Office of the Chief Executive Officer
Department	Human Capital
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Human Resource Officer
Direct Reports	Interns and Volunteers
Indirect Reports	N/A
Job Purpose	
To assist in implementation of human resource strategies, plans, programmes, policies and procedures for compliance and improved employee engagement.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
Coach and mentor interns.	
II. Operational Responsibilities / Tasks	
1) Compile data for processing of recruitments, appointments, promotions, placement/deployment, training and development, leave, disciplinary and staff welfare; 2) Assist in implementation of HR policies and procedures, rules and regulations;	

3) Prepare working documents to facilitate processing of salaries, allowances, gratuity and other benefits; 4) Collect, collate, compile and update human resource bio data; 5) Update the staff leave inventory and roaster and ensure it is up to date; 6) Provide HR administrative support to other departments when required; 7) Receive and compile complaints and listen to staff grievances; 8) Assist in processing staff training and capacity building programmes; 9) Support in implementation staff welfare programs and activities; 10) Collect, collate and compile data to facilitate update of staff establishments; 11) File human resource records and maintain the departmental registry; 12) Collect, collate, compile and update data on staff medical and other insurance schemes 13) Draft letters for daily correspondences	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for human resource physical assets (ICT, office furniture and equipment, Records, data, general employee information and confidential information).	
III. Decision Making / Job Influence	
Operational decisions.	
IV. Working Conditions	
Predominantly in an office setting.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Diploma in any of the following disciplines: Human Resource Management/Development, Industrial Relations or equivalent qualifications from a recognized institution	
Professional Qualifications / Membership to professional bodies	
Certificate in computer application skills	
Previous relevant work experience required.	
N/A	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:

1) Organization and Planning Skills 2) Problem solving Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Negotiation Skills 7) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence
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**17.IPOA/HR/22/2022; SENIOR DRIVER, JOB GRADE, IPOA 8 (1 POSITION) –
(CONSOLIDATED SALARY KES. 53,000 – 83,000)**

Job Title	Senior Driver
Grade	8
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters
Reporting Relationships	
Reports to	Assistant Administration Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To drive the assigned vehicle	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
1) Drive the assigned vehicle 2) Service and maintain motor vehicles 3) Detect and report malfunctioning of the vehicle systems; 4) Maintain work ticket (s) for vehicle (s) assigned; 5) Maintain security and safety of the vehicle on and off the road 6) Maintain cleanliness of the vehicle(s);	

7) Administer first aid in the event of an accident;	
8) Guide, coach and mentor junior drivers	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for assigned motor vehicle and keys and other equipment assigned to him/her (office equipment, furniture, work tickets)	
III. Decision Making / Job Influence	
Operational decisions.	
IV. Working Conditions	
Works predominantly in the field with occasional office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) and above or its equivalent qualification.	
Professional Qualifications / Membership to professional bodies	
1) Served in the grade of Driver II for a minimum period of three (3) years or five (5) years in a comparable and relevant position in the Public or Private sector; 2) Passed Occupational Trade Test I for drivers conducted by the relevant Government Ministry/Department; 3) Valid driving license free from any current endorsement(s) for class(s) of vehicle(s) an officer is required to drive; 4) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution; 5) A certificate in Refresher Course for drivers at Kenya Institute of Highway and building Technology (KIHBT) or any other recognized institution; 6) First-Aid Certificate lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution; 7) A valid Certificate of Good conduct from the Directorate of Criminal Investigations (DCI)	
Previous relevant work experience required.	
A minimum of at least (6) years driving experience	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:

1) Transport and fleet management skills 2) Organization and Planning Skills 3) Mechanical skills 4) Driving 5) Decision Making 6) Interpersonal Skills 7) Communication Skills 8) Defensive driving, 9) First aid skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience
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18.IPOA/HR/23/2022; SUPPORT STAFF – KISUMU OFFICE, JOB GRADE, IPOA 9 (1 POSITION) – (CONSOLIDATED SALARY KES. 37,000 – 59,000)

Job Title	Support Staff II
Grade	9
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Business Services
Department	Finance and Administration
Division	N/A
Section / Unit	N/A
Location / Work Station	The Headquarters and Regional Offices
Reporting Relationships	
Reports to	Support Staff I
Direct Reports	Interns and volunteers
Indirect Reports	N/A
Job Purpose	
To provide hospitality and general support services.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
Supervise outsourced service providers and general office repairs.	
II. Operational Responsibilities / Tasks	
Assist in; 1) Providing general office administration duties 2) Providing support services to the Authority	

3) Recording, delivering and distributing of internal and external mails 4) Performing customer care duties including receptionist duties when needed 5) Maintaining a record of office consumables and franking machine	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for assigned motor cycle, keys, office and kitchen equipment and other equipment assigned to him/her (office equipment, furniture, work tickets, franking machine)	
III. Decision Making / Job Influence	
The role is responsible for operational decisions.	
IV. Working Conditions	
Works predominantly in the office setting	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) and above or its equivalent qualification.	
Professional Qualifications / Membership to professional bodies	
1) Public health clearance certificate 2) Certificate in computer application skills from a recognized institution	
Previous relevant work experience required.	
1) Have at least two years' relevant experience.	
Functional Skills, Behavioural Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Motor cycle riding skills 2) Organization and Planning Skills 3) Mechanical skills 4) Decision Making Skills 5) Interpersonal Skills 6) Basic catering 7) Communication Skills 8) Customer care skills 9) First aid skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

ENDS