



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 Position	
1	IPOA/HR/01/2024	Deputy Director, Human Resource Management and Administration	Grade 3	1 Post	Apply
2	IPOA/HR/02/2024	Senior Assistant Director, Finance	Grade 4	1 Post	Apply
3	IPOA/HR/03/2024	Senior Assistant Director, Human	Grade 4	1 Post	Apply
4	IPOA/HR/04/2024	Senior Assistant Director, Inspections	Grade 4	1 Post	Apply
5	IPOA/HR/05/2024	Senior Assistant Director, Investigations (Re-advertisement)	Grade 4	1 Post	Apply
6	IPOA/HR/06/2024	Assistant Director, Administration	Grade 5	1 Post	Apply
7	IPOA/HR/07/2024	Assistant Director, Counselling Services	Grade 5	1 Post	Apply
8	IPOA/HR/08/2024	Assistant Director, Regional Office	Grade 5	1 Post	Apply
9	IPOA/HR/09/2024	Assistant Director, Security Services	Grade 5	1 Post	Apply

No	Job Reference	Designation	Job Grade	Vacant Position	
10	IPOA/HR/10/2024	Principal Inspections Officer	Grade 6	1 Post	Apply
11	IPOA/HR/11/2024	Principal Monitoring Officer	Grade 6	1 Post	Apply
12	IPOA/HR/12/2024	Principal Planning	Grade 6	1 Post	Apply
13	IPOA/HR/13/2024	Principal Office Administrator	Grade 6	1 Post	Apply
14	IPOA/HR/14/2024	Database and Applications	Grade 9	2 Posts	Apply
15	IPOA/HR/15/2024	Inspections Officer II	Grade 9	2 Posts	Apply
16	IPOA/HR/16/2024	Investigations Officer II	Grade 9	2 Posts	Apply
17	IPOA/HR/17/2024	Forensic Officer II	Grade 9	2 Posts	Apply
18	IPOA/HR/18/2024	Call Centre Officer II	Grade 9	2 Posts	Apply
19	IPOA/HR/19/2024	Accountant II	Grade 9	1 Post	Apply
20	IPOA/HR/20/2024	Office Administrator II	Grade 9	1 Post	Apply
21	IPOA/HR/21/2024	Security Officer II	Grade 9	1 Post	Apply
22	IPOA/HR/22/2024	Supply Chain Management Officer II	Grade 9	1 Post	Apply
23	IPOA/HR/23/2024	Communications Officer II (Videography)	Grade 9	1 Post	Apply
24	IPOA/HR/24/2024	Planning Officer II	Grade 9	1 Post	Apply
25	IPOA/HR/25/2024	Legal Officer II	Grade 9	8 Post	Apply

No	Job Reference	Designation	Job Grade	Vacant Position	
26	IPOA/HR/26/2024	Driver II	Grade 12	5 Post	Apply
27	IPOA/HR/27/2024	Office Assistant II	Grade 13	1 Post	Apply

How to apply:

Interested persons who meet the specified criteria are invited to submit their applications through the recruitment portal link: <https://recruitment.ipoa.go.ke>. Alternatively, applications can be submitted via the Post Office, email, or by hand delivery. Applicants who choose the alternative process must clearly indicate the position and job reference number on both the cover letter, envelope, and email applications. Alongside the application, candidates should include **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, 2nd April, 2024** to:

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

For email submissions, please use the following addresses:

For Job grades 3 – 6: recruitment_m0324@ipoa.go.ke

For Job grades 9 – 13: recruitment_s0324@ipoa.go.ke

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

Upon granting an 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) (Must provide certificate or report); 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/01/2024; DEPUTY DIRECTOR, HUMAN RESOURCE MANAGEMENT AND ADMINISTRATION IPOA GRADE 3 (1 POSITION) (CONSOLIDATED SALARY KSH. 365,705 – 502,750)

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

Job Title	Deputy Director, Human Resource Management and Administration
Grade	IPOA 3
Directorate	Human Resource Management & Administration
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Director / CEO
Direct Reports	Senior Assistant Director, Human Resource M/ Senior Assistant Director, Administration / Senior Assistant Director, Records and Information Management
Job Purpose	
Responsible for providing overall strategic leadership in Human Resource management and Capacity building to enable delivery of the Authority's overall mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Spearhead development, implementation and/or review of policies, strategies, guidelines, plans, standards and procedures that impact on human resource, administration, knowledge and records management while ensuring compliance to applicable laws, statutes and circulars; 2. Oversee staff training and development in the Authority; 3. Spearhead employee relations and welfare programs in the Authority, 4. Oversee staff discipline and grievance handling mechanisms; 5. Oversee management of staff remuneration, benefits and rewards; 6. Oversee staff performance management in the Authority; 7. Lead in development of internal and external reports in the directorate; 8. Steer management of records and information systems in the directorate; 9. Foster collaborative working relationships with other stakeholders, directorates and departments; 10. Oversee management of outsourced human resource and administration service providers; 11. Oversee fleet management in the Authority; 	

<p>12. Oversee management and safeguarding of the Authority's assets;</p> <p>13. Oversee knowledge sharing initiatives in the Authority;</p> <p>14. Lead in identification of risks and formulate measures to mitigate risks in the directorate;</p> <p>15. Direct the utilization of financial and material resources allocated to the directorate; and</p> <p>16. Steer staff coaching, mentorship and capacity development programs in the Authority.</p>
<p>II. Operational Responsibilities / Tasks</p>
<p>1. Provide advisory services on matters related to Human Resource and administration in the Authority;</p> <p>2. Facilitate disaster preparedness, management & recovery program for records in the Authority;</p> <p>3. Execute and communicate the CEO's and Management decisions;</p> <p>4. Chair directorate meetings;</p> <p>5. Develop and implement Individual annual work plan;</p> <p>6. Develop periodic individual performance reports and</p> <p>7. Implement risk mitigation measures.</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>Guide the development and monitor implementation of directorate annual work plan and budgets.</p>
<p>II. Responsibility for Physical Assets</p>
<p>Responsible for Office equipment, furniture and records</p>
<p>III. Decision Making / Job Influence</p>
<p>1. Strategic decisions</p> <p>2. Managerial decisions</p> <p>3. Operational decisions</p>
<p>IV. Working Conditions</p>
<p>Predominantly in an office setting with occasional field travel.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p>
<p>1. Master's Degree in any of the following disciplines: Human Resource Management/Development, organizational development, Industrial Relations, Business Administration (Human Resource Option), Information Sciences; Social Sciences or equivalent qualification from a recognized Institution;</p> <p>2. Bachelor's Degree in any of the following disciplines: Human Resource Management/Development, Industrial Relations, Business Administration</p>

(Human Resource Option), Information Sciences, Social Sciences; or equivalent qualification from a recognized Institution.	
Professional Qualifications / Membership to professional bodies	
1. Professional qualification and membership to a professional body; 2. Leadership course lasting not less than six (6) weeks from a recognized institution.	
Previous relevant work experience required.	
Served in the position of Senior Assistant Director in either human resource, administration or records and knowledge management for a minimum period of three (3) years at IPOA grade 4 or for a period of fifteen (15) years in human resource and administration, three (3) of which must have been in a senior management level in the Public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Strategic Leadership Skills 2) Financial Management Skills 3) Organization and Planning Skills 4) Dispute Resolution Skills 5) Counseling Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 10) Analytical Skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

2. IPOA/HR/02/2024: SENIOR ASSISTANT DIRECTOR, FINANCE, IPOA GRADE 4 (1 POSITION) (CONSOLIDATED SALARY KSH.: 255,785 – 370,900)

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

Job Title	Senior Assistant Director, Finance
Grade	IPOA 4
Directorate	Finance and Planning
Department	Accounts
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director, Finance and Planning
Direct Reports	Assistant Director, Finance

Job Purpose
Responsible for providing leadership in development, implementation and review of Finance and resource mobilization policies; coordinating preparation, monitoring, review and reporting of MTEF and annual budget estimates. It also involves providing leadership in preparation of supplementary budget estimates when need arises, preparation of management and statutory budget performance reports and development of appropriate strategies for enhancement of financial resources.
Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ol style="list-style-type: none"> 1. Lead the development, implementation and/or review of policies, strategies, plans, rules, regulations, standards and procedures relating to finance while ensuring compliance to applicable laws, statutes and circulars; 2. Steer resource mobilization and finance activities within the Authority; 3. Advise directorates and departments on budget preparation and utilization of approved budget estimates to facilitate planning and absorption; 4. Lead in designing, implementation and monitoring of internal financial control systems in the Authority; 5. Steer preparation of financial and other reports; 6. Lead in preparation of the monthly and annual cash flow forecast reports for submission to the National Treasury; 7. Guide in preparation of the monthly and annual cash flow forecast reports for submission to the National Treasury. 8. Steer management of records of all financial documents; 9. Guide preparation of responses to all budgetary matters both internally and externally; 10. Foster collaborative working relationships with other directorates and departments; 11. Lead in identification of risks and formulate measures to mitigate risks in the department; 12. Direct the utilization of financial and material resources allocated to the department; 13. Steer staff coaching, mentorship and capacity development activities within the department; 14. Guide the development and monitor implementation of departmental annual work plans and budgets.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1. Develop, design and implement resource mobilization guidelines, frameworks and proposals to attract and retain donor funding; 2. Review proposals for additional expenditures and reallocation of funds and ensuring adherence to budget ceilings; 3. Execute and communicate Management decisions to departmental staff; 4. Chair departmental meetings.

Job Dimensions:	
I. Financial Responsibility	
<ol style="list-style-type: none"> 1. Approve payments uploaded to Internet Banking (IB) system as approver II 2. Authorize banking instructions and assignment of banking mandates 3. Lead preparation of Work Plans, procurement plans and the Budgets 	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
<ol style="list-style-type: none"> 1. Strategic decisions 2. Managerial decisions 3. Operational decisions 	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<p>Master's Degree in any of the following disciplines: - Accounting, Business Administration, Financial Management, commerce or its equivalent qualification from a recognized institution;</p> <p>Bachelor's Degree in any of the following disciplines: - Commerce (Accounting/ Finance option); Business Administration (Accounting 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 (CPA-K) or equivalent qualification from a recognized institution; 2. Professional qualifications and membership body; 3. Leadership course lasting not less than six (6) weeks from a recognized institution. 	
Previous relevant work experience required.	
Served in the position of Assistant Director in either Finance or Accounts for a minimum period of three (3) years at IPOA grade 5 or for a period of twelve (12) years in finance and planning, three (3) of which must have been in a management level 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
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3. IPOA/HR/03/2024: SENIOR ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, IPOA GRADE 4 (1 POSITION) (CONSOLIDATED SALARY KSH.: 255,785 – 370,900)

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

Job Title	Senior Assistant Director, Human Resource Management
Grade	IPOA 4
Directorate	Human Resource Management & Administration
Department	Human Resource Management
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director, Human Resource and Administration
Direct Reports	Assistant Director, Human Resource
Indirect Reports	Principal Human Resource Officer
Job Purpose	
Responsible for providing strategic leadership in Human Resource management and Capacity building to enable delivery of the Authority's overall mandate.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Spearhead development, implementation and/or review of policies, strategies, guidelines, plans, standards and procedures that impact on human	

<p>resource management while ensuring compliance to applicable laws, statutes, regulations and circulars;</p> <ol style="list-style-type: none"> 2. Lead staff training and development in the Authority; 3. Steer employee relations and welfare programs in the Authority; 4. Guide staff discipline and grievance handling mechanisms; 5. Spearhead management of staff remuneration, benefits and rewards; 6. Lead in staff performance management in the Authority; 7. Direct staff coaching, mentorship and capacity development programs in the Authority; 8. Lead in development of internal and external reports in the department; 9. Steer management of records and information systems in the department; 10. Spearhead provision of advisory services on matters related to human resource in the Authority; 11. Oversee establishment and/or mainstreaming of structures and systems on workplace safety, health and other cross cutting issues; 12. Spearhead the development, implementation and/or review of organizational change and diversity management initiatives; 13. Oversee management of outsourced human resource service providers; 14. Lead in identification of risks and formulate measures to mitigate risks in the department; 15. Direct the utilization of financial and material resources allocated to the department; 16. Spearhead orientation and induction of new staff to familiarize with the organization; 17. Oversee recruitment, appointments, promotions, placement/ deployment, leave, disciplinary and staff welfare; 18. Coach, mentor, supervise and facilitate capacity development activities in the department.
<p>II. Operational Responsibilities / Tasks</p>
<ol style="list-style-type: none"> 1. Collaborate with other stakeholders, directorates and departments for effective human resource management; 2. Collaborate with the Directorate of Finance and Planning in preparation of annual personnel emolument budget in the Authority; 3. Communicate Management decisions to departmental staff; 4. Chair departmental meetings; 5. Provide secretariat services to various HR Committees; 6. Develop and implement Individual annual work plan; 7. Develop periodic individual performance reports and 8. Implement risk mitigation measures.
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>Guide the development and monitor implementation of departmental annual work plan and budgets.</p>
<p>II. Responsibility for Physical Assets</p>

Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
<ol style="list-style-type: none"> 1. Strategic decisions 2. Managerial decisions 3. Operational decisions 	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<ol style="list-style-type: none"> 1. Master's Degree in any of the following disciplines: Human Resource Management/Development, organizational development, Industrial Relations, Business Administration (Human Resource Option) or equivalent qualification from a recognized Institution; 2. Bachelor's Degree in any of the following disciplines: - Human Resource Management/Development, Industrial Relations, Business Administration (Human Resource Option) or equivalent qualification from a recognized Institution; OR 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	
<ol style="list-style-type: none"> 1. Certified Human Resource Professional – Kenya (CHRP-K); 2. Membership with Institute of Human Resource Management (IHRM); 3. Valid IHRM Practicing certificate; 4. Leadership course lasting not less than six (6) weeks from a recognized institution 	
Previous relevant work experience required.	
Served in the position of Assistant Director Human Resource Management for a minimum period of three (3) years at IPOA grade 5 or for a period of twelve (12) years in human resource, three (3) of which must have been in a management level in the Public or private sector	
Functional Skills, Behavioral 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 4) Dispute Resolution Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation

5) Counseling Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 10) Analytical Skills	5) Emotional intelligence 6) Resilience 7) Independence
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4. IPOA/HR/04/2024: SENIOR ASSISTANT DIRECTOR, INSPECTIONS, IPOA GRADE 4 (1 POSITION) (CONSOLIDATED SALARY KSH.: 255,785 – 370,900)

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

Job Title	Senior Assistant Director, Inspections
Grade	IPOA 4
Directorate	Inspections, Monitoring and Preventive Services
Department	Inspections
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director, Inspections, Monitoring and Preventive Services
Direct Reports	Assistant Director, Inspections
Indirect Reports	Principal Inspections Officer
Job Purpose	
Responsible for spearheading inspections of police premises and detention facilities under the control of the National Police Service.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Guide development, implementation and/or review of policies, strategies, guidelines, plans, standards and procedures pertaining to Inspections, while ensuring compliance with relevant laws, rules and regulations; 2. Oversee inspections of Police facilities and premises under the control of the Service to professionalize the service; 3. Lead in development, implementation and/or review of inspection tools, concepts and controls to suit emerging trends in policing; 	

4. Oversee compilation of inspection reports with recommendations to the service or any state organ;
5. Spearhead monitoring and follow up on implementation of recommendations arising from inspections of police facilities and premises;
6. Oversee rapid inspections response activities in the Authority;
7. Steer management of records in the department;
8. Spearhead development of internal reports in the department;
9. Foster collaborative working relationships with other stakeholders, directorates and departments to enhance inspections of police facilities and premises;
10. Lead in identification of risks and formulate measures to mitigate risks in the department;
11. Direct the utilization of financial and material resources allocated to the department;
12. Oversee staff performance management in the department;
13. Steer staff coaching, mentorship and capacity development activities in the department; and
14. Guide the development and monitor implementation of departmental annual work plan and budgets.

II. Operational Responsibilities / Tasks

1. Collaborate with the department of Planning, M&E and Research to track implementation of recommendations made by the Authority to the National Police Service or any other state organ;
2. Communicate Management decisions to staff in the department;
3. Chair departmental staff meetings;
4. Develop and implement Individual annual work plan; and
5. Implement risk mitigation measures.

Job Dimensions:

I. Financial Responsibility

Guide preparation of Work Plans, procurement plans and the Budgets

II. Responsibility for Physical Assets

Responsible for Office equipment, furniture and records

III. Decision Making / Job Influence

1. Strategic decisions
2. Managerial decisions
3. Operational decisions

IV. Working Conditions

Predominantly in an office setting with occasional field travel.

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<p>Master's Degree in any of the following disciplines: Law, Public Administration, Criminology, Sociology, Political Science, Social Sciences, Security Studies or equivalent qualification from a recognized institution;</p> <p>Bachelor's Degree in any of the following disciplines: Law, Public Administration, Criminology, Sociology, Political Science, Social Sciences, Security Studies or equivalent qualification from a recognized institution.</p>	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Professional qualification and membership to a professional body where applicable; 2. Leadership course lasting not less than six (6) weeks from a recognized institution. 	
Previous relevant work experience required.	
<p>Served in the position of Assistant Director in either inspections, monitoring or preventive services for a minimum period of three (3) years at IPOA grade 5 or for a period of twelve (12) years in inspections and monitoring, three (3) of which must have been in a senior management level in the Public or private sector.</p>	
Functional Skills, Behavioral 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 4) Dispute Resolution Skills 5) Decision Making Skills 6) Interpersonal Skills 7) Communication Skills 8) Negotiation Skills 9) Analytical Skills 10) Investigations 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

5. IPOA/HR/05/2024: SENIOR ASSISTANT DIRECTOR, INVESTIGATIONS, IPOA GRADE 4 (1 POSITION) (CONSOLIDATED SALARY KSH.: 255,785 – 370,900)

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

Job Title	Senior Assistant Director, Investigations
Grade	IPOA 4
Directorate	Investigations
Department	Investigations
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director, Investigations and Forensics
Direct Reports	Assistant Director, Investigations
Indirect Reports	Principal Investigations Officer
Job Purpose	
Responsible for spearheading conduct of investigations and guide rapid response initiatives into complaints related to offences committed by any member of the National Police Service.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Lead the development, formulation and/or review of strategies, policies, manuals, plans, standards and procedures pertaining to investigations; 2. Spearhead investigations of any complaints related to disciplinary or criminal offences committed by any member of the Service and make recommendations to the relevant authorities, including recommendations for prosecution compensation, internal disciplinary action or any other appropriate relief; 3. Spearhead audit and review all investigations; 4. Lead in gathering of evidence and analysis of information on investigations; 5. Oversee the safe custody of all investigative records and evidence; 6. Oversee management of records of all cases investigated by the Authority; 7. Direct development, review and implementation of quality assurance standards of investigations; 8. Guide in categorizing, prioritizing and allocation of cases for investigations; 9. Guide divisions in conducting investigations into cases of police misconduct within the department; 10. Guide the development and monitor implementation of the department's 	

<p>annual work plan and budget;</p> <p>11. Steer staff coaching, mentorship and capacity development activities within the department;</p> <p>12. Supervise and appraise direct reports.</p>
<p>II. Operational Responsibilities / Tasks</p>
<p>1. Coordinate teams in conducting investigations into public interest cases;</p> <p>2. Co-operate with other directorates and departments to enhance investigations;</p> <p>3. Coordinate and chair case conference reviews on finalized investigation cases at the Departmental level;</p> <p>4. Review of internal case tracking system of all investigations;</p> <p>5. Coordinate prosecution process in court in Liaison with the Authority's legal team and office of the Director of Public prosecutions as appropriate;</p> <p>6. Coordinate consolidation reports on ongoing and completed investigations;</p> <p>7. Coordinate provision of information to facilitate publication of findings of investigations;</p> <p>8. Communicate management decisions to departmental staff;</p> <p>9. Monitoring implementation and reviewing of the department's budget;</p> <p>10. Develop periodic individual performance reports;</p> <p>11. Coordinate identification of risks and formulate measures to mitigate risks in the department.</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>Guide the development and monitor implementation of departmental annual work plan and budgets.</p>
<p>II. Responsibility for Physical Assets</p>
<p>Responsible for all investigations and intelligence department physical assets (ICT, office furniture and equipment, investigations and intelligence records, field/ scene operation kits, equipment and machines for investigations and intelligence).</p>
<p>III. Decision Making / Job Influence</p>
<p>1. Managerial decisions</p> <p>2. Operational decisions</p>
<p>IV. Working Conditions</p>
<p>Predominantly in an office setting with occasional field travel.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p>

<ol style="list-style-type: none"> 1. Master's Degree in any of the following disciplines: Forensic Science, Criminal Justice, Criminology, Law, Social Sciences or equivalent qualifications from a recognized institution; and 2. Bachelor's Degree in Forensic Science, Criminal Justice, Criminology, Law, Social Sciences or equivalent qualifications from a recognized institution. 																				
Professional Qualifications / Membership to professional bodies																				
<ol style="list-style-type: none"> 1. Professional qualification and membership to a professional body where applicable Leadership course lasting not less than six (6) weeks from a recognized institution; 2. Certificate in corporate Governance lasting not less than five (5) days; 3. Trainings in Human Rights. 																				
Previous relevant work experience required.																				
Served in the position of Assistant Director in either investigation or rapid response and Forensic services for a minimum period of three (3) years at IPOA grade 5 or twelve (12) years in a comparable and relevant position three (3) of which must have been in a management position in the Public or private sector.																				
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<table border="0"> <thead> <tr> <th>Functional Skills:</th> <th>Behavioral Competencies/Attributes:</th> </tr> </thead> <tbody> <tr> <td>1) Leadership Skills</td> <td>1) Transparency and accountability</td> </tr> <tr> <td>2) Negotiation Skills</td> <td>2) Ethics and Integrity</td> </tr> <tr> <td>3) Decision Making Skills</td> <td>3) Team player</td> </tr> <tr> <td>4) Planning Skills</td> <td>4) Creativity and innovation</td> </tr> <tr> <td>5) Interpersonal Skills</td> <td>5) Resilience</td> </tr> <tr> <td>6) Communication Skills</td> <td>6) Independence</td> </tr> <tr> <td>7) Investigations Skills</td> <td></td> </tr> <tr> <td>8) Analytical Skills</td> <td></td> </tr> <tr> <td>9) Report writing skills</td> <td></td> </tr> </tbody> </table>	Functional Skills:	Behavioral Competencies/Attributes:	1) Leadership Skills	1) Transparency and accountability	2) Negotiation Skills	2) Ethics and Integrity	3) Decision Making Skills	3) Team player	4) Planning Skills	4) Creativity and innovation	5) Interpersonal Skills	5) Resilience	6) Communication Skills	6) Independence	7) Investigations Skills		8) Analytical Skills		9) Report writing skills	
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6. IPOA/HR/06/2024: ASSISTANT DIRECTOR, ADMINISTRATION, IPOA GRADE 5 (1 POSITION) (CONSOLIDATED SALARY KSH.: 201,880 – 293,240)

Job Title	Assistant Director, Administration
Grade	IPOA 5
Directorate	Human Resource Management and Administration
Department	Administration

Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Senior Assistant Director, Administration
Direct Reports	Principal Administration Officer
Indirect Reports	Senior Administration Officer
Job Purpose	
Responsible for coordinating administrative support services to ensure that services are provided in an effective and efficient manner in the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Lead development, implementation and/or review of policies, strategies, guidelines, plans, standards and procedures that impact on administration services while ensuring compliance to applicable legislations and circulars; 2. Coordinate all administrative activities in the Authority; 3. Coordinate the general management of transport services; 4. Manage outsourced services and assets in the Authority; 5. Coordinate disaster management and emergency response initiatives; 6. Coordinate maintenance activities, repairs and renovation projects in the Authority; 7. Supervise implementation of Authority's development projects in consultation with the department of supply chain management; 8. Supervise timely settlement of the Authority's utility bills and other related claims; 9. Guide organization of Authority's workshops, seminars and other functions in consultation with supply chain management department; 10. Manage inventory of the Authority's assets; 11. Oversee management of records in the division; 12. Coordinate development of reports in the division; 13. Collaborate with other departments and divisions for effective administrative services; 14. Lead in identification of risks and formulate measures to mitigate risks in the division; 15. Coach, mentor, supervise and facilitate capacity development activities in the division; 16. Lead in the development and monitor implementation of division's annual work plan and budgets; and 17. Guide staff performance management in the division. 	
II. Operational Responsibilities / Tasks	

<ol style="list-style-type: none"> 1. Foster collaborative working relationships with other stakeholders and departments for effective administrative services; 2. Develop and implement individual work plan; 3. Compile data on corporate annual staff performance appraisal. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare annual work plan, procurement plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
<ol style="list-style-type: none"> 1. Managerial decisions 2. Operational decisions 	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<ol style="list-style-type: none"> 1. Master's Degree in any Social Science or its equivalent qualification from a recognized Institution; and 2. Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution. 	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Professional qualification and membership to a professional body where applicable; 2. Leadership course lasting not less than six (6) weeks from a recognized institution. 	
Previous relevant work experience required.	
Served in the position of Principal Administration Officer for a minimum period of three (3) years at IPOA grade 6 or for a period of twelve (12) years in administration in the public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Record management 2) Organization and Planning 3) Dispute Resolution 4) Decision Making 5) Interpersonal 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence

6) Communication	6) Resilience
7) Analytical	7) Independence

7. IPOA/HR/07/2024: ASSISTANT DIRECTOR, COUNSELLING SERVICES, IPOA GRADE 5 (1 POSITION) (CONSOLIDATED SALARY KSH.: 201,880 – 293,240)

Job Title	Assistant Director, Counselling Services
Grade	IPOA 5
Directorate	Directorate of Complaints Management and Counselling Services
Department	Counselling Services
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Senior Assistant Director, Counselling Services
Direct Reports	Principal Counselling Officer
Indirect Reports	Senior Counselling Officer
Job Purpose	
Responsible for managing professional psychosocial support services to persons affected by actions of police misconduct and staff members.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Coordinate development, implementation and/or review of policies, strategies, guidelines, plans, standards, tools and procedures pertaining to Counselling Services; 2. Coordinate the provision of psychosocial support to staff members in the Authority; 3. Supervise provision of psychosocial, psychological and emotional support to complainants and their families, following police action or inaction; 4. Manage individual, group, families and trauma counselling services or Psychological First Aid (debriefing); 5. Coordinate group counsellor supervision to psychological counsellors; 6. Lead client referrals to specialists or other institutions where necessary; 7. Coordinate management of records in counselling department; 8. Lead in development of internal and external reports in counselling division; 	

<p>9. Coordinate identification of risks and formulate measures to mitigate risks in the department;</p> <p>10. Guide utilization of financial and material resources allocated to the division;</p> <p>11. Coach, mentor, supervise and facilitate capacity development activities in the division;</p> <p>12. Guide the development and monitor implementation of division annual work plan and budgets; and</p> <p>13. Coordinate development, review and implementation of quality assurance standards in counselling services.</p>
<p>II. Operational Responsibilities / Tasks</p>
<p>1. Foster collaborative working relationships with other stakeholders and departments for effective counselling services;</p> <p>2. Communicate management decisions to staff in the division;</p> <p>3. Develop and implement Individual annual work plan;</p> <p>4. Develop periodic individual performance reports.</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>Coordinate preparation of Work Plans and the Budgets</p>
<p>II. Responsibility for Physical Assets</p>
<p>Responsible for Office equipment, furniture and records</p>
<p>III. Decision Making / Job Influence</p>
<p>1. Managerial decisions</p> <p>2. Operational decisions</p>
<p>IV. Working Conditions</p>
<p>Predominantly in an office setting with occasional field travel.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p>
<p>Master's Degree in Counselling, Psychology or equivalent qualifications from a recognized institution; and</p> <p>Bachelor's Degree in Counselling, Psychology or equivalent qualifications from a recognized institution</p>
<p>Professional Qualifications / Membership to professional bodies</p>
<p>Membership to a counselling professional body recognized by the Counsellors and Psychologists Board;</p>

Valid practicing license issued by the Counsellors and Psychologists Board; Management course lasting not less than four (4) weeks from a recognized institution.	
Previous relevant work experience required.	
Served in the position of Principal Counselling Officer for a minimum period of three (3) years at IPOA grade 6 or for a period of twelve (12) years in counselling services in the Public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Leadership skills 2) Negotiation skills 3) Planning Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Counselling skills 8) Dispute resolutions 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 Independence

8. IPOA/HR/08/2024: ASSISTANT DIRECTOR, REGIONAL OFFICE, IPOA GRADE 5 (1 POSITION) (CONSOLIDATED SALARY KSH.: 201,880 – 293,240)

Job Title	Assistant Director, Regional Office
Grade	IPOA 5
Department	Regional Coordination
Location / Work Station	Regional Offices
Reporting Relationships	
Reports to	Senior Assistant Director, Regional Offices Coordination
Direct Reports	Principal Officer, County Coordination Administratively; Principal Investigations Officer, Principal Forensics Officer Principal Inspections Officer, Principal Monitoring Officer, Principal Complaints Management Officer, Principal Counselling Officer,

	Principal Legal Officer, Senior Security Officer, Human Resource Officer II/I, Systems, Network and Security Administrator I/II, Assistant Office Administrator I, Clerical Officer II/I, Driver, Senior Office Assistant I
Indirect Reports	Principal Officer, County Coordination Administratively; Senior Investigations Officer, Senior Complaints Management Officer, Senior Legal Officer, Security Officer, Assistant Office Administrator II, Clerical Officers II/I, Driver, Office Assistant II/I
Job Purpose	
Responsible for provision of leadership in effective management and coordination of the Authority's functions in the Regional Offices.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Coordinate implementation of policies, strategies, guidelines, plans, standards and procedures for effective management of respective Regional Office; 2. Coordinate implementation of management decisions in the Regional Office; 3. Oversee coordination of activities in the Regional Office; 4. Oversee management of finances allocated to the Regional Office; 5. Coordinate provision of resources for Regional Office operations; 6. Coordinate stakeholder engagement initiatives and outreach activities in the region; 7. Coordinate identification of risks and formulate mitigation measures in the region; 8. Steer staff coaching, mentorship and capacity development activities within the region; 9. Guide in consolidation of annual work plans at Regional Office; 10. Oversee staff performance management in the Region Office; 11. Oversee staff performance management for staff in the region; and 12. Steer management of records in the respective Regional Office. 	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1. Review and consolidate reports from county offices under their purview for submission to the relevant offices; 2. Foster collaborative working relationships with other directorates and departments for effective management of the respective Regional Office; 3. Chair Regional Office staff meetings; 4. Monitor implementation of annual work plans at Regional Office; 5. Develop periodic individual performance reports; and 	

6. Implement risk mitigation measures.	
Job Dimensions:	
I. Financial Responsibility	
Develop and implement Regional Office budget	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
<ol style="list-style-type: none"> 1. Managerial decisions 2. Operational decisions 	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
<ol style="list-style-type: none"> 1. Master's Degree from a recognized institution 2. Bachelor's Degree from a recognized institution 	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Professional qualifications and membership to a professional body where applicable Registered with a relevant professional body where applicable; 2. Leadership course lasting not less than six (6) weeks from a recognized institution. 	
Previous relevant work experience required.	
Served in the position of County Coordinator or Principal Officer for a minimum period of three (3) years at IPOA grade 6 or for a period of twelve (12) years in a comparable position in the Public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Leadership skills 2) Negotiation skills 3) Analytical skills 4) Organization and Planning Skills 5) Dispute Resolution Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

**9. IPOA/HR/09/2024: ASSISTANT DIRECTOR, SECURITY SERVICES, IPOA GRADE 5
(1 POSITION) (CONSOLIDATED SALARY KSH.: 201,880 – 293,240)**

Job Title	Assistant Director, Security Services
Grade	IPOA 5
Department	Security Services
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Senior Assistant Director, Security Services
Direct Reports	Principal Security Officer
Indirect Reports	Senior Security Officer
Job Purpose	
Responsible for provision of leadership in management and coordination of all security operations in the Authority.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Coordinate development, implementation and/or review of policies, strategies, guidelines, systems, plans, standards and procedures that impact on security services while ensuring compliance to applicable laws and circulars; 2. Coordinate management of outsourced security services; 3. Guide in gathering of intelligence to enhance security in the Authority; 4. Coordinate internal investigations; 5. Coordinate surveillance, access control systems and operations in the Authority; 6. Coordinate provision of close protection and security escort services in the Authority; 7. Coordinate Security Risk Analysis (SRA) and surveys in the Authority; 8. Coordinate provision of security updates and advisories in the Authority; 9. Coordinate development and implementation of capacity building programs on security matters in the Authority; 10. Coordinate all security background checks; 11. Manage records in the department; 12. Coordinate development of internal and external reports in the department; 13. Collaborate with other stakeholders in the security sector, directorates and departments for effective security services; 14. Coordinate staff performance management in the department; 	

<p>15. Coordinate identification of risks and formulate mitigation measures in the department;</p> <p>16. Coach, mentor, supervise and facilitate capacity development activities for staff under their purview.</p>
<p>II. Operational Responsibilities / Tasks</p>
<p>1. Undertake internal investigations in the Authority on need basis;</p> <p>2. Develop and monitor implementation of disaster management programs in the Authority;</p> <p>3. Develop periodic individual performance reports; and</p> <p>4. Implement risk mitigation measures.</p>
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p>
<p>Guide the development and monitor implementation of division's annual work plan and budgets.</p>
<p>II. Responsibility for Physical Assets</p>
<p>Responsible for Office equipment, furniture and records</p>
<p>III. Decision Making / Job Influence</p>
<p>1. Managerial decisions</p> <p>2. Operational decisions</p>
<p>IV. Working Conditions</p>
<p>Predominantly in an office setting with occasional field travel.</p>
<p>Job Competencies (Knowledge, Experience and Attributes / Skills).</p>
<p>Academic qualifications</p>
<p>1. Master's Degree in Criminology, Forensic Science, Criminal Justice, Security Management, or any other equivalent qualification from a recognized institution; and</p> <p>2. Bachelor's Degree in Criminology, Forensic Science, Criminal Justice, Security Management or any other equivalent qualification from a recognized institution.</p>
<p>Professional Qualifications / Membership to professional bodies</p>
<p>1. Certified Security Management Professional (CSMP) Level 6 Diploma;</p> <p>2. Six (6) weeks approved security investigation course at Criminal Investigation Department (CID) Training School or any other equivalent qualification from a recognized Institution;</p> <p>3. Registered with a relevant professional body where applicable;</p> <p>4. Leadership course lasting not less than six (6) weeks from a recognized institution.</p>

Previous relevant work experience required.	
Served in the grade of Principal Security Officer for a minimum period of three (3) years at IPOA 6 or twelve (12) years in a comparable and relevant position in the public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Leadership skills 2) Negotiation skills 3) Analytical skills 4) Organization and Planning Skills 5) Dispute Resolution Skills 6) Decision Making Skills 7) Interpersonal Skills 8) Communication Skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

10. IPOA/HR/10/2024: PRINCIPAL INSPECTIONS OFFICER, IPOA GRADE 6 (1 POSITION) (CONSOLIDATED SALARY KSH.: 165,380 – 270,600)

Job Title	Principal Inspections Officer
Grade	IPOA 6
Directorate	Inspections, Monitoring and Preventive Services
Department	Inspections
Location / Work Station	Headquarters, Nairobi / Regional Offices
Reporting Relationships	
Reports to	Assistant Director, Inspections
Direct Reports	Senior Inspections Officer
Indirect Reports	Inspections Officer I
Job Purpose	
Responsible for coordinating inspections of police premises and detention facilities under the control of the National Police Service.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	

<ol style="list-style-type: none"> 1. Supervise implementation and/or review of policies, strategies, guidelines, plans, standards and procedures pertaining to Inspections, while ensuring compliance with relevant laws, rules and regulations; 2. Supervise inspections of Police facilities and premises under the control of the Service to professionalize the service; 3. Supervise implementation and/or review of inspection tools, concepts and controls to suit emerging trends in policing; 4. Coordinate rapid inspections response activities in the Authority; 5. Manage records in the division; 6. Coordinate development of internal reports in the division; 7. Collaborate with other stakeholders, departments and divisions to enhance inspections of police facilities and premises; 8. Coach, mentor, supervise and facilitate capacity development activities for staff under their purview.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1. Conduct compilation of inspection reports with recommendations to the service or any state organ; 2. Monitor and follow up on implementation of recommendations arising from inspections of police facilities and premises; 3. Identify risks and formulate mitigate measures; 4. Communicate to staff and implement management decisions; 5. Develop and implement Individual annual work plan; and 6. Implement risk mitigation measures.
Job Dimensions:
I. Financial Responsibility
Coordinate preparation of Work Plans, procurement plans and the Budgets
II. Responsibility for Physical Assets
Responsible for Office equipment, furniture and records
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1. Managerial decisions 2. Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

Master's Degree in any of the following disciplines: Law, Public Administration, Criminology, Sociology, Political Science, Social Sciences, Security Studies or equivalent qualification from a recognized institution; and

Bachelor's Degree in any of the following disciplines: Law, Public Administration, Criminology, Sociology, Political Science, Social Sciences, Security Studies or equivalent qualification from a recognized institution.

Professional Qualifications / Membership to professional bodies

1. Professional qualification and membership to a professional body where applicable;
2. Management course lasting not less than four (4) weeks from a recognized institution.

Previous relevant work experience required.

Served in the position of Senior Officer in either inspections, monitoring or preventive services for a minimum period of three (3) years at IPOA grade 7 or for a period of nine (9) years in inspections and monitoring in the Public or private sector.

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Organization and Planning Skills 2) Dispute Resolution Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Negotiation Skills 7) Analytical Skills 8) Investigations 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

11. IPOA/HR/11/2024: PRINCIPAL MONITORING OFFICER, IPOA GRADE 6 (1 POSITION) (CONSOLIDATED SALARY KSH.: 165,380 – 270,600)

Job Title	Principal Monitoring Officer
Grade	IPOA 6
Directorate	Inspections, Monitoring and Preventive Services
Department	Monitoring and Preventive Services
Location / Work Station	Headquarters, Nairobi / Regional Office

Reporting Relationships	
Reports to	Assistant Director, Monitoring
Direct Reports	Senior Monitoring Officer
Indirect Reports	Monitoring Officer I
Job Purpose	
Responsible for coordinating monitoring of policing operations affecting members of the public.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Supervise implementation and/or review of policies, strategies, guidelines, plans, standards and procedures pertaining to monitoring while ensuring compliance with relevant laws, rules and regulations; 2. Supervise monitoring of operations of the Internal Affairs Unit of the National Police Service; 3. Coordinate implementation of capacity building programs on prevention of police misconduct; 4. Supervise implementation and/or review of monitoring tools, concepts and controls to suit emerging trends in policing; 5. Manage records in the division; 6. Coordinate development of internal reports in the division; 7. Coach, mentor, supervise and facilitate capacity development activities for staff under their purview. 	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1. Monitor police operations affecting members of the public; 2. Conduct compilation of monitoring reports with recommendations to the service or any state organ; 3. Monitor and follow up on implementation of recommendations arising from police operations monitored; 4. Conduct preventive services operations in the Authority aimed at professionalizing the National Police Service; 5. Conduct studies on trends and patterns of police misconduct; 6. Conduct rapid monitoring of police operations in the Authority; 7. Monitor and follow up with other departments and divisions to track implementation of recommendations made by the Authority to the National Police Service or any other state organ; 8. Collaborate with other departments and divisions for effective monitoring; 9. Develop and implement annual work plan and budgets; 10. Identify risks and formulate mitigation measures; 11. Communicate and implement management decisions; 12. Implement risk mitigation measures; 	

13. Implement Management decisions; 14. Develop and implement individual work plan.
Job Dimensions:
I. Financial Responsibility
Coordinate preparation of Work Plans, procurement plans and the Budgets
II. Responsibility for Physical Assets
Responsible for Office equipment, furniture and records
III. Decision Making / Job Influence
1. Managerial decisions 2. Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Master's Degree in any of the following disciplines: Law, Public Administration, Public Policy, Criminology & Criminal Justice, Education, Sociology, Political Science, Social Sciences, Military, Security Studies or equivalent qualification from a recognized institution; and Bachelor's Degree in any of the following disciplines: Law, Public Administration, Public Policy, Criminology & Criminal Justice, Education, Sociology, Political Science, Social Sciences, Military, Security Studies or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
1. Professional qualification and membership to a professional body where applicable; 2. Management course lasting not less than four (4) weeks from a recognized institution.
Previous relevant work experience required.
Served in the position of Senior officer in either inspections, monitoring or preventive services for a minimum period of three (3) years at IPOA grade 7 or for a period of nine (9) years in inspections and monitoring in the public or private sector.
Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:	Behavioral Competencies/Attributes:
1) Organization and Planning Skills 2) Dispute Resolution Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Negotiation Skills 7) Analytical Skills 8) Investigations skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

12.IPOA/HR/12/2024: PRINCIPAL PLANNING OFFICER, IPOA GRADE 6 (1 POSITION) (CONSOLIDATED SALARY KSH.: 165,380 – 270,600)

Job Title	Principal Planning Officer
Grade	IPOA 6
Directorate	Finance and Planning
Department	Planning Monitoring and Evaluation
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Assistant Director, Planning
Direct Reports	Senior Planning Officer
Indirect Reports	Planning Officer I
Job Purpose	
Responsible for supervising the development and review of plans, frameworks, Monitoring and Evaluation and development of performance reports as per the IPOA Act.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
1. Supervise implementation and/or review of policies, strategies, guidelines, plans, rules, standards and procedures pertaining to planning, monitoring and evaluation while ensuring compliance to applicable laws and statutes; 2. Supervise development of strategic plans, annual work plans and other relevant plans in the Authority; 3. Supervise monitoring of the implementation of strategic plan, annual work plans and the general performance in the Authority; 4. Supervise maintenance and utilization of Authority's' statistics;	

<ol style="list-style-type: none"> 5. Manage records in the division; 6. Coach, mentor, supervise and facilitate capacity development for staff under their purview.
II. Operational Responsibilities / Tasks
<ol style="list-style-type: none"> 1. Develop internal and external reports on planning, monitoring and evaluation in the Authority; 2. Develop, harmonize and define performance indicators; 3. Track implementation of recommendations made by the Authority to professionalize the National Police Service; 4. Conduct evaluation activities in the Authority; 5. Develop and/or review of monitoring and evaluation frameworks and tools; 6. Develop and implement M&E awareness and sensitization programs in the Authority; 7. Collaborate with other departments and divisions for effective planning, research, monitoring and evaluation; 8. Identify risks and formulate mitigation measures; 9. Communicate and implement management decisions; 10. Develop and implement individual work plans; 11. Implement risks mitigation measures; and 12. Implement management decisions.
Job Dimensions:
I. Financial Responsibility
Develop and monitor implementation of division annual work plan and budgets.
II. Responsibility for Physical Assets
Responsible for Office equipment, furniture and records.
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 1. Managerial decisions 2. Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ol style="list-style-type: none"> 1. Master's Degree in any of the following disciplines: Research, Public Policy, Statistics, Project Management, Business Administration, Strategic Management, Finance, Economics, Monitoring and Evaluation or equivalent qualifications from a recognized institution; and 2. Bachelor's Degree in any of the following: Economics, Business Management, Finance, Project Management, Statistics, Monitoring and Evaluation, Social Sciences or equivalent qualifications from a recognized institution.

Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Professional qualification and membership to a professional body where applicable; 2. Management course lasting not less than four (4) weeks from a recognized institution. 	
Previous relevant work experience required.	
Served in the position of Senior Planning, Monitoring and Evaluation Officer in either Planning, M&E or Research for a minimum period of three (3) years at IPOA grade 7 or for a period of nine (9) years in planning, M&E or research in the public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Organization and Planning Skills 2) Decision Making Skills 3) Interpersonal Skills 4) Communication Skills 5) Analytical Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

13.IPOA/HR/13/2024; PRINCIPAL OFFICE ADMINISTRATOR, IPOA GRADE 6 (1 POSITION) (CONSOLIDATED SALARY KSH.: 165,380 – 270,600)

Job Title	Principal Office Administrator
Grade	IPOA 6
Directorate	Human Resource and Administration
Department	Administration
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Assistant Director, Office Administrative Services
Direct Reports	Senior Office Administrator Administratively: Security Officer I, Senior Driver
Indirect Reports	Office Administrator
Job Purpose	

Responsible for coordinating provision of secretarial services in an effective and efficient manner throughout the Authority.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

1. Supervise implementation and/or review of policies, strategies, guidelines, plans, standards and procedures that impact on Office Administration Services;
2. Coordinate management of correspondences;
3. Supervise development and maintenance of filing system in the respective office of deployment;
4. Lead in scheduling of appointments and meetings;
5. Coordinate travel arrangements;
6. Coordinate office protocol;
7. Manage office petty cash;
8. Manage records in the respective office of deployment;
9. Lead in the development of reports in respective office of deployment;
10. Coach, mentor, supervise and facilitate capacity development activities for staff under their purview; and
11. Supervise development and implementation of individual work plan for officers under their purview.

II. Operational Responsibilities / Tasks

1. Organize meetings and prepare necessary materials for the meeting;
2. General administration of the office;
3. Answer and direct phone calls;
4. Collaborate with other stakeholders, directorates and departments;
5. Implement management decisions;
6. Implement management decisions;
7. Implement risk mitigation measures;
8. Develop and implement individual work plan.

Job Dimensions:

I. Financial Responsibility

Coordinate preparation of annual work plan, procurement plan and budgets.

II. Responsibility for Physical Assets

Responsible for Office equipment, furniture and records

III. Decision Making / Job Influence

1. Managerial decisions
2. Operational decisions

IV. Working Conditions

Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Master's degree in Business Administration/Management or any other relevant and equivalent qualifications from a recognized Institution; and	
Bachelor's Degree in Secretarial Studies or Business and Office Management or equivalent qualifications from a recognized Institution;	
OR	
Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
1. Secretarial management course lasting not less than four (4) weeks from a recognized Institution;	
2. Management course lasting not less than four (4) weeks from a recognized institution.	
Previous relevant work experience required.	
Served in the position of Senior Office Administrator for a minimum period of three (3) years at IPOA grade 7 or for a period of nine (9) years in office administration in the Public or private sector.	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Record management 2) Organization and Planning 3) Dispute Resolution 4) Decision Making 5) Interpersonal 6) Communication 7) Analytical	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

14.IPOA/HR/14/2024: DATABASE AND APPLICATIONS ADMINISTRATOR II, IPOA GRADE 9 (2 POSITIONS) (CONSOLIDATED SALARY KES. 90,000 – 130,000)

Job Title	Database and Applications Administrator II
Grade	IPOA 9
Directorate	Information Communication Technology (ICT)

Department	ICT
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Database & Applications Administrator I
Job Purpose	
Responsible for design, development and implementation of software application systems and models. This cadre is also responsible for designing, building and implementing database systems.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement policies, strategies, guidelines, plans, standards and procedures relating to ICT database systems and applications while ensuring compliance to applicable laws, statutes and circulars; 2. Maintain and ensure security of database systems and applications; 3. Install and maintain software and applications in the Authority; 4. Configure and maintain Database Management Systems (DBMS) and programs; 5. Implement database architecture that satisfies the Authority's requirements; 6. Maintain data integrity and security; 7. Provide database systems and applications technical support in the Authority; 8. Take measures to prevent potential database & applications failures; 9. Initiate data recovery plans in case of disaster or data loss; 10. safeguard databases and prevent Initiate corrective action, system safeguards and recovery plans in case of disaster or data loss; 11. Monitor performance of external service providers and escalate any issues of concern; 12. Update and maintain records in the division; 13. Gather data for compiling internal and external reports in the; 14. Develop and implement Individual annual work plan; 15. Develop periodic individual performance reports; and 16. Implement risk mitigation measures. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare annual work plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	

Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in any of the following disciplines: Business Information Technology, Information Communication Technology or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Registered with a relevant Professional Body where applicable; and 2. Professional certification in web applications or Microsoft Certified Solutions Expert (MCSE), Developing Mobile Apps, Programming in HTML5 with JavaScript and CSS3, Developing Microsoft Azure and Web Services, Programming in C+, Developing ASP.NET MVC Web Applications, Developing Microsoft Azure and Web Services. 	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Analytical skills 2) Organization and Planning Skills 3) Dispute Resolution Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

**15.IPOA/HR/15/2024: INSPECTIONS OFFICER II, IPOA GRADE 9 (2 POSITIONS)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Inspections Officer II
Grade	IPOA 9
Directorate	Inspections, Monitoring and Preventive Services
Department	Inspections

Location / Work Station	Headquarters, Nairobi / Regional Offices
Reporting Relationships	
Reports to	Inspections Officer I
Job Purpose	
Responsible for carrying out inspections of police premises and detention facilities under the control of the National Police Service.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Support implementation of policies, strategies, guidelines, plans, standards and procedures pertaining to Inspections, while ensuring compliance with relevant laws, rules and regulations; 2. Conduct inspections of police facilities and premises under the control of the Service to professionalize the service; 3. Implement inspection tools, concepts and controls to suit emerging trends in policing; 4. Consolidate data for compiling inspection reports with recommendations to the service or any state organ; 5. Follow up on implementation of recommendations arising from inspections of police facilities and premises; 6. Conduct rapid inspections response activities in the Authority; 7. Update records in the division; 8. Consolidate data for development of internal reports in the division; 9. Implement risk mitigation measures; 10. Implement Management decisions; 11. Develop and implement individual work plan. 	
Job Dimensions:	
I. Financial Responsibility	
Draft Work Plans, procurement plans and the Budgets	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	

Academic qualifications	
Bachelor's Degree in any of the following disciplines: Law, Public Administration, Criminology, Sociology, Political Science, Social Sciences, Security Studies or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
Professional qualification and membership to a professional body where applicable;	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Organization and Planning Skills 2) Dispute Resolution Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Analytical Skills 7) Investigations skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

**16. IPOA/HR/16/2024: INVESTIGATIONS OFFICER II, IPOA GRADE 9 (2 POSITIONS)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Investigations Officer II
Grade	IPOA 9
Directorate	Investigations
Department	Investigations / Forensics and Rapid Response
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reports to	Investigations Officer I
Job Purpose	
To conduct investigations into complaints related to offences committed by any member of the Service as provided and guided under Section 6, 7, 24 and 25 of the IPOA Act.	

Key Responsibilities/ Duties / Tasks
<ol style="list-style-type: none"> 1. Implement strategies, policies, manuals, plans, standards and procedures pertaining to investigations; 2. Conduct investigations of any complaints on police misconduct; 3. Gather information and draft reports to inform investigations; 4. Update internal case tracking system of all investigations; 5. Support prosecution process in court in Liaison with the division head; 6. Support Implementation of quality assurance standards of investigations; 7. Participate in rapid responses; 8. Gather evidence and analyse information on investigations and Forensics; 9. Update and maintain records of all cases received and investigated by the Authority and by IAU; 10. Develop and implement Individual annual work plan; 11. Develop periodic individual performance reports and 12. Implement risk mitigation measures.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible allocated working tools and equipment, and records
III. Decision Making / Job Influence
Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following disciplines: Forensic Science, Criminal Justice, Criminology, Law, Social Science or any other relevant field from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.

This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Investigations Skills 2) Supervisory Skills 3) Planning Skills 4) Decision Making Skills 5) Evidence analysis and Analytical skills 6) Report writing skills 7) Interpersonal Skills 8) Communication 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

**17. IPOA/HR/17/2024: FORENSIC OFFICER II, IPOA GRADE 9 (2 POSITIONS)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Forensic Officer II
Grade	IPOA 9
Directorate	Investigations and Forensics Services
Department	Rapid Response and Forensic Services
Location / Work Station	Headquarters, Nairobi / Regional Offices
Reports to	Forensics Officer I
Job Purpose	
To provide forensics services for cases related to offences committed by any member of the National Police Service.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement strategies, policies, manuals, plans, standards and procedures pertaining to forensics services; 2. Provide Forensic services fin investigations of complaints on police misconduct; 3. Gather forensic information and evidence & draft forensic reports; 4. Undertake day to day operations of Forensic Laboratories; 5. Update and maintain forensic records; 6. Update internal case tracking system of forensic initiatives; 7. Process forensic evidence and reports to support prosecution process in court; 8. Participate in rapid responses; 9. Engage with key stakeholders on matters touching on forensic investigations 10. Implement risk mitigation measures; 11. Support implementation of quality assurance standards of Forensic; 12. Develop and implement individual annual work plan; 	

13. Engage with other institutions on issues of Police oversight, including other State organs in relation to rapid response and forensic services; and 14. Conduct forensic investigations for high priority, sensitive and complex cases.	
Job Dimensions:	
I. Financial Responsibility	
Participates in annual budget and procurement plan preparations	
II. Responsibility for Physical Assets	
Responsible for all rapid response and forensic services physical assets (ICT, office furniture and equipment, evidence/ exhibit custody room, forensic laboratory kits, tools, equipment and machines, forensic field operation kits, tools and equipment).	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in Forensic Science and or equivalent qualifications from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
Professional qualification and membership to a professional body where applicable.	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Forensics/ Forensic Investigations Management Skills 2) Inspections Skills 3) Planning Skills 4) Decision Making Skills 5) Interpersonal Skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

6) Communication Skills 7) Analytical Skills 8) Report writing skills	
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**18.IPOA/HR/18/2024: CALL CENTRE OFFICER II, IPOA GRADE 9 (2 POSITIONS)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Call Centre Officer II
Grade	IPOA 9
Directorate	Directorate of Complaints Management and Counselling Services
Department	Complaints Management
Location / Work Station	Headquarters, Nairobi
Reports to	Call Centre Officer I
Job Purpose	
Responsible for receiving, sorting and processing complaints on police misconduct at the Call Centre.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement policies, strategies, guidelines, plans, standards and procedures pertaining to complaints management through the call centre; 2. Implement systems and processes at the call Centre for efficient management of complaints against the police; 3. Receive and process complaints on police misconduct at the call centre; 4. Collect information on complaints received through the call centre for presentation to the internal case intake committee; 5. Initiate Alternative Dispute Resolution processes where applicable; 6. Provide feedback to the complainants on the status of complaints; 7. Maintain and update records at the call centre; 8. Gather data for internal and external reports pertaining to the call centre; 9. Implementation of quality assurance standards in call centre; 10. Develop and implement Individual annual work plan; 11. Develop periodic individual performance reports and 12. Implement risk mitigation measures. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare Call Centre Work Plans and the Budgets	
II. Responsibility for Physical Assets	

Responsible for call centre physical assets in the team (ICT, office furniture and equipment, call centre tools, records and machines)	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in any of the following disciplines: Law, Criminology, Psychology, Social Sciences, Public Administration, Public Relations, Sociology or equivalent qualifications from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
Professional qualifications and membership body where applicable	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Call Centre Management Skills 2) Planning Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Counselling skills 7) Dispute resolutions 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 Independence

**19. IPOA/HR/19/2024: ACCOUNTANT II, IPOA GRADE 9 (1 POSITION)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Accountant II
Grade	IPOA 9
Directorate	Finance and Planning
Department	Accounts

Location / Work Station	Headquarters, Nairobi
Reports to	Accountant I
Job Purpose	
Responsible for development, implementation and/or review of accounting policies, procedures and internal controls for efficient and effective management of Authority funds.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement policies, strategies, plans, rules, regulations, standards and procedures relating to accounts while ensuring compliance to applicable laws, statutes and circulars; 2. Implement internal accounting control systems; 3. File and maintain all accountable documents and records; 4. Receipting of funds; 5. Conduct remittance of statutory deductions and filing of tax returns; 6. Implement risks mitigation measures; 7. Implement management decisions; 8. Develop and implement individual work plans; 9. Consolidate data for preparing briefs and reports on general ledgers; 10. CBK Endorser/Agent; 11. Reconciling creditors ledgers to ensure accuracy; and 12. Maintain Petty cash float. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare Work Plans, procurement plans and the Budgets	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	

Bachelor's Degree in any of the following disciplines: - Commerce (Accounting/ Finance option); Business Administration (Accounting option) or equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
A pass in Part II of the Certified Public Accountants (CPA) Examination or Part II of the Association of Certified Chartered Accountants (ACCA) or equivalent qualification; Professional qualifications and membership body where applicable.	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Financial Management Skills 2) Organization and Planning Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 6) Analytical Skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

**20.IPOA/HR/20/2024; OFFICE ADMINISTRATOR II, IPOA GRADE 9 (1 POSITION)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Office Administrator II
Grade	IPOA 9
Directorate	Human Resource and Administration
Department	Administration
Location / Work Station	Headquarters, Nairobi
Reports to	Office Administrator I
Job Purpose	
Responsible for provision of secretarial services in an effective and efficient manner throughout the Authority.	
Key Responsibilities/ Duties / Tasks	

<ol style="list-style-type: none"> 1. Support implementation of policies, strategies, guidelines, plans, standards and procedures that impact on Office Administration Services; 2. Manage correspondences; 3. Develop and maintain the filing system in the respective office of deployment; 4. Support organization of meetings and prepare necessary materials for the meeting; 5. Schedule appointments and meetings; 6. Make travel arrangements; 7. General administration of the office; 8. Answer and direct phone calls; 9. Update records in the respective office of deployment; 10. Consolidate data for reports development in respective office of deployment; 11. Implement management decisions; 12. Develop and implement individual work plan.
Job Dimensions:
I. Financial Responsibility
Prepare annual work plan, procurement plan and budgets.
II. Responsibility for Physical Assets
Responsible for Office equipment, furniture and records
III. Decision Making / Job Influence
Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in Secretarial Studies or Business and Office Management or equivalent qualifications from a recognized Institution;
OR
Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution.
Previous relevant work experience required.
This is an entry level job
Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:	Behavioral Competencies/Attributes:
1) Record management 2) Organization and Planning 3) Dispute Resolution 4) Decision Making 5) Interpersonal 6) Communication 7) Analytical	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

**21.IPOA/HR/21/2024; SECURITY OFFICER II, IPOA GRADE 9 (1 POSITION)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Security Officer II
Grade	IPOA 9
Department	Security Services
Location / Work Station	Headquarters, Nairobi
Reports to	Security Officer I
Job Purpose	
Responsible for coordination of all security operations in the Authority.	
Key Responsibilities/ Duties / Tasks	
1. Implement policies, strategies, guidelines, systems, plans, standards and procedures that impact on security services while ensuring compliance to applicable laws and circulars; 2. Coordinate outsourced security services; 3. Gather and analyze intelligence to enhance security in the Authority; 4. Supervise weapon handling and armed security operations; 5. Lead team in surveillance and access control operations in the Authority; 6. Undertake Security Risk Analysis (SRA) and surveys in the Authority; 7. Consolidate security updates and advisories in the Authority; 8. Implement capacity building programs on security matters in the Authority; 9. Update and maintain records in the department; 10. Consolidate data for internal and external reports in the department; 11. Coach, mentor and supervise staff under their purview; 12. Develop and implement individual work plan; 13. Develop periodic individual performance reports; and 14. Identify risks and formulate mitigation measures.	
Job Dimensions:	
I. Financial Responsibility	

Prepare annual work plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in Criminology, Forensic Science, Criminal Justice, Security Management or any other equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Certified Security Management Professional (CSMP) Level 6 Diploma; 2. Six (6) weeks approved security investigation course at Criminal Investigation Department (CID) Training School or any other equivalent qualification from a recognized Institution; 3. Registered with a relevant professional body where applicable. 	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Analytical skills 2) Organization and Planning Skills 3) Dispute Resolution Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

22. IPOA/HR/22/2024: SUPPLY CHAIN MANAGEMENT OFFICER II, IPOA GRADE 9 (1 POSITION) (CONSOLIDATED SALARY KES. 90,000 – 130,000)

Job Title	Supply Chain Management Officer II
Grade	IPOA 9
Department	Supply Chain Management
Location / Work Station	Headquarters, Nairobi
Reports to	Supply Chain Management Officer I
Job Purpose	
Responsible for administration of the supply chain function to ensure timely availability of goods, works and services in the Authority.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Support implementation of policies, strategies, guidelines, plans, standards and procedures that impact on supply chain management while ensuring compliance to applicable laws, statutes and circulars; 2. Conduct market surveys/research to inform procurement of goods, works and services; 3. Support in the implementation of capacity building programs on supply chain processes in the Authority; 4. Conduct registration/prequalification of suppliers and maintenance of the lists; 5. Update inventory/stores in compliance with the relevant regulations; 6. Update records in the division; 7. Consolidate data for compiling internal and external reports in the division; 8. Implement risks mitigation measures; 9. Issue items to staff; 10. Develop and implement individual work plan. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare annual work plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	

Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in any of the following disciplines: Procurement, Purchasing, logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
A member of the Kenya Institute of Supplies Management (KISM)	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> 1) Analytical skills 2) Organization and Planning Skills 3) Dispute Resolution Skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 	<ul style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

23.IPOA/HR/23/2024; COMMUNICATIONS OFFICER II, IPOA GRADE 9 (1 POSITION) (CONSOLIDATED SALARY KES. 90,000 – 130,000)

Job Title	Communications Officer II
Grade	IPOA 9
Department	Corporate Communications
Location / Work Station	Headquarters, Nairobi
Reports to	Communications Officer I
Job Purpose	
Responsible for internal and external communications, branding and enhancement of the Authority's visibility.	
Key Responsibilities/ Duties / Tasks	

<ol style="list-style-type: none"> 1. Support in implementation of policies, strategies, guidelines, plans, standards and procedures that impact on communications and outreach while ensuring compliance to applicable laws, regulations and circulars; 2. Monitor and analyze perceptions of various publics to the organization and provide appropriate advice; 3. Conduct internal and external communications including press releases, speeches, scripts, publications, social media, web communications and documentations; 4. Implement outreach programs to enhance the Authority's visibility and image; 5. Support management of Authority's brand and consistent application in conformance with the Authority's brand value and strength; 6. Support organization of Authority's corporate affairs events and Public Relations initiatives; 7. Consolidate data for compiling internal and external reports in communications and outreach; 8. Update records in communications and outreach; 9. Implement risk mitigation measures in the division; 10. Develop and implement individual work plan.
Job Dimensions:
I. Financial Responsibility
Develop annual work plan and budgets;
II. Responsibility for Physical Assets
Responsible for Office equipment, furniture and records
III. Decision Making / Job Influence
Operational decisions
IV. Working Conditions
Predominantly in an office setting with occasional field travel.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following: Public Relations/ Communications, Mass Communication, Journalism or equivalent qualification from a recognized institution.
Previous relevant work experience required.
This is an entry level job
Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:	Behavioral Competencies/Attributes:
1) Videography and Photography skills 2) Analytical skills 3) Organization and Planning Skills 4) Dispute Resolution Skills 5) Decision Making Skills 6) Interpersonal Skills 7) Communication Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

**24.IPOA/HR/24/2024: PLANNING OFFICER II, IPOA GRADE 9 (1 POSITION)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Planning Officer II
Grade	IPOA 9
Directorate	Finance and Planning
Department	Planning Monitoring and Evaluation
Location / Work Station	Headquarters, Nairobi
Reports to	Planning Officer I
Job Purpose	
Responsible for development and review of plans, frameworks, Monitoring and Evaluation and development of performance reports as per the IPOA Act.	
Key Responsibilities/ Duties / Tasks	
1. Support in implementation of policies, strategies, guidelines, plans, rules, standards and procedures pertaining to planning, monitoring and evaluation while ensuring compliance to applicable laws and statutes; 2. Collate data for development of internal and external reports on planning, monitoring and evaluation in the Authority; 3. Carry out evaluation activities in the Authority; 4. Implement monitoring and evaluation frameworks and tools; 5. Implement M&E awareness and sensitization programs in the Authority; 6. Maintain utilization of Authority's' statistics; 7. Update records in the division; 8. Implement risk mitigation measures; 9. Implement management decisions; and 10. Develop and implement individual work plan.	
Job Dimensions:	
I. Financial Responsibility	

Draft annual work plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Bachelor's Degree in any of the following: Economics, Business Management, Finance, Project Management, Statistics, Monitoring and Evaluation, Social Sciences or equivalent qualifications from a recognized institution.	
Professional Qualifications / Membership to professional bodies	
Professional qualification and membership to a professional body where applicable.	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Organization and Planning Skills 2) Decision Making Skills 3) Interpersonal Skills 4) Communication Skills 5) Analytical Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience

**25. IPOA/HR/25/2024; LEGAL OFFICER II, IPOA GRADE 9 (8 POSITIONS)
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

Job Title	Legal Officer II
Grade	IPOA 9
Directorate	Legal Services
Department	Legal Audit and Human Rights Compliance /

	Prosecution and Litigation
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reports to	Legal Officer I
Job Purpose	
Responsible for provision of guidance and legal opinions to the Authority and spearheading representation of the Authority in all legal, civil and criminal court proceedings.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Support implementation of policies, strategies, guidelines, plans, standards and procedures pertaining to legal Services in the Authority; 2. Represent the Authority in all civil court cases and Alternative Dispute Resolution Mechanisms; 3. Institute civil proceedings for enforcement of the Authority's recommendations; 4. Institute civil proceedings for compensation of victims of police misconduct; 5. Carry out research on legal issues pertinent to operations of IPOA in collaboration with the division of research; 6. Assist in conducting legal assignments and projects as directed; 7. Support in preparation and drafting of contracts, leases, Memoranda of understanding formal agreements and other legal instruments; 8. Participate in outreach programs to strengthen IPOA's governance and improve the quality of service delivery by conducting legal aid clinics on constitutional matters in collaboration with department of communications and outreach; 9. Assist in conduct of legal audits to ensure legal compliance by the Authority; 10. In liaison with department of preventive services assist in conduct of audits of processes and actions of the National Police Service to ensure compliance with applicable legal and human rights standards; 11. Evaluate evidence in completed investigations by the Authority submitted in non-complex matters for determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions; 12. Review evidence in completed investigations by the IAU for determinations of its sufficiency for recommending appropriate disciplinary action; 13. Prepare Authority's cases for prosecution; 14. Watch brief for the Authority in the prosecution of criminal matters touching on the Authority's mandate; 15. Represent the Authority in criminal court proceedings including public inquests; 16. Update records in the division; 17. Consolidate data for internal and external reports in the division; 18. Implement risks mitigation measures; 19. Implement management decisions; and 	

20. Develop and implement individual annual work plan.	
Job Dimensions:	
I. Financial Responsibility	
Prepare Work Plans, procurement plans and the Budgets	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
1. Post graduate Diploma in legal studies; 2. Bachelor's Degree in Law.	
Professional Qualifications / Membership to professional bodies	
1. Registered as an advocate of the High Court of Kenya; 2. Hold a current practicing certificate; 3. Member of Law Society of Kenya.	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Legal Research Skills 2) Planning Skills 3) Decision Making Skills 4) Analytical skills 5) Report writing skills 6) Interpersonal Skills 7) Communication Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence

26. IPOA/HR/26/2024: DRIVER II, JOB GRADE, IPOA 12 (5 POSITIONS) – (CONSOLIDATED SALARY KES. 40,860 – 63,170)

Job Title	Driver II
Grade	IPOA 12
Directorate	Human Resource and Administration
Department	Administration
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reports to	Driver I
Job Purpose	
Responsible for providing transport services in an effective and efficient manner.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement transport policies, strategies, plans, rules, standards and procedures; 2. Drive the organization's vehicles as authorized; 3. Carry out routine checks on the assigned vehicle and report any malfunction of vehicle systems and other occurrences; 4. Maintain the movement of work tickets for vehicle(s) assigned; 5. Maintain security and safety of the vehicle on and off the road; 6. Ensure security and safety of authorized passengers and goods; 7. Report all accidents and incidents promptly to the relevant IPOA offices; 8. Administer first aid in the event of an accident; 9. Maintain and update records relating to the assigned vehicle; 10. Maintain cleanliness of the vehicle; 11. Develop and implement Individual annual work plan; 12. Develop periodic individual performance reports and 13. Implement risk mitigation measures. 	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	

IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	
Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain) or its equivalent qualification.	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive; 2. Passed Practical Test for Drivers conducted by AA or the relevant Government Ministry/Department; 3. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution; 4. First-Aid Certificate lasting not less than one (1) week from Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution; 5. Passed Suitability Test Grade III for Drivers conducted by the relevant Government Ministry/Department; 6. Refresher course for drivers lasting not less than one (1) week every three (3) years; and 7. Valid certificate of Good Conduct. 	
Previous relevant work experience required.	
A minimum of at least two (2) years driving experience	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Organization and Planning Skills 2) Driving 3) Mechanical skills 4) Decision Making Skills 5) Interpersonal Skills 6) Communication Skills 7) Defensive driving, 8) First aid skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

27.IPOA/HR/27/2024: OFFICE ASSISTANT, JOB GRADE, IPOA 13 (1 POSITION) – (CONSOLIDATED SALARY KES. 38,010 – 57,240)

Job Title	Office Assistant II
Grade	IPOA 13

Directorate	Human Resource and Administration
Department	Administration
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reports to	Office Assistant I
Job Purpose	
Responsible for providing general routine office services, which include cleaning services, messengerial duties and preparing tea / catering services.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Implement policies, strategies, plans, rules, standards and procedures relating to office management; 2. Supervise contracted cleaning personnel; 3. Photocopy, scan and bind documents; 4. Prepare and serve tea; 5. Open and close the office daily; 6. Utilize kitchen and basic office consumables; 7. Organize office errands; 8. Prepare boardrooms for meetings; 9. Move office furniture and arrange office space for staff; 10. Assess and report on areas requiring general maintenance and repair; 11. Maintain and update records as appropriate; 12. Support development of reports as appropriate; 13. Develop and implement Individual annual work plan; 14. Develop periodic individual performance reports and 15. Implement risk mitigation measures. 	
Job Dimensions:	
I. Financial Responsibility	
N/A	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
Predominantly in an office setting with occasional field travel.	

Job Competencies (Knowledge, Experience and Attributes / Skills).	
Academic qualifications	
Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain) or its equivalent qualification.	
Professional Qualifications / Membership to professional bodies	
N/A	
Previous relevant work experience required.	
This is an entry level job	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
1) Organization and Planning Skills 2) Decision Making Skills 3) Interpersonal Skills 4) Communication Skills	1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence