

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 Kenyans citizen with drive, vision and creativity to fill the following vacant positions: -

	Job Reference	Designation	Job Grade	Vacant Positions
1	IPOA/HR/01/2022	Director of Investigations	JG2	1 Post
2	IPOA/HR/02/2022	Head of Inspections and Monitoring	JG 3	1 Post
3	IPOA/HR/03/2022	Senior Strategy and Research Officer	JG5	1 post
4	IPOA/HR/04/2022	Inspections Officer	JG6	1 post
5	IPOA/HR/05/2022	Records Management Officer II	JG7	1 post

How to apply:

Interested persons who meet the requirements should submit their application through Post Office, email or by hand delivery, clearly indicating the position and job reference number, on both the cover letter, envelope and email applications, together with **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, 7th June, 2022** to:

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

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

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/01/2022: DIRECTOR OF INVESTIGATIONS - JOB GRADE, IPOA 2, 1 POSITION (CONSOLIDATED SALARY KES.320,000 – 470,000)

Job Purpose: To provide leadership and direction in investigations and forensic services in the Authority as provided and guided under Section 6, 7, 24 and 25 of the IPOA Act.

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

Reports to: The Chief Executive officer.

Direct reports: Head of Investigations and Head of Rapid Response and Forensic Services

Job Description

Managerial responsibilities

- 1) Oversee the development and implementation of policies, strategies, manuals, plans, procedures and standards pertaining to investigations and forensic services;
- 2) Oversee investigations into complaints related to offences committed by any member of the Service and recommendations made to the relevant authorities;
- 3) Oversee investigations of policing operations affecting members of the public;
- 4) Provide guidance on investigations, forensic and intelligence management;
- 5) Establish controls for deployment and application of investigations and forensic tools, kits and equipment;
- 6) Spearhead the development and implementation of Directorate work plans, data, information, records and resources;
- 7) Oversee the review of patterns and trends of police misconduct;
- 8) Spearhead the taking over of ongoing internal investigations undertaken by the Internal Affairs Unit of the National Police Service;
- 9) Provide leadership, guidance, coaching and mentorship for the Directorate staff;
- 10) Oversee employee performance management and competency development in the Directorate.

Operational responsibilities

- 1) Guide investigations and forensic operations;
- 2) Initiate strategic linkages with stakeholders in relation to investigations, forensic and intelligence operations;
- 3) Provide liaison with other Directorate's on matter related to investigations, forensic and intelligence;
- 4) Guide on categorization and prioritization of cases for investigations;
- 5) Coordinate provision of working tools and equipment for the Directorate;
- 6) Provide secretariat services to the Board Technical Committee;
- 7) Provide advice on investigations, forensic and intelligence operations to the Management and the Board;
- 8) Guide on redress of operational risks and audit processes for purposes of effective delivery of the Directorate mandate;
- 9) Review and recommend Directorate operational work plans for approval;
- 10) Review and approve Directorate reports;
- 11) Review Directorate data, information, records, files and processes for quality assurance;
- 12) Coordinate the review of patterns and trends of police misconduct related to investigations;
- 13) Identify and document gaps in processes and systems, and recommend corrective action;
- 14) Review and approve Directorate annual budget, work plan and procurement plan;
- 15) Coordinate and chair the Directorate meetings;
- 16) Supervise and appraise direct reports and identify training needs.

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Master's degree in Forensic Science, Criminal Justice, Criminology, Law, Social Sciences, Military/ Police Science or equivalent qualifications from a recognized institution.
- (ii) Bachelor's degree in any of the following disciplines: - forensic science, criminal justice, criminology, law, social sciences or equivalent qualifications from a recognized institution;
- (iii) Served for a minimum period of three (3) years in the grade of either Head-Investigations, Head-Rapid Response and Forensic Services at IPOA or in a comparable and relevant position for a period of fifteen (15) years, five (5) of which must have been in a Senior Management level in the Public Service or Private Sector.
- (iv) Certificate in either Corporate Governance or Strategic Leadership Development Programme from a recognized institution;
- (v) Registered with a relevant Professional Body where applicable;
- (vi) Certificate in computer application.
- (vii) Demonstrated integrity, professional competence and ability in planning and controlling Investigations activities.

Required behavioral and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation.
- Resilience.
- Strategic Leadership Skills
- Financial Management Skills
- Investigations Management Skills
- Organization and Planning Skills
- Dispute Resolution Skills
- Decision Making Skills
- Analytical Skills

2. IPOA/HR/02/2021: HEAD OF INSPECTIONS AND MONITORING - JOB GRADE, IPOA 3, 1 POSITION (CONSOLIDATED SALARY KES. 236,000 – 351,000)

Job Purpose: To coordinate inspections of Police premises and detention facilities under the control of the National Police Service and monitoring of policing operations affecting members of the public as per Sec. 6(c) and (e) of the IPOA Act.

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

Reports to: The Director of Inspections, Research and Monitoring.

Direct reports: Principal Inspections Officer, Senior Inspections Officer, Principal Monitoring Officers, Senior Monitoring Officers

Job Description

Managerial responsibility

- 1) Coordinate development and implementation of policies, strategies, manuals, plans, procedures and standards pertaining to Inspections and monitoring services;
- 2) Coordinate monitoring of policing operations affecting members of the public including the Internal Affairs Unit of the Service;
- 3) Develop controls for deployment and application of inspections and monitoring tools and equipment;
- 4) Manage development and implementation of inspections and monitoring work plans, data, information, records and resources;
- 5) Coordinate development of Inspections and monitoring concepts to professionalize police service;
- 6) Coordinate handling and resolution of complaints referred to the Directorate for inspections and monitoring;
- 7) Guide, coach and mentor the inspections and monitoring officers;

- 8) Coordinate employee performance management and competency development plans in the department.

Operational responsibility

- 1) Provide leadership to the inspections and monitoring officers;
- 2) Gather, analyze and disseminate intelligence on the inspections and monitoring operations;
- 3) Provide working tools and equipment for the department;
- 4) Liaise with other technical operations on inspections and monitoring function;
- 5) Assess operational risks before deployment of officers in any inspections and monitoring activity;
- 6) Organize meetings to discuss on Inspections and monitoring approaches, tools, assignments and reports;
- 7) Appraise procurement requisitions for effective departmental operations;
- 8) Advice on inspections and monitoring issues to the Management;
- 9) Initiate redress of operational risks and audit processes for purposes of effective delivery of the departments mandate;
- 10) Review and forward departmental operational work plans for approval;
- 11) Review and forward Inspections and monitoring reports;
- 12) Review monitoring data, information, files, records and processes for quality assurance;
- 13) Review and forward departmental annual budget, workplan and procurement plan;
- 14) Supervise and appraise direct reports

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Master's degree in either Public Administration, Criminal Justice, Social Sciences or equivalent qualifications from a recognized university.
- (ii) Bachelors in either of the following disciplines: Public Administration, Criminal Justice, Law, Social Sciences or equivalent qualifications from a recognized institution;
- (iii) Demonstrated professional competence served for a minimum period of three (3) years in the grade of Principal Inspection or Principal Monitoring Officer or eight (12) years in a comparable and relevant position in the Public Service, five (5) of which must have been in a Senior Management level in the Public Service or Private Sector
- (iv) Certificate in either Corporate Governance or Senior Management Course or equivalent qualification from a recognized institution.
- (v) Certificate in computer application;
- (vi) Registered with a relevant Professional Body where applicable.

Required functional and behavioral skills:

- Human Rights Monitoring Skills
- Leadership Skills
- Financial Management Skills
- Planning Skills
- Decision Making Skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Analytical Skills
- Report writing skills
- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Independence

3. IPOA/HR/03/2022: SENIOR STRATEGY AND RESEARCH OFFICER, IPOA GRADE 5 (1 POSITION)- (CONSOLIDATED SALARY KES. 122,000-202,000)

Job Purpose: Conduct research to generate new knowledge and evidence-based statistics to inform policy and decision making at the Authority and in the Policing Sector.

Reports to: Head of Inspections and Monitoring.

Job Description

Managerial / Supervisory Responsibilities

- 1) Assist in implementation of policies, strategies, manuals, plans, procedures and standards pertaining to strategy and research services;
- 2) Assist in strategy and research operations;
- 3) Assist in implementation of controls for deployment and application of strategy and research services;
- 4) Assist in development of strategy and research concepts to professionalize police service;
- 5) Coach and mentor strategy and research Officers;
- 6) Prepare team annual workplans, budgets and procurement plans

Operational Responsibilities

- 1) Conduct research;
- 2) Prepare tools for the strategy and research function;
- 3) Identify procurement requirements for effective strategy and research operations;
- 4) Engage stakeholders to collect and corroborate research data and facts for informed recommendations;

- 5) Prepare concepts to inform strategy and research for the Authority;
- 6) Provide updates on strategy and research to the Principal Officer;
- 7) Track recommendations made by the Authority and update on their implementation status;
- 8) Prepare for dissemination forums on research findings and recommendations;
- 9) Prepare analysis on trends and patterns of reported police misconducts;
- 10) Prepare activity, monthly, quarterly, bi-annual performance and Annual reports for the Department;
- 11) Prepare quarterly and biannual performance review briefs for the Strategy and Research Department;
- 12) Implement strategy and research annual budget, workplan and procurement plan;
- 13) Appraise strategy and research officers and identify training needs;
- 14) Participate in meetings for the Department.

Profile:

- c) Must be a citizen of Kenya.
- d) Meets the requirements of Chapter six of the Constitution of Kenya

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Bachelor's degree in any of the following disciplines: Economics, Statistics, Social Sciences, Law, Business Management, Finance or its equivalent qualifications from a recognized institution.
- (ii) Served for a minimum period of three (3) years in the grade of Strategy and Research Officer or six (6) years in a comparable and relevant position in the Public Service or Private Sector.
- (iii) Certificate in Research/ Statistical packages/ Data analysis and management
- (iv) Certificate in computer application skills
- (v) Registered with a relevant professional body where applicable.

Required functional and behavioral skills:

- Strategy Development and Research Skills
- Supervisory Skills
- Planning Skills
- Decision Making Skills
- Data analysis and Analytical skills
- Report writing skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation

- Resilience
- Independence

4. IPOA/HR/04/2022; INSPECTIONS OFFICER, JOB GRADE, IPOA 6 (1 POSITION) – (CONSOLIDATED SALARY KES. 90,000 – 130,000)

Job Purpose: Assist in conducting of inspections of Police premises and detention facilities under the control of the National Police Service as per Sec. 6(e) of the IPOA Act.

Reports to: Senior Inspections Officer

Job Description

Assists in: -

- 1) Inspection of police premises and detention facilities under the control of the National Police Service;
- 2) Undertaking rapid response action in case of any eventualities that demand for inspections of police premises;
- 3) Preparing inspections reports with recommendations;
- 4) Handling and resolving complaints referred to the Department for inspections;
- 5) Engaging stakeholders to corroborate facts and evidence for informed recommendations;
- 6) Gathering evidence during inspections to strengthen the Authority's investigations;
- 7) Preparing concepts to inform inspections for the Authority;
- 8) Providing updates on inspection of police premises to the Principal Inspections Officer;
- 9) Preparing activity, monthly, quarterly, bi-annual performance and Annual reports for the Department;
- 10) Preparing quarterly and biannual performance review briefs for the Inspections Department;
- 11) Appraising Inspections Officers and identify training needs;
- 12) Participate in meetings for the Department.
- 13) Coach and mentor volunteers and interns.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Bachelor's Degree in Law, Public Administration, Criminology & Criminal Justice, Sociology, Political Science, Human Rights, Social Sciences, Military or Police degree or equivalent qualification from a recognized institution.
- (ii) Certificate in computer application skills.

Required functional and behavioral skills:

- Inspection Skills
- Supervisory Skills
- Planning Skills
- Decision Making Skills
- Data analysis and Analytical skills
- Report writing skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Independence

5. IPOA/HR/05/2022; RECORDS MANAGEMENT OFFICER II, JOB GRADE, IPOA 7 (1 POSITION) – (CONSOLIDATED SALARY KES. 64,500 – 97,500)

Job Purpose: To conduct operations in the Authority's registry and ensure proper management of records and information.

Reports to: Records Management Officer I

Job Description

- 1) Implement internal controls in records management.
- 2) Implement accountability structures and monitor performance in registries including regional offices.
- 3) Prepare monthly returns on postage and courier services.
- 4) Receive, register, distribute, store and dispatch all incoming and outgoing mails
- 5) Manage records for internal and external audits.
- 6) Conduct periodic compliance audits and surveys and determine obsolete records for disposal
- 7) Conduct periodic inspections of files to ensure correct placement, legibility, and proper condition of documents
- 8) Maintain an inventory of all Authority records to ensure effective retrieval of information
- 9) Supervise the general cleanliness of the registry and files
- 10) Conduct regular audits on records management activities
- 11) Maintain records, files and registers.
- 12) Guide, Coach and mentor records management officers

Profile:

- c) Must be a citizen of Kenya.
- d) Meets the requirements of Chapter six of the Constitution of Kenya

Job Specifications

For appointment at this position, a candidate must have: -

- (iii) Diploma in any of the following disciplines; Records/Information Management, Information/Library Science or equivalent qualification from a recognized institution
- (iv) Certificate in computer application skills.
- (v) Familiarity with a variety of the field's concepts, practices, and procedures standards such as ISO 15489
- (vi) Membership to relevant professional Association.
- (vii) Excellent computer application skills with expertise in Statistical packages;

Required functional and behavioral skills:

- Organization and Planning Skills
- Dispute Resolution Skills
- Decision Making Skills
- Records management skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Analytical Skills
- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience