



**VACANCY ANNOUNCEMENT**

The Independent Policing Oversight Authority is established pursuant to the Independent Policing Oversight Authority Act Cap. 86 Laws of Kenya. Its primary mandate is to provide civilian oversight over the work of the National Police Service.

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

No	Job Reference	Designation	Job Grade	Vacant Positions
9	IPOA/HR/09/2026	Clerical Officer II	IPOA 12	1 Post

**How to apply:**

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Authority's website [careers Portal](#). No Physical applications will be accepted

Detailed job description and specification for this position is available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **18<sup>th</sup> May, 2026** at **5.00 p.m. East Africa time**.

Successful applicants must meet the requirements of Chapter Six of the Constitution of Kenya 2010 and provide the following documents; clearance certificate from HELB, EACC, CRB, KRA and DCI. Further to this, background checks and verification of academic certificates shall be undertaken before on boarding.

*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. Kindly note that 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.

**9. IPOA/HR/09/2026; CLERICAL OFFICER II JOB GRADE IPOA 12 (1 POSITION)  
(CONSOLIDATED SALARY KSH. 44,720 – 67,340)**

<b>Job Title</b>	<b>Clerical Officer II</b>
<b>Grade</b>	IPOA 12
<b>Directorate</b>	Human Resource and Administration
<b>Department</b>	Administration
<b>Section / Unit</b>	Administration
<b>Location / Work Station</b>	Regional Offices / County Offices
<b>Reporting Relationships</b>	
<b>Reports to</b>	Clerical Officer I
<b>Job Purpose</b>	
Responsible for providing general clerical services in various directorates and departments.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>i. Compiling statistical records for accuracy;</li> <li>ii. Processing data and information in the respective area of deployment;</li> <li>iii. Maintaining efficient filing system;</li> <li>iv. Maintaining safe custody of files, materials and other records in the respective area of deployment,</li> <li>v. Collecting and collating data and information to facilitate compilation of reports in the respective area of deployment;</li> <li>vi. Implementing risk mitigation measures;</li> <li>vii. Developing and implementing individual work plans;</li> </ol>	
<b>Knowledge, Experience and qualifications required</b>	
<p>For appointment to this grade, an officer must have the following qualifications:</p> <ol style="list-style-type: none"> <li>i. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (Minus) or its equivalent qualification;</li> <li>ii. Pass in proficiency examination for Clerical Officers; and</li> <li>iii. Proficiency in computer applications;</li> </ol>	