



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
10	IPOA/HR/10/2026	Driver II	IPOA 12	4 Posts

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 **18th 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.

**10. IPOA/HR/10/2026; -DRIVER II JOB GRADE IPOA 12 (4 POSITIONS)
(CONSOLIDATED SALARY KSH. 44,720 – 67,340)**

Job Title	Driver II
Grade	IPOA 12
Directorate	Human Resource and Administration
Department	Administration
Section / Unit	Administration
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reporting Relationships	
Reports to	Driver I
Job Purpose	
Responsible for providing transport services in an effective and efficient manner.	
Key Responsibilities/ Duties / Tasks	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> i. Driving the organization's vehicles as authorized; ii. Carrying out routine checks on the assigned vehicle and reporting any malfunction of vehicle systems and other occurrences; iii. Maintaining the movement of work tickets for vehicle(s) assigned; iv. Maintaining security and safety of the vehicle on and off the road; v. Reporting all accidents and incidents promptly to the relevant IPOA offices; vi. Administering first aid in the event of an accident; and vii. Maintaining cleanliness of the vehicle. 	
Knowledge, Experience and qualifications required	
<p>For appointment to this grade, an officer must have the following qualifications:</p> <ol style="list-style-type: none"> i. KCSE mean grade of D (Plain) or its equivalent qualification; ii. At least two years' proven driving experience; iii. Valid driving license; iv. Suitability Trade Test for Drivers; v. First-Aid Course Certificate lasting not less than one (1) week from Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution; vi. A valid certificate of good conduct; vii. Proficiency in Computer Applications; and viii. Practical test for drivers conducted by the ministry responsible for transport or conducted by AA of Kenya. 	

