



Independent Policing
Oversight Authority

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
20	IPOA/HR/31/2026	Clerical Officer II	IPOA 12	2 Post

How to apply:

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Careers portal on IPOA website at <https://www.ipoa.go.ke/ipoa/careers> . No Physical applications will be accepted

Detailed job description and specification for these positions are available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **10th November, 2026** at **5.00 p.m. East Africa time**.

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

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 onboarding.

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

20.IPOA/HR/31/2026; CLERICAL OFFICER II JOB GRADE IPOA 12 (1 POSITION)
(CONSOLIDATED SALARY KSH. 44,720 – 67,340)

Job Title	Clerical Officer II
Grade	IPOA 12
Directorate	Human Resource and Administration
Department	Administration
Location / Work Station	Regional Offices / County Offices
Reporting Relationships	
Reports to	Senior Assistant Director, Administration/ Assistant Director, Regional Coordination
Job Purpose	
Responsible for providing general clerical services in various directorates and departments.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: i. Compiling statistical records for accuracy; ii. Processing data and information in the respective area of deployment; iii. Maintaining efficient filing system; iv. Maintaining safe custody of files, materials and other records in the respective area of deployment, v. Collecting and collating data and information to facilitate compilation of reports in the respective area of deployment; vi. Implementing risk mitigation measures; vii. Developing and implementing individual work plans;	
Knowledge, Experience and qualifications required	
For appointment to this grade, an officer must have the following qualifications: i. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (Minus) or its equivalent qualification; ii. Pass in proficiency examination for Clerical Officers; and iii. Proficiency in computer applications;	