



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
13	IPOA/HR/24/2026	Communication Officer II	IPOA 9	1 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

13.IPOA/HR/24/2026; COMMUNICATION OFFICER II JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)

Job Title	Communication Officer II
Grade	IPOA 9
Department	Corporate Communications
Location / Work Station	Headquarters/ Regional Offices
Reporting Relationships	
Reports to	Senior Assistant Director, Corporate Communications
Job Purpose	
This cadre will be responsible for internal and external communications, branding and enhancement of the Authority's visibility.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: - Supporting the implementation of policies, strategies, guidelines, plans, standards and procedures that impact communications and outreach while ensuring compliance with applicable laws, regulations, and circulars. - Monitoring and analyzing perceptions of various publics towards the organization and providing appropriate advice. - Conducting internal and external communications including press releases, speeches, scripts, publications, social media, web communications, and documentations. - Implementing outreach programs to enhance the Authority's visibility and image. - Supporting the management of the Authority's brand and consistent application in conformance with the Authority's brand value and strength. - Supporting the organization of the Authority's corporate affairs events and Public Relations initiatives. - Consolidating data for compiling internal and external reports in communications and outreach. - Updating records in communications and outreach. - Implementing risk mitigation measures in the division.	
Knowledge, Experience and qualifications required	
For appointment to this grade, an officer must have the following Qualifications: Bachelor's Degree in any of the following: Public Relations/ Communications, Mass Communication, Journalism or equivalent qualification from a recognized institution; and	

ii. Proficiency in computer applications.