



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
17	IPOA/HR/28/2026	Court Process Server III	IPOA 10	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

**17.IPOA/HR/28/2026; COURT PROCESS SERVER JOB GRADE IPOA 10 (1 POSITION)
(CONSOLIDATED SALARY KSH. 64,500 – 97,500)**

Job Title	Court Process Server III
Grade	IPOA 10
Directorate	Legal Services
Department	Legal
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Assistant Director, Legal Services
Job Purpose	
This cadre is responsible for Serving court processes and performing legal clerical duties.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: i. Maintaining a register of service of court processes; ii. Processing simple correspondence under the legal registry; iii. Initiating the maintenance and update of the directorate's diary of court matters; iv. Performing administrative and clerical duties; v. Initiating the preparation of reports and updates on ongoing court matters concerning the Authority; and vi. Participating in legal research to enhance legal services.	
Knowledge, Experience and qualifications required	
For appointment to this grade, an officer must have the following Qualifications: i. Diploma in legal studies; ii. Be registered as a court process server; iii. Valid court process server license; and iv. Proficiency in Computer Applications;	