



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
15	IPOA/HR/26/2026	Database and Applications Administrator	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

15.IPOA/HR/26/2026; DATABASE AND APPLICATIONS ADMINISTRATOR II JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)

Job Title	Database and Applications Administrator II
Grade	IPOA 9
Directorate	Information Communication Technology (ICT)
Department	Enterprise Solution Development and Administration
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Assistant Director, ICT
Job Purpose	
This cadre is responsible for: i. Designing, developing and implement software application systems and models; and ii. Designing, building and implementing database systems.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: i. Supporting in implementation policies, strategies, guidelines, plans, standards and procedures relating to ICT database systems and applications while ensuring compliance to applicable laws, statutes and circulars; ii. Implementing software and applications in the Authority; iii. Implementing database architecture that satisfies the Authority's requirements; iv. Maintaining data integrity and security; v. Implementing and maintaining Database Management Systems (DBMS) vi. Maintaining and ensuring security of database systems and applications; vii. Providing database systems and applications technical support in the Authority; viii. Updating all records in the division; ix. Consolidating data for compiling internal and external reports in the; x. Implementing risk mitigation measures; and xi. Developing and implementing individual work plans.	
Knowledge, Experience and qualifications required	
For appointment to this grade, an officer must have the following Qualifications: i. Bachelor's Degree in any of the following disciplines: - Business Information Technology, Information Communication Technology or equivalent qualification from a recognized institution;	

- ii. Professional Certification in any two of the following: - Cisco Certified Network Associate (CCNA), Microsoft Certified Solutions Associate (MCSA) and Certificate in ethical hacking.