



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 |
|----|-----------------|-------------------------------|-----------|------------------|
| 18 | IPOA/HR/29/2026 | Fleet Management Assistant II | IPOA 11   | 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 **10<sup>th</sup> November, 2026** at **5.00 p.m. East Africa time**.

**Director/Chief Executive Officer,  
Independent Policing Oversight Authority,  
1<sup>st</sup> Ngong Avenue, ACK Garden Annex, 2<sup>nd</sup> 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

**18.IPOA/HR/29/2026; FLEET MANAGEMENT ASSISTANT II JOB GRADE IPOA 11 (1 POSITION) (CONSOLIDATED SALARY KSH. 53,000 – 83,000)**

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| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | <b>Fleet Management Assistant II</b>      |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | IPOA 11                                   |
| <b>Directorate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | Human Resource and Administration         |
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Administration                            |
| <b>Location / Work Station</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | Headquarters, Nairobi                     |
| <b>Reporting Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |                                           |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | Senior Assistant Director, Administration |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |                                           |
| This cadre is responsible for efficient coordination of transport services in the Authority.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |                                           |
| <b>Key Responsibilities/ Duties / Tasks</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                           |
| <p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> <li>Supporting implementation of policies, strategies, standards and procedures for efficient management of transport services;</li> <li>Maintaining inventory of vehicle consumables including fuel;</li> <li>Implementing efficient driver schedules to maximize resource use;</li> <li>Monitoring cleanliness of all vehicles;</li> <li>Coordinating the vehicle pool;</li> <li>Monitoring security and safety of the vehicle on and off the road;</li> <li>Updating all records relating to transport services;</li> <li>Consolidating data for developing reports on transport services as appropriate;</li> <li>Implementing risk mitigation measures; and</li> <li>Developing and implementing individual work plans.</li> </ol> |                                           |
| <b>Knowledge, Experience and qualifications required</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |                                           |
| <p>For appointment to this grade, an officer must have the following qualifications:</p> <ol style="list-style-type: none"> <li>Technician Course Certificate lasting not less than one (1) Year in any of the following: transport/ Fleet management, Automotive engineering or equivalent qualifications from a recognized Institution;</li> <li>Valid driving license free from any current endorsement(s) for class (es) of vehicle(s) an officer is required to drive;</li> <li>Passed Practical Test for Drivers conducted by AA or the relevant Government Ministry/Department;</li> <li>Proficiency in computer applications.</li> </ol>                                                                                                                                                                                                                     |                                           |

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