



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
10	IPOA/HR/21/2026	Human Resource 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

10.IPOA/HR/21/2026; HUMAN RESOURCE OFFICER II JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)

Job Title	Human Resource Officer II
Grade	IPOA 9
Directorate	Human Resource & Administration
Department	Human Resource Management
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Assistant Director, Human Resource Management
Job Purpose	
This cadre is responsible for ensuring the Authority has the requisite Human Resource Capacity to enable it deliver on the overall mandate of the Authority.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: i. Collecting and collating data on human resource management issues; ii. Facilitating recruitments, appointments, promotions, placement/ deployment, training and development, leave management, disciplinary, grievance handling and staff welfare; iii. Collecting and collating data for development of internal and external reports in the division; iv. Updating human resource management records and information systems; v. Providing advisory services to staff on matters related to human resource in the Authority; vi. Implementing organizational change initiatives and workplace safety and health structures and systems; vii. Implementing and communicating human resource management decisions; viii. Drafting routine correspondences; ix. Undertaking training needs assessment and developing training plans and programme; x. Collecting and collating data for processing salaries, allowances, gratuity and other benefits; xi. Providing HR administrative support to line functions; xii. Orienting and inducting new staff to familiarize with the organization; xiii. Collecting and collating data on staff performance appraisal for quarterly, mid-year and end year assessment; and xiv. Identifying and updating the Risk Management Register for the department.	

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: - Human Resource Management/Development, Industrial Relations, Business Administration (Human Resource Option) or equivalent qualification from a recognized Institution; OR ii. Bachelor's Degree in Social Sciences with a Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution; iii. Certified Human Resource Professional Part I – (CHRP I); iv. Membership with Institute of Human Resource Management (IHRM); and v. Certificate in computer application;