REPUBLIC OF KENYA

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
12	IPOA/HR/23/2026	Records Management 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

12. IPOA/HR/23/2026; RECORDS MANAGEMENT OFFICER II JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)

Job Title	**Records Management Officer II**
Grade	IPOA 9
Directorate	Human Resource & administration
Department	Records and Information Management
Location / Work Station	Headquarters
Reporting Relationships	
Reports to	Senior Records Management Officer II
Job Purpose	
This cadre is responsible for maintaining records in the Authority.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: i. Implementing policies, strategies, guidelines, plans, standards and procedures that impact on records management while ensuring compliance to applicable laws and regulations; ii. Updating records in the Authority; iii. Implementing electronic records management system in collaboration with ICT department; iv. Maintaining file movement records; v. Participating in sensitization of staff on records management; vi. Implement disaster preparedness, Management & Recovery program; vii. Collecting and collating data for developing reports in records management division; and viii. Implementing risk mitigation measures.	
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: - Information Science; Records Management, Library Science, Archives and Records Management or equivalent qualification from a recognized institution; and ii. Proficiency in computer applications.	