



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 |
|----|-----------------|-----------------------------|-----------|------------------|
| 1  | IPOA/HR/12/2026 | Senior Office Administrator | IPOA 7    | 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

**1. IPOA/HR/12/2026; SENIOR OFFICE ADMINISTRATOR JOB GRADE IPOA 7 (1 POSITION) (CONSOLIDATED SALARY KSH. 124,140 – 230,730)**

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|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|
| <b>Job Title</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | <b>Senior Office Administrator</b>                 |
| <b>Grade</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       | IPOA 7                                             |
| <b>Directorate</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | Human Resource & Administration                    |
| <b>Department</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Administration                                     |
| <b>Location / Work Station</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | Headquarters, Nairobi                              |
| <b>Reporting Relationships</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |                                                    |
| <b>Reports to</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | Assistant Director, Office Administrative Services |
| <b>Job Purpose</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                    |
| This cadre is responsible for providing secretarial services in an effective and efficient manner throughout 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>Implementing policies, strategies, guidelines, plans, standards and procedures that impact on Office Administration Services;</li> <li>Managing correspondences;</li> <li>Developing and maintaining the filing system in the respective office of deployment;</li> <li>Organizing meetings and preparing necessary materials for the meeting;</li> <li>Scheduling appointments and meetings;</li> <li>Making travel arrangements;</li> <li>Managing general administration of the office;</li> <li>Providing office protocol;</li> <li>Answering and directing phone calls;</li> <li>Maintaining and updating records in the respective office of deployment;</li> <li>Developing reports in respective office of deployment;</li> <li>Coaching, mentoring and supervising staff under their purview.</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>Cumulative service period of six (6) years, three (3) of which must have been at the grade of Office Administrator I, IPOA 8 or in a comparable and relevant position;</li> <li>Bachelor's Degree in Secretarial Studies or Business and Office Management or equivalent qualifications from a recognized Institution;</li> </ol>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |                                                    |

OR

- iii. Bachelor's Degree in Social Sciences plus a Diploma in Secretarial Studies from a recognized institution;
- iv. Secretarial management course lasting not less than four (4) weeks from a recognized Institution;
- v. Membership to a relevant professional body where applicable
- vi. Proficiency in computer applications; and
- vii. Shown merit and ability as reflected in work performance and results.