



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
9	IPOA/HR/20/2026	Supply Chain 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

9. IPOA/HR/20/2026; SUPPLY CHAIN MANAGEMENT OFFICER II JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)

Job Title	Supply Chain Management Officer II
Grade	IPOA 9
Department	Supply Chain Management
Location / Work Station	Headquarters
Section / Unit	Supply Chain Management
Reporting Relationships	
Reports to	Senior Assistant Director, Supply Chain Management
Job Purpose	
This cadre is responsible for management and administration of the supply chain function to ensure timely availability of goods, works and services in the Authority.	
Key Responsibilities/ Duties / Tasks	
An officer at this grade will undertake the following duties and responsibilities: - Supporting in the implementation of policies, strategies, guidelines, plans, standards and procedures that impact on supply chain management while ensuring compliance to applicable laws, statutes and circulars; - Conducting market surveys/research to inform procurement of goods, works and services; - Supporting in the implementation of capacity building programs on supply chain processes in the Authority; - Conducting registration/prequalification of suppliers and maintenance of the lists; - Updating inventory/stores in compliance with the relevant regulations; - Updating records in the division; - Consolidating data for compiling internal and external reports in the division; - Implementing risks mitigation measures; - Issuing items to staff as per the requisition; - Develop and implement individual work plan.	
Knowledge, Experience and qualifications required	
For appointment to this grade, an officer must have the following Qualifications: - Bachelor's Degree in any of the following disciplines: - Procurement, Purchasing, Logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution; - Member of the Kenya Institute of Supplies Management (KISM); and - Proficiency in computer applications.	