



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 main function is to provide for civilian oversight over the work of the Police

The Authority wishes to recruit results-oriented Kenyan citizens with drive, vision and creativity to fill the following vacant position: -

No	Job Reference	Designation	Job Grade	Vacant Positions
2	IPOA/HR/09/2025	Principal Investigations Officer	IPOA 6	3 Posts

### How to apply:

Interested persons who meet the requirements should submit their application through the Authority's website [careers portal](#) so as to reach the Authority by **Tuesday, 14<sup>th</sup> October, 2025**.

Detailed job descriptions and specifications for the above positions are available in our website <https://www.ipoa.go.ke/ipoa/careers>

Upon granting an offer of employment, the successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

- ✚ A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- ✚ A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- ✚ A valid Clearance Certificate from the Higher Education Loans Board (HELB);
- ✚ A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) (Must provide certificate or report); and
- ✚ A Valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)

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. 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.

**2. IPOA/HR/09/2025; PRINCIPAL INVESTIGATIONS OFFICER, JOB GRADE IPOA 6 (3 POSITIONS)  
(CONSOLIDATED SALARY KSH. 185,380 – 290,600)**

<b>Job Title</b>	<b>Principal Investigations Officer</b>
<b>Grade</b>	IPOA 6
<b>Corporation/Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Investigations
<b>Department</b>	Investigations / Forensics and Rapid Response
<b>Section / Unit</b>	Rapid Response / General Investigations/ Homicide & Serious Offences / SGBV & Children
<b>Location / Work Station</b>	Headquarters, Nairobi, Regional Offices
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Director Investigations
<b>Direct Reports</b>	Senior Investigations Officers
<b>Indirect Reports</b>	Investigations Officers I
<b>Job Purpose</b>	
Responsible for conducting of investigations and providing rapid response initiatives into complaints related to offences committed by any member of the National Police Service.	
<b>Key Responsibilities/ Duties / Tasks</b>	

<ol style="list-style-type: none"> <li>1. Supervising the implementation of strategies, policies, manuals, plans, standards and procedures pertaining to investigations;</li> <li>2. Coordinating investigations of any complaints on police misconduct and making recommendations to the division;</li> <li>3. Coordinating the implementation of quality assurance standards of investigations;</li> <li>4. Supervising the internal case tracking system of all investigations;</li> <li>5. Leading the team and liaising with other teams in conducting investigations;</li> <li>6. Conducting audits and reviews of all investigations;</li> <li>7. Collecting, collating and analysing information on investigations;</li> </ol>
<ol style="list-style-type: none"> <li>8. Liaising with other institutions on issues of Police oversight, including other State organs in relation to services offered by them;</li> <li>9. Ensuring maintenance and safe custody of all investigative records and evidence;</li> <li>10. Participating in rapid responses;</li> <li>11. Facilitating the prosecution process in court in liaison with the division head;</li> <li>12. Providing reports on ongoing and completed investigations;</li> <li>13. Providing data to facilitate the publication of findings of investigations;</li> <li>14. Developing and implementing individual and team's annual work plans and budgets;</li> <li>15. Identifying risks and formulating risk mitigation measures; and</li> <li>16. Coaching, mentoring and supervising staff under their purview.</li> </ol>
<b>Knowledge, Experience and qualifications required</b>
<ol style="list-style-type: none"> <li>1. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Investigations Officer, IPOA 7 or in a comparable and relevant position;</li> <li>2. Bachelor's Degree in any of the following disciplines: Forensic Science, Criminal Justice, Criminology, Law, Social Science or any other relevant field from a recognized institution;</li> <li>3. Management course lasting not less than four (4) weeks from a recognized institution;</li> <li>4. Membership to a relevant professional body where applicable;</li> <li>5. Proficiency in Computer Applications.</li> </ol>