



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
3	IPOA/HR/10/2025	Principal Legal Officer	IPOA 6	1 Post

### 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.

**3. IPOA/HR/10/2025; PRINCIPAL LEGAL OFFICER JOB GRADE IPOA 6 (1 POSITION)  
(CONSOLIDATED SALARY KSH. 185,380 – 290,600)**

<b>Job Title</b>	Principal Legal Officer
<b>Grade</b>	IPOA 6
<b>Corporation/Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Legal Services
<b>Department</b>	Legal Audit and Human Rights Compliance / Prosecution and Litigation
<b>Location / Work Station</b>	Headquarters, Nairobi / Regional Offices
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Director, Legal Services
<b>Direct Reports</b>	Senior Legal Officer
<b>Indirect Reports</b>	Legal Officer I
<b>Job Purpose</b>	
Responsible for coordinating provision of guidance and legal opinions to the Authority and spearheading representation of the Authority in all legal, civil and criminal court proceedings.	
<b>Key Responsibilities/ Duties / Tasks</b>	

1. Supervising the implementation and review of policies, strategies, guidelines, plans, standards and procedures pertaining to legal services;
2. Representing the Authority in complex legal, civil, and criminal court proceedings and ADR processes;
3. Supervising and chairing regional case review meetings on court matters;
4. Engaging external stakeholders at the regional level on legal issues affecting IPOA;
5. Supervising and coordinating the teams handling court matters and the application and conduct of ADR;
6. Coordinating with the Complaints directorate on the status of complaints and cases referred to legal to be reviewed by the team;
7. Conducting research, legal assignments, and projects;
8. Preparing relevant pleadings for filing in court;
9. Providing legal advice and assistance on all aspects of government regulation and preparing opinions and legal interpretations on various matters related to IPOA;
10. Participating in outreach programs to strengthen IPOA's governance and improve the quality of service delivery by conducting legal aid clinics on constitutional matters;
11. Reviewing investigation files with regard to investigations conducted by the Authority and making recommendations to the CEO;
12. Perusing and analyzing the law and evidence in complex completed investigations and preparing legal reports and briefs;
13. Reviewing evidence in complex completed investigations by the IAU for determinations of its sufficiency for recommending appropriate disciplinary action;
14. Conducting legal audits, giving recommendations, and monitoring compliance with the Constitution and other statutes;
15. Processing and negotiating legal matters related to contract management, compliance, leases, memoranda, and other formal agreements for Board decision;
16. Liaising with the department of preventive services to lead the legal team in conducting audits of processes and actions of the National Police Service to ensure compliance with applicable legal and human rights standards;
17. Coordinating the development of internal and external reports in the division;
18. Identifying risks and formulating mitigation measures;
19. Coaching and mentoring staff under their purview; and
20. Developing and monitoring the implementation of the annual work plan and budgets.

**Knowledge, Experience and qualifications required**

1. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Legal Officer at IPOA 7 or a comparable and relevant position;
2. Bachelor's Degree in Law;
3. Post graduate Diploma in law;
4. Registered as an Advocate of the High Court of Kenya;
5. Member of Law Society of Kenya;
6. Valid Practicing License;
7. Management course lasting not less than four (4) weeks from a recognized institution;
8. Proficiency in Computer Applications; and
9. Shown merit and ability as reflected in work performance and results.