



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
1	IPOA/HR/08/2025	Senior Assistant Director, Internal Audit and Risk	IPOA 4	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, 14th 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.

1. IPOA/HR/08/2025; SENIOR ASSISTANT DIRECTOR, INTERNAL AUDIT AND RISK, JOB GRADE IPOA 4 (1 POSITION) (CONSOLIDATED SALARY KSH. 275,570 – 390,800)

This is a performance-based contract

Job Title	Senior Assistant Director, Internal Audit and Risk
Grade	IPOA 4
Corporation/Organization	Independent Policing Oversight Authority
Department	Internal Audit & Risk
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Administratively: Director / CEO Functionally: Board
Direct Reports	Assistant Director, Internal Audit & Risk
Indirect Reports	Principal Internal Audit and Risk Officer
Job Purpose	
Responsible for provision of overall independent assurance that the Authority's risk management, governance processes, internal control systems and processes are operating effectively.	
Key Responsibilities/ Duties / Tasks	

1. Spearheading the development, implementation, and review of policies, strategies, Internal Audit frameworks, guidelines, work plans, standards and procedures that impact on internal audit while ensuring compliance with applicable laws, statutes, and circulars;
2. Spearheading the development and monitoring the implementation of risk-based annual internal audit plans and programs;
3. Overseeing audit reviews to assess the effectiveness of the risk management process and the adequacy of internal controls;
4. Overseeing and monitoring internal controls relating to risk management, compliance, security, ethics, and environmental issues;
5. Spearheading the setting up and implementation of internal audit systems in accordance with International Auditing Standards;
6. Overseeing follow-up audits, reporting and communicating audit findings, and ensuring adequate implementation of audit recommendations;

7. Steering the development and implementation of capacity-building programs to promote awareness of governance, risk management, and internal controls;
8. Managing developed internal audit and risk assessment reports in the department;
9. Leading in the development of internal audit reports and coordinating external audits in the risk and audit department;
10. Overseeing the identification of risks affecting the authority's operations and recommending mitigation measures for the Authority;
11. Coordinating external audits of IPOA by the Office of the Auditor General;
12. Directing the utilization of financial and material resources allocated to the department;
13. Supervising the development of a flexible risk-based annual internal audit plan using risk-based support models and methodologies, and ensuring its full implementation;
14. Managing audit reviews for the effectiveness of the risk management process and the adequacy of internal controls.
15. Managing risk assessment and developing risk management guidelines as well as unethical conduct, fraud investigation, and anti-corruption strategy;
16. Coordinating the approval of audit programs and testing procedures to ensure appropriateness for the areas in scope; fieldwork is within scope constraints and deadlines;
17. Coordinating periodic training workshops to promote awareness of governance, risk management, and internal controls;
18. Coordinating audit reviews of the effectiveness of the risk management process and the adequacy of internal controls;
19. Overseeing the development and implementation of the Risk Management Framework and reporting or communicating audit findings and recommendations to the Management and to the Risk and Audit Committee;
20. Steering staff coaching, mentorship and capacity development activities within the department;
21. Spearheading the development and monitoring the implementation of the departmental annual work plan and budgets;
22. Overseeing overall staff performance management in the department; and
23. Providing secretarial services to the Risk and Audit Committee.

Knowledge, Experience and qualifications required

1. Cumulative service period of twelve (12) years, three (3) of which must have been at the grade of Assistant Director, Internal Audit and Risk, IPOA 5 or in a comparable and relevant position.
 2. Master's Degree in any of the following disciplines: - Business Administration (Accounting/ Finance), Master of Science (Accounting /Finance) or equivalent qualification from a recognized institution.
 3. Bachelor's Degree in any of the following disciplines: - Commerce (Accounting/Finance); Business Administration (Accounting/Finance) or equivalent qualification from a recognized institution
 4. Certified Public Accountants (CPA) Part III or Association of Certified Chartered Accountants (ACCA) Part III or Certified Internal Auditor (CIA) III or equivalent qualification from a recognized institution;
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5. Certified Information System Auditors (CISA) qualification or Certified Fraud Examiner (CFE) or equivalent qualification from a recognized institution;
 6. Professional qualification in Enterprise Risk Management from recognized institution;
 7. Leadership course lasting not less than four (4) weeks from a recognized institution;
 8. Registered with the Institute of Certified Public Accountants of Kenya (ICPAK);
 9. Registered with the Institute of Internal Auditors (IIA) or ISACA or any other relevant professional body;
 10. Valid Practicing License;
 11. Proficiency in computer applications;