



## 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
10	IPOA/HR/21/2026	Administration Officer I	IPOA 8	1 Post

### How to apply:

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Authority's website [careers Portal](#). No Physical applications will be accepted

Detailed job description and specification for this position is available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **13<sup>th</sup> May, 2026** at **5.00 p.m. East Africa time**.

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 on boarding.

*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.*

**10. IPOA/ HR/21/2026; ADMINISTRATION OFFICER I JOB GRADE IPOA 8 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

<b>Job Title</b>	<b>Administration Officer I</b>
<b>Grade</b>	IPOA 8
<b>Corporation/Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Human Resource Management and Administration
<b>Department</b>	Administration
<b>Division</b>	N/A
<b>Section / Unit</b>	Administration
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Administration Officer
<b>Job Purpose</b>	
Responsible for provision of administrative support services to ensure that services are provided in an effective and efficient manner in 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>i. Implementing policies, strategies, guidelines, plans, standards and procedures that impact administrative services while ensuring compliance with applicable legislations and circulars;</li> <li>ii. Implementing all administrative activities in the Authority;</li> <li>iii. Implementing disaster management and emergency response initiatives;</li> <li>iv. Participating in maintenance activities, repairs, and renovation projects in the Authority;</li> <li>v. Implementing the Authority's development projects;</li> <li>vi. Supporting the organization of the Authority's workshops, seminars, and other functions in consultation with the supply chain management department;</li> <li>vii. Conducting and updating regular inventory of the Authority's assets;</li> <li>viii. Updating records in the division;</li> <li>ix. Collecting and collating data for developing reports in the division</li> </ol>	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<p>For appointment to this grade, an officer must have the following qualifications:</p> <ol style="list-style-type: none"> <li>i. Served for a minimum period of three (3) years at the grade of Administration Officer II at IPOA 9 or a comparable and relevant position;</li> </ol>	

- ii. Bachelor's Degree in any Social Science or its equivalent qualification from a recognized Institution;
- iii. Proficiency in computer applications and
- iv. Shown merit and ability as reflected in work performance and results.