



**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
11	IPOA/HR/22/2026	Assistant Office Administrator I	IPOA 8	2 Posts

**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.

**11. IPOA/ HR/22/2026; ASSISTANT OFFICE ADMINISTRATOR I JOB GRADE IPOA 8 (2 POSITIONS) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

<b>Job Title</b>	<b>Assistant Office Administrator I</b>
<b>Grade</b>	IPOA 8
<b>Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Human Resource and Administration
<b>Department</b>	Administration
<b>Section / Unit</b>	Administrative Services
<b>Location / Work Station</b>	County / Regional Offices
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Office Administrator I
<b>Job Purpose</b>	
Responsible for provision of secretarial services in an effective and efficient manner throughout the Authority.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ul style="list-style-type: none"> <li>i. Implementing policies, strategies, guidelines, plans, standards and procedures that impact Office Administration Services.</li> <li>ii. Taking oral dictation and preparing responses to simple routine correspondences.</li> <li>iii. Maintaining an up-to-date filing system and ensuring the security of office records, equipment, and documents.</li> <li>iv. Coordinating schedules of meetings, maintaining office diary appointments, and travel itinerary.</li> <li>v. Answering and directing phone calls.</li> <li>vi. Consolidating data for reports and ensuring the security, integrity, and confidentiality of data.</li> <li>vii. Coordinating development and implementation of individual work plans for officers under their purview.</li> <li>viii. Operating office equipment.</li> <li>ix. Attending to visitors/clients.</li> </ul>	
<b>Knowledge, Experience and qualifications required</b>	
For appointment to this grade, an officer must have the following Qualifications:	

- i. Served in the grade of Assistant Office Administrator II, IPOA 9 or comparable and relevant position in public service for a minimum period of three (3) years;
- ii. Diploma in Secretarial Studies from the Kenya National Examination Council or equivalent qualifications from a recognized institution;  
OR  
Business education single and group certificate stages I, II and III from Kenya National Examination Council in the following subjects:-
  - Shorthand III (110 w.p.m.)
  - Typewriting III (50 w.p.m.) / Computerized Document Processing III;
  - Business English III/Communication II;
  - Commerce II;
  - Office Management III/Office Administration and Management III; and
  - Secretarial Duties II;
- iii. Public Relations and Customer Care Course lasting not less than two (2) weeks from a recognized institution; and
- iv. Certificate in Computer applications.