



**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
16	IPOA/HR/27/2026	Assistant Officer I, Records Management	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.*

**16. IPOA/ HR/27/2026; ASSISTANT OFFICER I, RECORDS MANAGEMENT JOB GRADE  
IPOA 8 (1 POSITION) (CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

<b>Job Title</b>	<b>Assistant Officer I, Records Management</b>
<b>Grade</b>	IPOA 8
<b>Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Human Resource and Administration
<b>Department</b>	Records and Information Management
<b>Section / Unit</b>	Records Management
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Assistant Officer, Records Management
<b>Job Purpose</b>	
Responsible for maintaining records 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. Ensuring adherence to records management Legislations and regulations</li> <li>ii. Overseeing file opening and indexing processes;</li> <li>iii. Manage file and records storage and maintenance;</li> <li>iv. Ensuring the security of information and records in the register;</li> <li>v. Carrying out postage, collection, delivery, and distribution of mails and parcels;</li> <li>vi. Carrying out photocopying and binding of documents;</li> <li>vii. Maintaining archival finding aids and access systems;</li> <li>viii. conducting periodic record surveys appraisal initiatives;</li> <li>ix. Analyzing data and information to facilitate the compilation of reports;</li> <li>x. Implementing the disaster preparedness, management, and recovery program in the registry; and</li> <li>xi. Developing and implementing individual work plans</li> </ol>	
<b>Knowledge, Experience and qualifications required</b>	
<p>For appointment to this grade, an officer must have the following Qualifications:</p> <ol style="list-style-type: none"> <li>i. Cumulative Service period of six (6) years, three (3) of which must have been at the grade of Assistant Officer II, Records Management, IPOA 9 or in a comparable and relevant position;</li> </ol>	

- ii. Diploma in any of the following: Records/Information Management, Information/Library Science or equivalent qualifications from a recognized institution;
- iii. Proficiency in computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.