



**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
14	IPOA/HR/25/2026	Chief Clerical Officer	IPOA 9	3 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.

**14.IPOA/ HR/25/2026; CHIEF CLERICAL OFFICER JOB GRADE IPOA 9 (3 POSITIONS)  
(CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

<b>Job Title</b>	<b>Chief Clerical Officer</b>
<b>Grade</b>	IPOA 9
<b>Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Human Resource and Administration
<b>Department</b>	Administration
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Administration Officer I
<b>Job Purpose</b>	
Responsible for providing general clerical services in various directorates and departments.	
<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. Coordinating the compilation of statistical records for accuracy;</li> <li>ii. Coordinating the processing of data and information in the respective area of deployment;</li> <li>iii. Maintaining an efficient filing system;</li> <li>iv. Overseeing the safe custody of files, materials, and other records in the respective area of deployment;</li> <li>v. Coordinating the consolidation of data and information to facilitate the compilation of reports in the respective area of deployment;</li> <li>vi. Drafting routine correspondences;</li> <li>vii. Implementing risk mitigation measures;</li> <li>viii. Coaching, mentoring and supervising staff under their purview; and</li> <li>ix. Developing and monitoring the implementation of individual work plans for officers under their purview.</li> </ul>	
<b>Knowledge, Experience and qualifications required</b>	
<p>For appointment to this grade, an officer must have the following job competencies (Skills, Knowledge, Experience and Attributes):</p> <ul style="list-style-type: none"> <li>i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Clerical Officer, IPOA 10, or in a comparable and relevant position;</li> </ul>	

- ii. Kenya Certificate of Secondary Education (KCSE) mean grade of C- (Minus) or its equivalent qualification;
- iii. Pass in proficiency examination for Clerical Officers;
- iv. Proficiency in computer applications; and
- v. Shown merit and ability as reflected in work performance and results.