



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
9	IPOA/HR/20/2026	Legal 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 **13th 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.

**9. IPOA/ HR/20/2026; LEGAL OFFICER I JOB GRADE IPOA 8 (1 POSITION)
(CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

Job Title	Legal Officer I
Grade	IPOA 8
Corporation/Organization	Independent Policing Oversight Authority
Directorate	Legal Services
Department	Legal Audit and Human Rights Compliance / Prosecution and Litigation
Location / Work Station	Headquarters, Nairobi / Regional Offices / County Offices
Reporting Relationships	
Reports to	Senior Legal Officer
Job Purpose	
Responsible for provision of guidance and legal opinions to the Authority and spearheading representation of the Authority in all legal, civil and criminal court proceedings.	
Key Responsibilities/ Duties / Tasks	
<p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> i. Supporting the implementation of policies, strategies, guidelines, plans, standards and procedures pertaining to Legal Services; ii. Representing the Authority in all civil and criminal court proceedings and Alternative Dispute Resolution Mechanisms; iii. Collecting and collating data on legal issues pertinent to the operations of IPOA in collaboration with the division of research; iv. Supporting the preparation and drafting of contracts, leases, Memoranda of Understanding, formal agreements and other legal instruments; v. Participating in outreach programs to strengthen IPOA's governance and improve the quality of service delivery by conducting legal aid clinics on constitutional matters; vi. Liaising with the department of preventive services to assist in the conduct of audits of processes and actions of the National Police Service to ensure compliance with applicable legal and human rights standards; vii. Evaluating evidence in completed investigations by the Authority submitted in non-complex matters for the determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions; 	

- viii. Reviewing evidence in completed investigations by the IAU for determinations of its sufficiency for recommending appropriate disciplinary action;
- ix. Preparing the Authority's cases for prosecution; and
- x. Implementing risk mitigation measures.

Job Competencies (Knowledge, Experience and Attributes / Skills).

For appointment to this grade, an officer must have the following qualifications:

- i. Served for a minimum period of three (3) years at the grade of Legal Officer II at IPOA 9 or a comparable and relevant position;
- ii. Bachelor's Degree in Law;
- iii. Post graduate Diploma in law;
- iv. Registered as an Advocate of the High Court of Kenya;
- v. Member of Law Society of Kenya;
- vi. Valid Practicing License;
- vii. Proficiency in Computer Applications; and
- viii. Shown merit and ability as reflected in work performance and results.