



**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
15	IPOA/HR/26/2026	Office Assistant Supervisor	IPOA 10	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.

**15.IPOA/ HR/26/2026; OFFICE ASSISTANT SUPERVISOR JOB GRADE IPOA 10 (3 POSITIONS) (CONSOLIDATED SALARY KSH. 64,500 – 97,500)**

<b>Job Title</b>	<b>Office Assistant Supervisor</b>
<b>Grade</b>	IPOA 10
<b>Organization</b>	Independent Policing Oversight Authority
<b>Directorate</b>	Human Resource and Administration
<b>Department</b>	Administration
<b>Section / Unit</b>	Administration
<b>Location / Work Station</b>	County Offices
<b>Reporting Relationships</b>	
<b>Reports to</b>	Assistant Office Administrator I
<b>Job Purpose</b>	
Responsible for providing supervision on general routine office services, which include cleaning services, messengerial duties and preparing tea / catering services.	
<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, plans, rules, standards and procedures relating to office management;</li> <li>ii. Supervising contracted cleaning personnel;</li> <li>iii. Organizing photocopying, scanning, and binding of documents;</li> <li>iv. Coordinating preparation and serving of tea;</li> <li>v. Supervising the opening and closing of the office daily;</li> <li>vi. Monitoring utilization of kitchen and basic office consumables.</li> <li>vii. Organizing office errands;</li> <li>viii. Coordinating the preparation of boardrooms for meetings;</li> <li>ix. Organizing for the movement of office furniture and arranging office space for staff;</li> <li>x. Assessing and reporting on areas requiring general maintenance and repair;</li> <li>xi. Maintaining and updating records as appropriate;</li> <li>xii. Developing reports as appropriate;</li> <li>xiii. Implementing risk mitigation measures; and</li> <li>xiv. Coaching, mentoring and supervising staff under their purview.</li> </ol>	

**Knowledge, Experience and qualifications required**

For appointment to this grade, an officer must have the following job competencies (Skills, Knowledge, Experience and Attributes):

- i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Office Assistant, IPOA 11 or in a comparable and relevant position;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain) or its equivalent qualification;
- iii. Proficiency in Computer applications; and
- iv. Shown merit and ability as reflected in work performance and results.