



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
3	IPOA/HR/14/2026	Principal Database & Applications Administrator	IPOA 6	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.

3. IPOA/ HR/14/2026; PRINCIPAL DATABASE & APPLICATIONS ADMINISTRATOR JOB GRADE IPOA 6 (1 POSITION) (CONSOLIDATED SALARY KSH. 185,380 – 290,600)

Job Title	Principal Database & Applications Administrator
Grade	IPOA 6
Organization	Independent Policing Oversight Authority
Directorate	Information Communication Technology (ICT)
Department	ICT
Section / Unit	Enterprise Solution Development & Administration
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Assistant Director, Database & Applications
Direct Reports	Senior Database & Applications Administrator
Indirect Reports	Database & Applications Administrator I
Job Purpose	
Responsible for coordinating design, development and implementation of Software application systems and models. This cadre is also responsible for Designing, building and implementing database systems.	
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. Supervising implementation and reviewing of policies, strategies, guidelines, plans, standards and procedures relating to ICT database systems and applications while ensuring compliance to applicable laws, statutes and circulars; ii. Developing and implementing software and applications in the Authority; iii. Developing and implementing database architecture that satisfies the Authority's requirements; iv. Supervising maintenance of data integrity and security; v. Leading in development, implementation, monitoring and maintenance of Database Management Systems (DBMS) vi. Developing, managing, maintaining and ensuring security of database systems and applications; vii. Leading in provision of database systems and applications technical support in the Authority; 	

- viii. Coordinating user training and creation of database systems and applications related training material and programs;
- ix. Managing all records in the division;
- x. Coordinating development of internal and external reports in the division;
- xi. Collaborating with other directorates and departments to enhance working relationships;
- xii. Identifying risks and formulating measures to mitigate them division;
- xiii. Coordinating development and monitoring implementation of individual work plans of staff under their purview; and
- xiv. Coaching, mentoring, supervising and facilitating capacity development of staff under their purview.

Knowledge, Experience and qualifications required

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

- i. Cumulative service period of nine (9) years, three (3) of which must have been at the grade of Senior Database and Applications Administrator, IPOA 7;
- ii. Bachelor's Degree in any of the following disciplines:- Business Information Technology, Information Communication Technology or equivalent qualification from a recognized institution;
- iii. Professional certification in web applications or Microsoft Certified Solutions Associate (MCSA), Proficiency in any of the programming languages and database;
- iv. Management course lasting not less than four (4) weeks from a recognized institution;
- v. Registered with a relevant Professional Body where applicable; and
- vi. Shown merit and ability as reflected in work performance and results