



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 |
|----|-----------------|------------------|-----------|------------------|
| 6 | IPOA/HR/17/2026 | Principal Driver | IPOA 8 | 2 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 **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.

**6. IPOA/ HR/17/2026; PRINCIPAL DRIVER JOB GRADE IPOA 8 (2 POSITIONS)
(CONSOLIDATED SALARY KSH. 90,000 – 130,000)**

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|--|---|
| Job Title | Principal Driver |
| Grade | IPOA 8 |
| Organization | Independent Policing Oversight Authority |
| Directorate | Human Resource and Administration |
| Department | Administration |
| Location / Work Station | Headquarters, Nairobi |
| Reporting Relationships | |
| Reports to | Administratively: Senior Administration Officer Functionally: Assistant Director: Office Administrative Services |
| Direct Reports | Chief Driver |
| Indirect Reports | Senior Driver |
| Job Purpose | |
| Responsible for providing transport services in an effective and efficient manner. | |
| 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. Driving the organization's vehicles as authorized; ii. Carrying out routine checks on the assigned vehicle and report any malfunction of vehicle systems and other occurrences; iii. Liaising with Fleet Assistant to ensure that the vehicles are regularly checked and maintained; iv. Maintaining the movement of work tickets for vehicle(s) assigned; v. Maintaining security and safety of the vehicle on and off the road; vi. Reporting all accidents and incidents promptly to the relevant IPOA offices; vii. Administering first aid in the event of an accident; viii. Maintaining cleanliness of the vehicle; and ix. Coaching and mentoring junior drivers. | |
| Knowledge, Experience and qualifications required | |
| For appointment to this grade, an officer must have the following qualifications: | |

- i. Served for a cumulative minimum period of period of fourteen (14) years three (3) of which must have been at the grade of Senior Driver, IPOA 10;
- ii. KCSE mean grade of D (Plain) or its equivalent qualification;
- iii. Valid driving license;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v. Suitability Trade Test for Drivers;
- vi. Refresher course for drivers lasting not less than one (1) week every three (3) years;
- vii. First-Aid Course Certificate lasting not less than one (1) week from Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- viii. A valid certificate of good conduct;
- ix. Occupational Trade Tests I for Drivers;
- x. Proficiency in Computer Applications;
- xi. Accident-free driving period of four (4) years; and
- xii. Shown merit and ability as reflected in work performance and results.