

VACANCY ANNOUNCEMENT

The Independent Policing Oversight Authority (IPOA) is a state Authority created under an Act of Parliament No.35 of 2011, with the mandate of holding the police accountable to the public in the performance of their functions.

The Authority wishes to recruit results-oriented Kenyans citizen with drive, vision and creativity to fill the following vacant positions: -

	Job Reference	Designation	Job Grade	Vacant Positions
1	IPOA/HR/01/2021	Director of Investigations	JG2	1 post
2	IPOA/HR/02/2021	Head of Risk and Audit	JG3	1 post
3	IPOA/HR/03/2021	Head of Human Capital	JG3	1 post
4	IPOA/HR/04/2021	Senior Investigations Officer	JG 5	1 post
5	IPOA/HR/05/2021	Database and Systems Analyst	JG6	1 post
6	IPOA/HR/06/2021	Senior Driver	JG 8	1 post
7	IPOA/HR/07/2021	Office Assistant/ Support Staff – Kakamega	JG9	1 post

How to apply:

Interested persons who meet the requirements should submit their application through Post Office, email, online or by hand delivery, clearly indicating the position and job reference number, on both the cover letter, envelope and email applications, together with **a detailed CV, copies of academic certificates, national identity card, names and telephone contacts of three referees**, so as to reach the Authority by **Tuesday, 4th May, 2021** to:

Director/Chief Executive Officer,
Independent Policing Oversight Authority,

1st Ngong Avenue, ACK Garden Annex, 2nd Floor,

P.O Box 23035 – 00100, NAIROBI.
Email: recruitment0221@ipoa.go.ke

Online application portal: <https://portal.ipoa.go.ke/careers/>

Detailed job descriptions and specifications for the above positions are available in our website www.ipoa.go.ke/careers

*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. **Canvassing will lead to automatic disqualification.***

IPOA does not engage any recruitment agencies and no medical examination is required before one attends an interview.

Only shortlisted candidates will be contacted.

1. IPOA/HR/01/2021: DIRECTOR INVESTIGATIONS - JOB GRADE, IPOA 2, 1 POSITION (CONSOLIDATED SALARY KES.320,000 – 470,000)

The Director of investigations will provide leadership and direction in investigations and forensic services in the Authority as provided and guided under Section 6, 7, 24 and 25 of the IPOA Act. The position reports to the Chief Executive officer.

Job Description

The Director of investigations is responsible for the following: -

- 1) Oversee the development and implementation of policies, strategies, manuals, plans, procedures and standards pertaining to investigations and forensic services;
- 2) Oversee investigations into complaints related to offences committed by any member of the Service and recommendations made to the relevant authorities;
- 3) Initiate strategic linkages with stakeholders in relation to investigations, forensic and intelligence operations;
- 4) Oversee investigations of policing operations affecting members of the public;

- 5) Provide guidance on investigations, forensic and intelligence management;
- 6) Establish controls for deployment and application of investigations and forensic tools, kits and equipment;
- 7) Spearhead the development and implementation of Directorate work plans, data, information, records and resources;
- 8) Oversee the review of patterns and trends of police misconduct;
- 9) Spearhead the taking over of ongoing internal investigations undertaken by the Internal Affairs Unit of the National Police Service;
- 10) Provide leadership, guidance, coaching and mentorship for the Directorate staff;
- 11) Oversee employee performance management and competency development in the Directorate.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Master's degree in Forensic Science, Criminal Justice, Criminology, Law, Social Sciences, Military/ Police Science or equivalent qualifications from a recognized institution.
- (ii) Bachelor's degree in any of the following disciplines: - forensic science, criminal justice, criminology, law, social sciences or equivalent qualifications from a recognized institution;
- (iii) Served for a minimum period of three (3) years in the grade of either Head-Investigations, Head-Rapid Response and Forensic Services at IPOA or in a comparable and relevant position for a period of fifteen (15) years, five (5) of which must have been in a Senior Management level in the Public Service or Private Sector.
- (iv) Certificate in either Corporate Governance or Strategic Leadership Development Programme from a recognized institution;
- (v) Registered with a relevant Professional Body where applicable;
- (vi) Certificate in computer application.
- (vii) Demonstrated integrity, professional competence and ability in planning and controlling Investigations activities.

Required behavioral and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation.
- Resilience.

- Strategic Leadership Skills
- Financial Management Skills
- Investigations Management Skills
- Organization and Planning Skills
- Dispute Resolution Skills
- Decision Making Skills
- Analytical Skills

2. IPOA/HR/02/2021: HEAD, RISK & AUDIT - JOB GRADE, IPOA 3, 1 POSITION (CONSOLIDATED SALARY KES.236,000 – 351,000)

The Head of Risk and Audit will provide independent and objective quality assurance in the Authority's systems and processes as per Public Audit Act 2015. The position reports to the Board functionally and to the Director/ Chief Executive officer administratively.

Job Description

The Head of Risk and Audit is responsible for the following: -

- 1) Lead in the development and review of internal audit strategies, policies, procedures, and guidelines;
- 2) Spearhead the development and implementation of annual internal audit plan;
- 3) Manage audit reviews for risk management process and internal controls;
- 4) Oversee internal controls and monitoring functions related to risk management, compliance, security, ethics, and environmental issues;
- 5) Advice on the formulation of new procedures and organizational changes resulting from audit/consulting engagements;
- 6) Oversee the implementation of risk assessment and management guidelines.
- 7) Provide guidance in conducting special audit and reviews to ensure, compliance;
- 8) Oversee the approval of audit programs and testing procedures to ensure appropriateness for the areas in scope;
- 9) Oversee establishment and implementation of internal audit systems in accordance with International Auditing Standards;
- 10) Provide leadership guidance coaching and mentorship for the departmental staff;
- 11) Oversee employee performance management and competency development in the department.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job Specifications

For appointment at this position, a candidate must have: -

- (i) Master's degree in any of the following disciplines Auditing, Accounting, Finance, Business Administration or equivalent qualification from a recognized institution;
- (ii) Bachelor's degree in the following disciplines: Commerce (Finance or Accounting Option), Business Administration (Accounting Option); or equivalent qualification from a recognized institution;
- (iii) Must be a CPA(K) or have equivalent qualification from recognized institution;
- (iv) Must be a registered member of the Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or ISACA;
- (v) Served in the grade of Principal Risk & Audit Officer for a minimum period of three (3) years or twelve (12) years in a comparable and relevant position in the Public or Private Sector;
- (vi) Certificate in either Corporate Governance or Strategic Leadership Development Programme or equivalent qualification lasting not less than three (3) weeks from a recognized institution;
- (vii) Certificate in computer application skills; and
- (viii) Demonstrated integrity, professional competence and ability in planning and controlling internal audit activities.

Required behavioral and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation.
- Resilience.
- Assertiveness.
- Confidentiality
- Strategic Leadership Skills
- Financial Management Skills
- Investigations Skills
- Organization and Planning Skills
- Dispute Resolution Skills
- Decision Making Skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills

3. IPOA/HR/03/2021; HEAD OF HUMAN CAPITAL, IPOA GRADE 3 (1 POSITION)- (CONSOLIDATED SALARY KES.236,000-351,000)

The Head of Human Capital will be responsible to the Chief Executive Officer in providing professional leadership in formulating and implementing best practices in human resource management in compliance with national labour legislation, relevant policies and regulations.

Job Descriptions

Specific duties and responsibilities will entail: -

- 1) Oversee the development and implementation of human resource strategies, policies and procedures in with the organizational strategic objective;
- 2) Provide advice on alignment of the establishment to the organizational structure and strategy for institutional capacity enhancement;
- 3) Spearhead establishment of human resource plans for optimal deployment and productivity;
- 4) Spearhead the development of measures for effective implementation of the staff performance management system and integrate career progression guidelines as appropriate;
- 5) Provide guidance on competency development and knowledge management initiatives for leadership skills, technical and professional growth;
- 6) Oversee effective establishment and coordination of human resource business processes;
- 7) Provide advice on establishment of a competitive remuneration, grading and benefits structure.
- 8) Spearhead development and implementation of coaching, mentorship and succession planning programmes;
- 9) Spearhead enforcement of employee discipline and compliance to policies and guidelines;
- 10) Provide guidance on establishment of structures and systems on staff welfare, workplace safety and health;
- 11) Spearhead the implementation of organizational change and diversity management initiatives for robust organizational culture;
- 12) Oversee development and implementation of departmental annual budget, procurement plan and work plans;
- 13) Provide leadership in establishment of mechanisms for implementing accountability structures, monitoring of departmental and individual human resource staff performance.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya.

Job Specifications:

For appointment at this position, a candidate must have: -

- (i) Master's degree in any of the following disciplines: Human Resource Management/Development, Industrial Relations, Business Administration (Human Resource Option) or equivalent qualification from a recognized Institution.

- (ii) Served in the grade of Principal Human Resource Officer for a minimum period of three (3) years at IPOA or twelve (12) years in a comparable and relevant position of which three (3) must have been in a management position in the Public or Private Sector.
- (iii) Certified Human Resource Practitioner – Kenya (CHRP -K)
- (iv) Registered as a professional full member with Institute of Human Resource Management (IHRM)
- (v) Valid Practicing Certificate
- (vi) Certificate in computer application skills
- (vii) A Certificate in either Corporate Governance, Strategic Leadership Development Program or equivalent qualifications lasting not less than three (3) Weeks from a recognized institution

Required behavioural and functional skills:

- Strategic Leadership Skills
- Financial Management Skills
- Organization and Planning Skills
- Dispute Resolution Skills
- Counselling Skills
- Decision Making Skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Analytical Skills
- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Independence

4. IPOA/HR/04/2021; SENIOR INVESTIGATIONS OFFICER, IPOA GRADE 5 (1 POSITION)- (CONSOLIDATED SALARY KES.122,000-202,000)

The Senior Investigations Officer will conduct investigations into serious complaints related to offences committed by any member of the Service as provided and guided under Section 6, 7, 24 and 25 of the IPOA Act. The Position is responsible to the Head of Investigations.

Job Description

Specific duties and responsibilities will entail: -

- 1) Conduct investigations into serious complaints related to offences committed by any member of the Service;
- 2) Support prosecution process in courts;

- 3) Record proceedings of Team operational meetings;
- 4) Review of patterns and trends of police misconduct;
- 5) Record proceedings of Departmental operational meetings;
- 6) Prepare procurement requisitions for effective team investigations operations;
- 7) Provide briefs on investigations activities and operations to the Team Leader;
- 8) Prepare investigations work plans for approval;
- 9) Compile investigations case files for quality reports;
- 10) Prepare annual budget, workplan and procurement plan;
- 11) Engage stakeholders' in investigations operations;
- 12) Prepare weekly, monthly, quarterly, bi-annual performance and Annual reports;
- 13) Mentor and coach investigators;
- 14) Supervise and appraise direct reports and identify their training needs;

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job Specifications

For appointment at this position, a candidate must have: -

- (i) A Bachelor's Degree in Forensic Science, Criminal Justice, Criminology, Law, Social Science, Military/ Police Science or any other relevant field from a recognized institution.
- (ii) Served for a minimum period of three (3) years in the grade of Investigations Officer at IPOA or six (6) years in a comparable and relevant position in the Public Service or Private Sector.
- (iii) A certificate in investigations course.
- (iv) Computer application skills
- (v) Registered with a relevant professional body where applicable.

Required behavioral and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Independence
- Investigations Skills
- Supervisory Skills
- Planning Skills
- Decision Making Skills
- Evidence analysis and Analytical skills
- Report writing skills
- Interpersonal Skills

- Communication Skills
- Negotiation Skills

5. IPOA/HR/05/2021; DATABASE AND SYSTEMS ANALYST, IPOA GRADE 6 (1 POSITION)- (CONSOLIDATED SALARY KES.90,000-130,000)

The Database and Systems Analyst will design and implement ICT systems and database infrastructure and architecture. The position will be responsible to the Head of ICT.

Job Description

Specific duties and responsibilities will entail: -

- 1) Manage Database on Microsoft SQL Server 2012/2014, tune performance and connections, implement disaster recovery strategies, database security, develop reports using reporting Services and structured query language (SQL) scripting;
- 2) Implement xRM solutions on the Microsoft Dynamics CRM 2013, 2015 or 2016 platform with entity, security model and web services engineering;
- 3) Monitor and maintain CRM integrations including technical troubleshooting of APIs and source/target integration points, Microsoft SharePoint setup and management, develop CRM custom workflow assemblies and plug-ins;
- 4) Integrate Microsoft CRM forms, screens, workflows, plugins and views, workflows and reports around the customer needs to address functionality and usability gaps and where necessary identify hardware and software requirement.
- 5) Collaborate with end-users to troubleshoot, resolve dynamics CRM issues and execute end user training, acceptance testing as well as system's technical and user documentation, and provide advisory on utilization of packages, new software applications and programs.
- 6) Install and configure software packages and/or equipment, resolution of technical issues on windows servers/Linux and databases, and carrying out periodic patching and upgrades.
- 7) Track and maintain log matrix for systems and databases process issues and incidents;
- 8) Develop and submit timely updates and advisories on systems and databases to inform strategic decision.
- 9) Implement system and database procedures and business continuity processes;

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job specifications:

For appointment to this position, a candidate must have:

- (i) Bachelor's degree in any of the following; Information Technology, Computer Science/Engineering, Business Information Technology or Computer Technology from a recognized institution;
- (ii) Microsoft Dynamics CRM Certifications **MCSE Level with experience is a MUST;**
- (iii) Extensive experience in SDLC (Software/System Development Life Cycle) methodologies with 2+ years of proven experience in the development and administration of the latest MS Dynamics CRM platform (On premise or Online)
- (iv) A good understanding of standard networking protocols and components such as: HTTP(s), DNS, TCP/IP, ICMP, VPN, Active Directory, High Availability and Load Balancing
- (v) Experience in Public Key Infrastructure, IIS, Exchange, SRS and other related technologies to CRM
- (vi) Experience in Microsoft SQL Server 2012/2014 database management
- (vii) Professional certifications in ICT such as Certified Computer Network Professional (CCNP, CCNA, MCSE, MCSA, MCSD, Oracle Certified Database Administrator, CISM/CISA or their equivalent qualification from a recognized institution
- (viii) Microsoft SQL, MySQL database administration and Microsoft Dynamics Navision certification are added advantage

Required behavioural and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Organization and Planning Skills
- Dispute Resolution Skills
- Decision Making Skills
- Interpersonal Skills
- Communication Skills
- Negotiation Skills
- Analytical Skills
- Database management skills

6. IPOA/HR/06/2021; SENIOR DRIVER JOB GRADE, IPOA 8 (1 POSITION) – (CONSOLIDATED SALARY 53,000 - 83,000)

The Senior Driver will drive the allocated Motor Vehicle. The position is responsible to the Senior Administration Officer.

Job Description

Specific duties and responsibilities will entail: -

- 1) Service and maintain motor vehicles
 - 2) Drive the assigned vehicle
 - 3) Detect and report malfunctioning of the vehicle systems;
 - 4) Maintain work ticket (s) for vehicle (s) assigned;
 - 5) Maintain security and safety of the vehicle on and off the road
 - 6) Maintain cleanliness of the vehicle(s);
 - 7) Administer first aid in the event of an accident;
- Guide, coach and mentor junior drivers.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job specifications:

For appointment to this position, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) and above or its equivalent qualification.
- (ii) Served in the grade of Driver II for a minimum period of three (3) years or five (5) years in a comparable and relevant position in the Public or Private sector;
- (iii) Passed Occupational Trade Test I for drivers conducted by the relevant Government Ministry/Department;
- (iv) Valid driving license free from any current endorsement(s) for class(s) of vehicle(s) an officer is required to drive;
- (v) Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- (vi) A certificate in Refresher Course for drivers at Kenya Institute of Highway and building Technology (KIHBT) or any other recognized institution;
- (vii) First-Aid Certificate lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building technology (KIHBT) or any other recognized Institution;
- (viii) A valid Certificate of Good conduct from the Directorate of Criminal Investigations (DCI)

Required behavioural and functional skills:

- Transparency and accountability
- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Transport and fleet management skills
- Organization and Planning Skills

- Mechanical skills
- Driving
- Decision Making
- Interpersonal Skills
- Communication Skills
- Defensive driving,
- First aid skills

7. IPOA/HR/07/2021; OFFICE ASSISTANT / SUPPORT STAFF- KAKAMEGA OFFICE JOB GRADE, IPOA 9 (1 POSITION) – (CONSOLIDATED SALARY 37,000 - 59,000)

The Support Staff will be responsible to the Regional Office Coordinator administratively and Senior Administration Officer on technical matters for hospitality and general support services.

Job Description

Specific duties and responsibilities will entail: -

- 1) Providing general office administration duties;
- 2) Providing support services to the Authority;
- 3) Recording, delivering and distributing of internal and external mails;
- 4) Performing customer care duties including receptionist duties when needed;
- 5) Maintaining a record of office consumables and franking machine;
- 6) Supervise office maintenance/repairs;
- 7) Preparing and serving of tea; and
- 8) Undertaking any other day to day official errands as required.

Profile:

- a) Must be a citizen of Kenya.
- b) Meets the requirements of Chapter six of the Constitution of Kenya (certificates to be presented during the interview).

Job Specifications

For appointment to this position, a candidate must: -

- (i) Be in possession of at least Kenya Certificate of Secondary Education (KCSE) mean grade D (Plain) and above or its equivalent qualification.
- (ii) Public health clearance certificate
- (iii) Certificate in computer application skills from a recognized institution
- (iv) Driving license class F, G will be an added advantage
- (v) Have at least two years' relevant experience.
- (vi) Minimum of at least (3) years riding experience.

Required behavioural and functional skills:

- Transparency and accountability

- Ethics and Integrity
- Team player
- Creativity and innovation
- Resilience
- Motor cycle riding skills
- Organization and Planning Skills
- Mechanical skills
- Decision Making Skills
- Interpersonal Skills
- Basic catering
- Communication Skills
- Customer care skills
- First aid skills