



**VACANCY ANNOUNCEMENT**

The Independent Policing Oversight Authority is established pursuant to the Independent Policing Oversight Authority Act Cap. 86 Laws of Kenya. Its main function is to provide for civilian oversight over the work of the Police

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

Job Reference	Designation	Job Grade	Vacant Position
IPOA/HR/03/2025	Assistant Director, Internal Audit and Risk	IPOA 5	1 Post

**How to apply:**

Interested persons who meet the requirements should submit their application through Post Office, email or by hand delivery, clearly indicating the position and job reference number, on both the cover letter, envelope and email applications, together with **IPOA Employment Form, a detailed CV, copies of academic & professional certificates, national identity card, names and telephone contacts of three referees**, so as to reach the Authority by **Monday, 24<sup>th</sup> February, 2025** to:

**Director/Chief Executive Officer,  
Independent Policing Oversight Authority,  
1<sup>st</sup> Ngong Avenue, ACK Garden Annex, 2<sup>nd</sup> Floor,  
P.O Box 23035 – 00100, NAIROBI.  
Email: [recruitment0125@ipoa.go.ke](mailto:recruitment0125@ipoa.go.ke)**

Detailed job descriptions and specifications for the above positions are available in our website [www.ipoa.go.ke/careers](http://www.ipoa.go.ke/careers)

Upon granting an offer of employment, the successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

- ✚ A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- ✚ A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- ✚ A valid Clearance Certificate from the Higher Education Loans Board (HELB);

- ✚ A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) (Must provide certificate or report); and
- ✚ A Valid Clearance form from the Ethics and Anti-Corruption Commission (EACC)

IPOA is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, color, 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. IPOA does not charge a fee at any stage of the recruitment process (application, shortlisting or interview).***

Only shortlisted candidates will be contacted.

**IPOA/HR/03/2025; ASSISTANT DIRECTOR, INTERNAL AUDIT AND RISK JOB GRADE IPOA 4 (1 POSITION) (CONSOLIDATED SALARY KSH. 214,760 – 302,480)**

<b>Job Title</b>	<b>Assistant Director, Internal Audit and Risk</b>
<b>Grade</b>	IPOA 5
<b>Department</b>	Internal Audit & Risk
<b>Location / Work Station</b>	Headquarters, Nairobi
<b>Reporting Relationships</b>	
<b>Reports to</b>	Senior Assistant Director, Internal Audit & Risk
<b>Direct Reports</b>	Principal Internal Audit and Risk Officer
<b>Job Purpose</b>	
Responsible for coordinating in provision of independent assurance that an organization's risk management, governance processes, internal control systems and processes are operating effectively.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ol style="list-style-type: none"> <li>1. Coordinate the development, implementation and/or review of policies, strategies, frameworks, guidelines, work plans, standards and procedures that impact on internal audit while ensuring compliance to applicable laws, statutes and circulars;</li> <li>2. Guide development and monitor implementation of risk based annual internal audit plans and programmes;</li> <li>3. Coordinate audit reviews to assess effectiveness of risk management process and the adequacy of internal control systems;</li> <li>4. Guide in monitoring application of internal controls relating to risk management, compliance, security, ethics, and environmental issues;</li> <li>5. Coordinate preparation of internal audit reports findings with appropriate recommendations;</li> <li>6. Coordinate special audit investigations and forensic audits on need basis;</li> <li>7. Guide in implementation and monitoring of internal audit systems in accordance with International Auditing Standards;</li> <li>8. Coordinate follow-up audits to ensure implementation of audit recommendations;</li> <li>9. Coordinate development of internal audit reports and risk assessment reports in risk and audit department;</li> <li>10. Collaborate with heads of directorates and other departments for effective performance of internal audits;</li> <li>11. Coordinate identification of risks and recommend mitigation measures in the Authority;</li> <li>12. Coordinate external audits of IPOA by the Office of the Auditor General;</li> </ol>	

13. Coordinate preparation of annual performance reports in regards to internal audit department;
14. Coach, mentor, supervise and facilitate capacity development activities for officers under their supervision;
15. Coordinate development and monitor implementation of departmental annual work plan and budgets;
16. Coordinate staff performance management for officers under their supervision.

## **II. Operational Responsibilities / Tasks**

1. Develop and monitor implementation of capacity building programs to promote awareness of governance, risk management and internal controls;
2. Develop annual risk based work plan for internal audit and risk department;
3. Review the semi-annually risk assessment reports prepared and forward to Head of department or management and Audit committee;
4. Provide inputs for updates of standards procedures and guidelines for internal audit and risk assessments;
5. Perform secretarial duties for Audit and Risk Committee in absence head of internal audit and risk department;
6. Prepare Internal audit reports for presentation to Management and Audit Committee of the Board;
7. Update and implement the IPOA risk management framework and review the internal framework and monitor compliance;
8. Assess the Authority's performance and governance processes for improvement and coordinate continuous risk assessment and evaluations of departments;
9. Develop periodic individual performance reports; and
10. Implement risk mitigation measures.

### **Job Dimensions:**

#### **I. Financial Responsibility**

Guide the development and monitor implementation of division's annual work plan and budgets.

#### **II. Responsibility for Physical Assets**

Responsible for Office equipment, furniture and records

#### **III. Decision Making / Job Influence**

1. Managerial decisions
2. Operational decisions

#### **IV. Working Conditions**

Predominantly in an office setting with occasional field travel.

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

#### **Academic qualifications**

1. Master's Degree in any of the following disciplines: - Business Administration (Accounting/ Finance), Master of Science (Accounting /Finance) or equivalent qualification from a recognized institution.
2. Bachelor's Degree in any of the following disciplines: - Commerce (Accounting/Finance); Business Administration (Accounting/Finance) or equivalent qualification from a recognized institution

**Professional Qualifications / Membership to professional bodies**

1. Certified Public Accountants (CPA) Part III or Association of Certified Chartered Accountants (ACCA) Part III or equivalent qualification from a recognized institution;
2. Registration with Institute of Certified Public Accountants of Kenya (ICPAK) and in good standing;
3. Professional qualification in Enterprise Risk Management from recognized institution;
4. Possess certified information systems auditor (CISA) qualification.
5. Registered with the Institute of Internal Auditors (IIA) or ISACA or any other relevant professional body
6. Leadership course lasting not less than six (6) weeks from a recognized institution

**Previous relevant work experience required.**

Served in the grade of Principal Internal Auditor at IPOA 6 for a minimum period of three (3) years or twelve (12) years in a comparable and relevant position in the public or private sector

**Functional Skills, Behavioral Competencies/Attributes:**

<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ol style="list-style-type: none"> <li>1) Leadership skills</li> <li>2) Negotiation skills</li> <li>3) Analytical skills</li> <li>4) Organization and Planning Skills</li> <li>5) Dispute Resolution Skills</li> <li>6) Decision Making Skills</li> <li>7) Interpersonal Skills</li> <li>8) Communication Skills</li> </ol>	<ol style="list-style-type: none"> <li>1) Transparency and accountability</li> <li>2) Ethics and Integrity</li> <li>3) Team player</li> <li>4) Creativity and innovation</li> <li>5) Emotional intelligence</li> <li>6) Resilience</li> <li>7) Independence</li> </ol>