



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/02/2025	Assistant Director, Investigations	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, 24th February, 2025** to:

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

Detailed job descriptions and specifications for the above positions are available in our website 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/02/2025; ASSISTANT DIRECTOR, INVESTIGATIONS JOB GRADE
IPOA 4 (1 POSITION) (CONSOLIDATED SALARY KSH. 214,760 – 302,480)**

Job Title	Assistant Director Investigations
Grade	IPOA 5
Directorate	Investigations
Department	Investigations / Forensics and Rapid Response
Location / Work Station	Headquarters, Nairobi and Regional Offices
Reporting Relationships	
Reports to	Senior Assistant Director Investigations / Senior Assistant Director, Forensics
Direct Reports	Principal Investigations Officers
Job Purpose	
Responsible for coordinating conduct of investigations and provide rapid response initiatives into complaints related to offences committed by any member of the National Police Service. Duties shall be undertaken in the division of rapid response, general investigations, homicide & serious offences and SGBV & Children	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Lead the implementation of strategies, policies, manuals, plans, standards and procedures pertaining to investigations; 2. Supervise teams in conducting investigations into public interest cases 3. Coordinate and chair case conference reviews on finalized investigation cases at the Division Department level; 4. Coordinate audit and review of all investigations 5. Manage evidence gathering and analysis of information on investigations; 6. Coordinate records management of all cases investigated by the Authority; 7. Manage internal case tracking system of all investigations; 8. Coordinate provision reports on ongoing and completed investigations; 9. Guide teams in conducting investigations into cases of police misconduct within the division; 10. Lead the development and implementation of the division's annual work plan and budget; and 11. Coach, mentor, supervise and facilitate capacity development within the division. 	
II. Operational Responsibilities / Tasks	
<ol style="list-style-type: none"> 1. Co-operate with other departments and divisions to enhance investigations; 2. Organize the safe custody of all investigative records and evidence; 3. Facilitate prosecution process in court in Liaison with the Authority's legal team and office of the Director of Public prosecutions as appropriate; 	

<ol style="list-style-type: none"> 4. Review of quality assurance standards of investigations; 5. Categorize, prioritize and supervise allocation of cases for investigations; 6. Provide information to facilitate publication of findings of investigations; 7. Communicate management decisions to staff in the division; 8. Monitor implementation and reviewing of the division's budget; 9. Develop periodic individual performance reports 10. Identify of risks and formulate measures to mitigate risks in the division;
Job Dimensions:
I. Financial Responsibility
Participates in development of annual budget and procurement plans
II. Responsibility for Physical Assets
Responsible for all investigations and intelligence department physical assets (ICT, office furniture and equipment, investigations and intelligence records, field/scene operation kits, equipment and machines for investigations and intelligence).
III. Decision Making / Job Influence
<ol style="list-style-type: none"> 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
<ol style="list-style-type: none"> 1. Master's Degree in any of the following disciplines: Forensic Science, Criminal Justice, Criminology, Law, Social Sciences or equivalent qualifications from a recognized institution; 2. Bachelor's Degree in Forensic Science, Criminal Justice, Criminology, Law, Social Sciences or equivalent qualifications from a recognized institution
Professional Qualifications / Membership to professional bodies
<ol style="list-style-type: none"> 1. Professional qualification and membership to a professional body where applicable 2. Leadership course lasting not less than six (6) weeks from a recognized institution 3. Trainings in Human Rights
Previous relevant work experience required.
Served in the position of Principal Officer in either Investigations or Rapid Response and Forensic Services for a minimum period of three (3) years at IPOA 6 or served for a period of twelve (12) years in Investigations or Forensics in the Public or private sector

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:

- 1) Investigations Skills
- 2) Leadership Skills
- 3) Planning Skills
- 4) Decision Making Skills
- 5) Interpersonal Skills
- 6) Communication Skills
- 7) Negotiation Skills
- 8) Analytical Skills
- 9) Report writing skills

Behavioral Competencies/Attributes:

- 1) Transparency and accountability
- 2) Ethics and Integrity
- 3) Team player
- 4) Creativity and innovation
- 5) Resilience
- 6) Independence