



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/01/2025	Senior Assistant Director, Legal Services	IPOA 4	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/01/2025; SENIOR ASSISTANT DIRECTOR, LEGAL SERVICES JOB GRADE IPOA 4 (1 POSITION) (CONSOLIDATED SALARY KSH. 275,570 – 390,800)

This is a performance-based contract and may be renewed subject to satisfactory performance.

Job Title	Senior Assistant Director, Legal Services
Grade	IPOA 4
Directorate	Legal Services
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Deputy Director, Legal Services
Direct Reports	Assistant Director, Legal (Legal Audit and Human Rights Compliance) / Assistant Director, Legal (Prosecution and Litigation)
Job Purpose	
Responsible for providing strategic leadership in guidance and legal opinions to the Authority and spearheading representation of the Authority in all legal, civil and criminal court proceedings, conduct Legal Audit and ensure Human rights compliance.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ol style="list-style-type: none"> 1. Spearhead development, implementation and/or review of policies, strategies, guidelines, plans, standards and procedures pertaining to prosecution, evidence evaluation, civil litigation and ADR mechanisms; Contract Management, Legal Advice and Compliance and Prosecution & Evidence evaluation in the Authority; 2. Spearhead representation of the Authority in all legal, civil and criminal court proceedings and ADR Mechanisms; conduct Legal Audit and ensure Human rights compliance 3. Advise the Deputy Director Legal services on all matters relating to prosecution, civil litigation, ADR, Legal Audit and Human rights compliance 4. Lead the departments in engagements with Board committees and inter-departmental engagements; 5. Approve reviewed investigation files and make recommendations for consideration by the Deputy Director, CEO and Board Technical Committee; 6. Review and approve all departmental reports and papers for consideration by the Deputy Director, Management, CEO and Board Committees; 7. Oversee prosecution of matters within the Authority's mandate; 8. Liaise with Investigations Directorate in conducting case conferences; 9. Oversee legal audit, give recommendations and monitor compliance with the Constitution and other statutes; 	

10. Spearhead negotiation of contracts, MoUs and other agreements on behalf of the Authority and make recommendations as appropriate;
11. Guide in drafting and/or review of contracts, MoUs and other agreements;
12. Advise the Board, the CEO and Senior Management on all matters pertaining to contract management and compliance;
13. Supervise and co-ordinate the carrying out of legal research in collaboration with division of research;
14. Oversee management of records in the department;
15. Oversee development of internal and external reports in the department;
16. Foster collaborative working relationships with external agencies and other departments for provision of legal services;
17. Lead in identification of risks and formulate measures to mitigate risks in the department;
18. Direct the utilization of financial and material resources allocated to the department;
19. Spearhead staff coaching, mentorship and capacity development activities within the department;
20. Oversee the development and monitor implementation of department's annual work plans and budgets;
21. Direct development, review and implementation of quality assurance standards in the department; and
22. Spearhead staff performance management in the department

II. Operational Responsibilities / Tasks

1. Represent the Authority in highly complex legal, civil, criminal court proceedings and ADR processes;
2. Monitor review of investigations files with regard to investigations conducted by the Authority and make recommendations;
3. Organize and coordinate the receipt of instructions from other directorates and preparation of legal opinions, contracts, agreements, MoUs and other legal documents;
4. Enforce compliance by the Authority with the Constitution, all applicable legislative instruments, and regulations;
5. Collaborate with other external parties and other departments on matters relating to Contract Management, legal advice and Compliance;
6. Communicate management decisions to departmental staff;
7. Develop and implement Individual annual work plan;
8. Develop periodic individual performance reports; and
9. Implement risk mitigation measures

Job Dimensions:

I. Financial Responsibility

Lead preparation of Work Plans, procurement plans and the Budgets.

II. Responsibility for Physical Assets

Responsible for Office equipment, furniture and records

III. Decision Making / Job Influence	
<ol style="list-style-type: none"> 1. Strategic decisions 2. Managerial decisions 3. 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: Law, Business Administration, Public Policy Development or equivalent qualifications from a recognized institution; 2. Post graduate Diploma in legal studies; 3. Bachelor's Degree in Law 	
Professional Qualifications / Membership to professional bodies	
<ol style="list-style-type: none"> 1. Registered as an advocate of the High Court of Kenya; 2. Hold a current practicing certificate; 3. Leadership course lasting not less than six (6) weeks from a recognized institution 	
Previous relevant work experience required.	
Served in the position of Assistant Director, Legal Services for a minimum period of three (3) years at IPOA grade 5 for a period of twelve (12) years in Legal services, three (3) of which must have been in a senior management level in the Public or private sector	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Legal Research Skills 2) Supervisory Skills 3) Planning Skills 4) Decision Making Skills 5) Analytical skills 6) Report writing skills 7) Interpersonal Skills 8) Communication Skills 9) Negotiation Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Resilience 6) Independence