



**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/07/2025 | Planning Officer II | IPOA 9    | 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/07/2025: PLANNING OFFICER II, IPOA GRADE 9 (1 POSITION)  
(CONSOLIDATED SALARY KES. 90,000 – 130,000)**

|   |                                    |
|---|------------------------------------|
| <b>Job Title</b>  | <b>Planning Officer II</b>         |
| <b>Grade</b>  | IPOA 9                             |
| <b>Directorate</b>  | Finance and Planning               |
| <b>Department</b>   | Planning Monitoring and Evaluation |
| <b>Location / Work Station</b>  | Headquarters, Nairobi              |
| <b>Reports to</b>   | Planning Officer I                 |
| <b>Job Purpose</b>  |                                    |
| Responsible for development and review of plans, frameworks, Monitoring and Evaluation and development of performance reports as per the IPOA Act.  |                                    |
| <b>Key Responsibilities/ Duties / Tasks</b>   |                                    |
| <ol style="list-style-type: none"> <li>1. Support in implementation of policies, strategies, guidelines, plans, rules, standards and procedures pertaining to planning, monitoring and evaluation while ensuring compliance to applicable laws and statutes;</li> <li>2. Collate data for development of internal and external reports on planning, monitoring and evaluation in the Authority;</li> <li>3. Carry out evaluation activities in the Authority;</li> <li>4. Implement monitoring and evaluation frameworks and tools;</li> <li>5. Implement M&amp;E awareness and sensitization programs in the Authority;</li> <li>6. Maintain utilization of Authority's' statistics;</li> <li>7. Update records in the division;</li> <li>8. Implement risk mitigation measures;</li> <li>9. Implement management decisions; and</li> <li>10. Develop and implement individual work plan.</li> </ol> |                                    |
| <b>Job Dimensions:</b>  |                                    |
| <b>I. Financial Responsibility</b>  |                                    |
| Draft annual work plan and budgets.   |                                    |
| <b>II. Responsibility for Physical Assets</b>   |                                    |
| Responsible for Office equipment, furniture and records   |                                    |
| <b>III. Decision Making / Job Influence</b>   |                                    |
| Operational decisions   |                                    |
| <b>IV. Working Conditions</b>   |                                    |

Predominantly in an office setting with occasional field travel.

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

**Academic qualifications**

Bachelor's Degree in any of the following: Economics, Business Management, Finance, Project Management, Statistics, Monitoring and Evaluation, Social Sciences or equivalent qualifications from a recognized institution.

**Professional Qualifications / Membership to professional bodies**

Professional qualification and membership to a professional body where applicable.

**Previous relevant work experience required.**

This is an entry level job

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

**Functional Skills:**

- 1) Organization and Planning Skills
- 2) Decision Making Skills
- 3) Interpersonal Skills
- 4) Communication Skills
- 5) Analytical Skills

**Behavioral Competencies/Attributes:**

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