



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/04/2025	Senior Records Management Officer	IPOA 7	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/04/2025: SENIOR RECORDS MANAGEMENT OFFICER, JOB GRADE IPOA 7 (1 POSITION) (CONSOLIDATED SALARY KES. 124,140 – 230,730)

Job Title	Senior Records Management Officer
Grade	IPOA 7
Directorate	Human Resource and Administration
Department	Records and Information Management
Section / Unit	Records Management
Location / Work Station	Headquarters, Nairobi
Reporting Relationships	
Reports to	Principal Records Management Officer
Direct Reports	Records Management Officer I / Principal Records Management Assistant
Job Purpose	
Responsible for maintaining records in the Authority	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Supervise implementation of electronic records management system in collaboration with ICT department 2. Implement policies, strategies, guidelines, plans, standards and procedures that impact on records management while ensuring compliance to applicable laws and circulars; 3. Maintain and update records in the Authority; 4. Monitor compliance with legislations that impact on records management; 5. Prepare records and documents disposal schedule in liaison with relevant government agencies; 6. Maintain file movement records; 7. Sensitize staff on records management; 8. Implement disaster preparedness, management and recovery program; 9. Consolidate data for developing reports in records management division; 10. Supervise implementation quality assurance standards in records management; 11. Coach, mentor, supervise staff under their purview; 12. Develop and implement Individual annual work plan; and 13. Implement risk mitigation measures 	
Job Dimensions:	
I. Financial Responsibility	
Draft budgets;	

II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
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 disciplines: - Information Science; Records Management, Library Science, Archives and Records Management or equivalent qualification 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. Supervisory course lasting not less than two (2) weeks from a recognized institution 	
Previous relevant work experience required.	
Served in the grade of Records Management Officer I for a minimum period of three (3) years at IPOA job grade 8 or Six (6) years in a comparable and relevant position in the public or private sector	
Functional Skills, Behavioral Competencies/Attributes:	
Functional Skills:	Behavioral Competencies/Attributes:
<ol style="list-style-type: none"> 1) Organization and Planning Skills 2) Dispute Resolution Skills 3) Decision Making Skills 4) Interpersonal Skills 5) Communication Skills 	<ol style="list-style-type: none"> 1) Transparency and accountability 2) Ethics and Integrity 3) Team player 4) Creativity and innovation 5) Emotional intelligence 6) Resilience 7) Independence

1. IPOA/HR/05/2025: SUPPLY CHAIN MANAGEMENT OFFICER II, JOB GRADE IPOA 9 (1 POSITION) (CONSOLIDATED SALARY KES. 90,000 – 130,000)

Job Title	Supply Chain Management Officer II
Grade	IPOA 9
Department	Supply Chain Management

Location / Work Station	Headquarters, Nairobi
Reports to	Supply Chain Management Officer I
Job Purpose	
Responsible for administration of the supply chain function to ensure timely availability of goods, works and services in the Authority.	
Key Responsibilities/ Duties / Tasks	
<ol style="list-style-type: none"> 1. Support implementation of policies, strategies, guidelines, plans, standards and procedures that impact on supply chain management while ensuring compliance to applicable laws, statutes and circulars; 2. Conduct market surveys/research to inform procurement of goods, works and services; 3. Support in the implementation of capacity building programs on supply chain processes in the Authority; 4. Conduct registration/prequalification of suppliers and maintenance of the lists; 5. Update inventory/stores in compliance with the relevant regulations; 6. Update records in the division; 7. Consolidate data for compiling internal and external reports in the division; 8. Implement risks mitigation measures; 9. Issue items to staff; 10. Develop and implement individual work plan. 	
Job Dimensions:	
I. Financial Responsibility	
Prepare annual work plan and budgets.	
II. Responsibility for Physical Assets	
Responsible for Office equipment, furniture and records	
III. Decision Making / Job Influence	
Operational decisions	
IV. Working Conditions	
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 disciplines: Procurement, Purchasing, logistics, Business Administration, Commerce or its equivalent qualification from a recognized institution.	
Professional Qualifications / Membership to professional bodies	

A member of the Kenya Institute of Supplies Management (KISM)

Previous relevant work experience required.

This is an entry level job

Functional Skills, Behavioral Competencies/Attributes:

Functional Skills:

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

Behavioral Competencies/Attributes:

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