



VACANCIES

The Ethics and Anti-Corruption Commission (EACC) is established under Section 3 of the Ethics and Anti-Corruption Commission Act No. 22 of 2011, pursuant to article (79) of the Constitution of Kenya. The Mandate of the Commission is to combat and prevent corruption through law enforcement, preventive measures, education and promotion of standards and best practices of Integrity, Ethics and Anti-Corruption.

The Commission invites applications from suitably qualified persons to fill the position of Office Assistant

OFFICE ASSISTANT III, JOB GRADE EACC 12 (1 POST) REF: EACC/CS/OA-III

(To be based in Garissa Regional Office)

Reporting to the Deputy Director – North Eastern through the Administrative Secretary;

Duties and Responsibilities;

- Cleaning offices, machines/equipment/apparatus;
- Collecting and disposing waste;
- Photo copying and binding of office documents
- Dusting offices and ensuring habitable office conditions;
- Preparing and serving tea;
- Moving or carrying office equipment, furniture and ensuring orderly arrangement;
- Dispatching letters.

Requirements for Appointment;

For appointment to this grade, a candidate must have;

- Kenya Certificate of Secondary Education mean grade D plain or its equivalent from a recognized institution

- Certificate in computer application skills;
- Demonstrated integrity and professional competence.

TERMS AND REQUIREMENTS FOR EMPLOYMENT

- i) Successful candidates may be required and should be willing to work in any part of the country
- ii) Competitive/attractive remuneration packages will be offered
- iii) Applicants must be of outstanding honesty and integrity, and should be willing to be subjected to a vetting process
- iv) Canvassing will lead to automatic disqualification

Important Notice:

- a) In addition to the qualifications set above the applicants must further obtain clearances from the following:
 - **Kenya Revenue Authority (KRA)**
 - **Criminal Investigation Department (CID)**
- b) **Interested candidates who meet the set criteria should download, fill and submit EACC Form 1 and attach copies of, ID, academic/professional certificates, clearances and testimonials. (EACC Form I is also available in all the EACC Regional Offices)**
- c) **Applications not made on this form will not be considered.**
- d) **Only short-listed candidates will be contacted for interviews.**

To be considered your application should be received not later than **5.00pm, 29th December 2017** addressed to:

***The Secretary/Chief Executive Officer
Ethics & Anti-Corruption Commission (EACC)
P.O. Box 61130 00200
NAIROBI***

PLEASE NOTE:

- ***Applications can also be dropped at Integrity Centre, Ground floor and placed in the box labeled – Job Applications. OR delivered to Garissa Regional Office***
- ***Applicants from the locality where the position exists are encouraged to apply***