



## **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 following positions:

**NB: Successful Candidates must be ready and willing to serve in any part of the country.**

## **HUMAN RESOURCES & ADMINISTRATION DIRECTORATE**

**DIRECTOR, HUMAN RESOURCE AND ADMINISTRATION - JOB GRADE EACC "3"**  
**(1 POST) REF: EACC/HR & ADM/D/01**

This position is responsible to the Deputy Secretary, Corporate Services for the provision of leadership in the development and implementation of policies and strategies in HR and Administration functions that enhances institutional capacity, transforms structures, drives culture, aligns team effectiveness, manages remuneration, welfare, attracts, trains develops and retains talent. The position also oversees all matters relating to physical infrastructure including office accommodation, security, fleet management, and creation of a conducive work environment for the fight against corruption and promotion of ethical conduct.

### **Duties and Responsibilities include:**

- Leading the development of Human Resource and Administration policies and procedures in accordance with the relevant legislation;

- Developing Human Resource and Administration strategies that ensure that the Commission has optimal staffing levels, and that the human capital is fully engaged and physical infrastructure enhanced for delivery of current and future goals;
- Leading the preparation and implementation of work plans derived from the Human Resource and Administration strategy, to ensure that the strategy is delivered, and that the operations of the Directorate are in line with the overall Commission strategy;
- Developing and implementing the Human Resource and Administration budget to ensure efficient allocation of resources necessary for quality implementation of the Human Resource and Administration strategy, and monitor the implementation to ensure efficiency in use of resources that supports the commission objectives on cost management;
- Championing the performance of staff through a robust performance management systems and culture that is linked to reward, and that is fully integrated with all other Commission operations, to ensure overall achievement of Commission strategic objectives;
- Coordinating and managing of physical infrastructure, security and fees for effective services delivery.
- Developing Human Resource and Administration initiatives and engagement activities that develop employee career paths through organization development, to ensure a high employee retention and performance;
- Leading risk management in Human Resource and Administration to ensure appropriate strategies are developed and implemented to protect the Commission from the negative impact of risks associated with Human Resource Management and Administration;
- Coordinating the implementation of policies and infrastructure that support diversity including HIV/AIDS, gender and disability mainstreaming in the Commission;
- Coordinating employee discipline to ensure compliance to the employment laws, the Commission policies and procedures, and to instil best practice in the management of staff discipline in the Commission;

**Requirements for appointment:**

**For appointment into this grade a candidate must have:**

- Fifteen (15) years relevant experience eight (8) of which should have been at a senior level in a reputable organization(s);
- Served in the position of Deputy Director or in a comparable position in a relevant field for a minimum period of three (3) years with proven experience

- Bachelor's degree in Human Resource Management, Business Administration, Public Administration or in any social science discipline from a reputable institution;
- Master's degree in a relevant field;
- Higher National Diploma in Human Resource Management or other relevant post graduate professional qualification from a recognised institution;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent from a recognized institution;
- Membership to a relevant professional body
- Meet the requirements of Chapter Six of the Constitution
- Demonstrable computer application skills;
- Strong analytical and interpersonal skills
- Ability to work with and supervise multi-generational staff
- Excellent report writing skills
- Knowledge of relevant legislation
- Leadership and Budgeting skills
- Organization and negotiation skills
- Ability to work under pressure
- Problem solving skills

**RECORDS MANAGEMENT ASSISTANT II - JOB GRADE EACC "10" (3 POSTS)**  
**REF: EACC/HR & ADM/D/2**

This position is responsible to Deputy Director Administration through the Records Management Officer for the dispatch, receipt, sorting, filing and implementation of Information and Records Management policies and procedures in the Commission.

**Duties and Responsibilities**

- Undertaking the receipt, registration, opening and routing mails and files to respective offices to work processes and communication;
- Classifying, filing, referencing, cross-referencing and bringing up documents for action;
- Providing input during formulation of the classification scheme and file plan;
- Compiling records and finding aids which include file movement registers, inventory and accession register to track the movement of documents in the Commission;
- Processing, scanning and indexing received records to keep an inventory of the received documents;
- Ensuring currency and security of records
- Transferring of records to respective storage locations for archive;
- Performing general office or clerical work.

**Requirements for Appointment**

**For appointment to this grade, a candidate must have:**

- 4 years' relevant experience from a reputable organization;
- Diploma in any of the following disciplines: Records Management, Information Management, Library Science or its equivalent qualification from a recognized institution;
- Demonstrable computer application skills;
- Demonstrated integrity and professional competence;
- Communication, organisation and Interpersonal skills
- Ability to work under pressure
- Ability to work well with teams

***Important Notice:***

In addition to the qualifications set above, applicants must further obtain clearances from the following:

- **Ethics and Anti-Corruption Commission (EACC)**
- **Kenya Revenue Authority (KRA)**
- **Criminal Investigation Department (CID)**
- **Higher Education Loans Board (HELB)**
- **Registration and good standing in relevant Professional Bodies**

Interested candidates who meet the set criteria should complete EACC Form 1 online from <https://jobs.integrity.go.ke> and attach copies of ID, academic/ professional certificates, clearances and testimonials.

All applications must be made online and will be acknowledged via an email. Only shortlisted candidates will be invited for interview.

**To be considered, applications should be received not later than Wednesday, 22<sup>nd</sup> March, 2017 at 5.00pm.**

***Canvassing will lead to automatic disqualification***

**SECRETARY/CHIEF EXECUTIVE OFFICER  
ETHICS AND ANTI-CORRUPTION COMMISSION**