



## **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:

## **LEGAL SERVICES DIRECTORATE**

**LEGAL OFFICER II, JOB GRADE - EACC "8" (3 POSTS IN NORTH EASTERN REGIONAL OFFICE, GARISSA) REF: EACC/LS/LOII/2**

**Reporting to the Deputy Director – North Eastern Regional Office through Assistant Director – North Eastern Regional Office**

### **Duties and Responsibilities;**

- Drafting policy documents, guidelines and regulations;
- Evaluating evidence submitted for determination of its sufficiency and recommending appropriate action;
- Holding brief in the prosecution of anti-corruption and economic crimes and violation of codes of conduct cases;
- Providing actual legal representation in cases where the Commission is sued;
- Drafting contracts, Memorandums of Understanding and partnership agreements between the Commission and third parties;
- Instituting civil proceedings for compensation or recovery of public assets acquired through corrupt activities;
- Carrying out legal research, reviewing legislations and making recommendations on amendments and providing legal advice/opinion to the Commission; and preparing reports.

### **Requirements for appointment**

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

- Minimum working experience of 5 years

- Bachelor's degree in Law or its equivalent qualification from a recognized institution;
- Advocate of the High Court of Kenya with current practicing certificate unless exempted.
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **HUMAN RESOURCES & ADMINISTRATION DIRECTORATE**

**HUMAN RESOURCE OFFICER II, JOB GRADE - EACC "8" (1 POST) REF:  
EACC/HR&ADM/HROII/3**

**Reporting to the Deputy Director – Human Resource Management through  
the Assistant Director – Human Resource Management**

**Duties and responsibilities at this level will entail:**

- Implementing human resource management policies, regulations, procedures and systems;
- Managing the staff complement;
- Supporting the recruitment processes;
- Implementing the annual training and development plan;
- Supporting implementation of staff welfare matters;
- Payroll Processing;
- Filing of statutory returns;
- Processing of leave;
- Assisting in handling of staff disciplinary matters.

**Requirements for Appointment**

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

- Minimum of 5 years' relevant experience in Human Resources Management;
- Bachelor's degree in any of the following disciplines: Human Resource Management, Personnel Management, Public Administration or its equivalent qualification from a recognized institution;
- Higher National Diploma in Human Resource Management;
- Certificate in computer application skills;
- Member of IHRM;
- Demonstrated integrity and professional competence.

**RECORDS MANAGEMENT ASSISTANT II - JOB GRADE EACC "10" (2 POSTS)**  
**REF: EACC/HR & ADM/RMA II/4**

This position is responsible to Deputy Director – Administration through the Senior Records Management Officer.

**Duties and Responsibilities**

- Coordinating the receipt, register, open and route mails to respective offices to facilitate communication;
- Classifying, filing, referencing, cross-referencing and bringing up documents for action;
- Providing input during formulation of classification scheme and file plan;
- Compiling records finding aids which include file movement registers, inventory, accession register to track the movement of documents in the commission
- Processing , scanning and indexing records received to keep an inventory of the document received;
- Transferring of records to respective storage locations for achieve;
- Performing general office or clerical work.

**Requirements for Appointment**

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

- 4 years of service in a comparable position 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;
- Certificate in computer application; and
- Demonstrated integrity and professional competence.

**In addition, the candidate must have the following competences**

- Communication skills
- Interpersonal skills
- Organizational skills
- Ability to work under pressure
- Ability to work well with teams
- Problem solving skills
- Supervisory skills

**OFFICE ASSISTANT III (ARTISAN), JOB GRADE - EACC "12" (2 POSTS) REF:**  
**EACC/HR &ADM/OA III/5**

**Reporting to the Deputy Director – Administration through the Assistant Director – Administration**

**Duties and Responsibilities;**

- Responsible for repair and maintenance works in Carpentry, Electric, Masonry,

- Welding, Painting and Plumbing.
- Any other duty as may be assigned from time to time

### **Requirements for Appointment**

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

- Minimum of 3 years of relevant working experience in a busy environment;
- Minimum of Kenya Certificate of Secondary Education;
- Government Trade Test Grade III and above from a recognized Institution in any of the following areas: carpentry and joinery, electrical wiring, masonry, plumbing, metal fabrication and welding;
- Demonstrated ability to multi-task in more than one trade/ speciality;
- Demonstrated integrity and professional competence as reflected in work performance and result;
- Certificate in computer applications will be an added advantage.

## **FINANCE AND PLANNING DIRECTORATE**

**ACCOUNTANT II, JOB GRADE – EACC “8” (2 POSTS) REF:  
EACC/F&P/ACCII/6**

### **Reporting to the Deputy Director – Finance and Accounts through the Principal Accountant**

#### **Duties and Responsibilities;**

- Processing payments;
- Accounting for special funds including donor, programmes and projects funds;
- Preparing and compiling financial reports;
- Applying the Generally Accepted Accounting Principles (GAAPs) including the International Public Sector Accounting Standards (IPSAS) techniques in accounting for Commission’s finances, assets, revenue, expenditure and costs;
- Carrying out bank reconciliation.

### **Requirements for Appointment**

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

- Minimum relevant working experience of 5 years;
- Bachelor’s degree in any of the following disciplines:-Commerce (Accounting/Finance Option), Economics, Business Administration, Business Management or its equivalent qualification from a recognized institution;
- Certified Public Accountants of Kenya (CPA K);
- Member of ICPAK;

- Proficiency in accounting software (any ERP) and MS Suite and other computer applications;
- Relevant professional qualifications;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**ACCOUNTS ASSISTANT I, JOB GRADE - EACC "9" (3 POSTS) REF: EACC/F&P/ACCII/7**

**Reporting to the Deputy Director – Finance and Accounts through the Principal Accountant**

**Duties and Responsibilities;**

- Maintaining Petty cash to ensure proper utilization of funds
- Verifying and examining vouchers in accordance with laid down rules and regulations.
- Examining vouchers and authenticating expenditures in the department to reduce losses of resources through frauds
- Assisting in primary data entry and routine accounting work
- Ensuring proper maintenance of efficient filing systems
- Safekeeping of invoices, miscellaneous receipts, imprest warrant books and cash book
- Processing and payment of imprest warrants and other expenditure claims
- Carrying out bank reconciliation statement
- Assisting in generating procurement plans and budgets
- Posting and balancing daily cash and bank transaction in the cash book
- Assisting in maintenance of updated fixed asset listing
- Ensuring availability of cash float in the office
- Carrying out banking transactions i.e. Make Deposits, Withdrawals, Sign cheques, Statement Request, CBK endorsers
- Receiving and Receipt of unspent imprest and proceeds from sale of tender/items
- Analysing surrender documents to ensure correctness and clearance of imprest debt holders
- Invoicing and payment of imprest warrants and vouchers in IFMIS System.

**Requirements for Appointment**

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

- Minimum relevant working experience of three (3) years;

- Certified Public Accountant of Kenya (CPA K);
- Must be a member of ICPAK;
- Hands-on experience in Accounting Software (ERP).
- Knowledge of International Public Sector Accounting Standards (IPSAS), International Accounting Standard (IAS) and International Financial Reporting Standards (IFRS).
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **INVESTIGATIONS DIRECTORATE**

**INVESTIGATIONS OFFICER II – DATA ANALYST, JOB GRADE - EACC "8" (1 POST) REF: EACC/INV/IOII/8**

**Reporting to the Deputy Director – Report and Data Centre through the Assistant Director – Report and Data Centre**

### **Duties and Responsibilities;**

- Designing and developing systems and applications for use in the management of data and information.
- Managing the core databases and data repositories.
- Extracting and disseminating relevant data and information.
- Generating of statistics and reports.
- Training users on database systems and management procedures.
- Planning, organizing and continuously evaluating the operations of the data and information management systems in use.
- Ensuring digital databases (including archives) are protected from security breaches that may result in information leakages and loss.

### **Requirements for Appointment**

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

- Minimum five (5) years' relevant experience.
- Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or equivalent qualification from a recognized institution.
- Certification in either of the following: Oracle, SQL, CISCO, ITIL, PRINCE2, MCSE/MCITP, CISA, CCNA or any Programming Language, is a must.
- Membership to a relevant professional body.
- Knowledge management and data mining skills.
- An Analytical mind and problem solving skills.

### **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 26<sup>th</sup> January, 2018 at 5.00pm**

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