



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 – CIVIL LITIGATION, ASSET RECOVERY & LEGAL SUPPORT, JOB GRADE - EACC "8" (8 POSTS) REF: EACC/LS/LOII-CLARLS/1

Reporting to the Director, Legal Services through the Deputy Director – Civil Litigation, Asset Recovery & Legal Support

Duties and Responsibilities;

- Carrying out research, sharing relevant information and monitoring the Commission's compliance with International and National regulatory framework and commitments;
- Studying and analysing policy framework of other relevant Institutions in Kenya and other jurisdictions and sharing the relevant information appropriately;
- Reviewing legislations and making recommendation for amendment;
- Drawing contracts, memoranda of understanding and partnership agreements between the Commission and third party stakeholders;
- Providing legal advice/opinions to the Commission as required;
- Drafting policy documents, guidelines and regulations;
- Spearheading collaboration with regional and international anti-corruption bodies;
- Organizing and facilitating workshops and trainings for various professional societies for the dissemination of anti-corruption and pro-integrity awareness;
- Preparing and processing Mutual Legal Assistance request;
- Preparing monthly reports on current status;
- Holding brief in Civil matters;

- Providing actual legal representation in cases where the Commission is sued;
- Instituting civil proceedings for compensation or recovery of public assets acquired through corrupt activities.

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.

PARALEGAL CLERK II, JOB GRADE – EACC "10" (4 POSTS) REF: EACC/LS/PLCII/2

**Reporting to the Director, Legal Services through the Senior Paralegal Clerk
Duties and Responsibilities**

- Filing pleadings at the court registries to ensure efficient and effective representation of the Commission at the courts, hence promoting favorable ruling;
- Updating legal statutes as required;
- Service of the court process;
- Conducting official searches at the Companies Registry, Lands Registry, Motor Vehicles Registry and Government Printers;
- Handling correspondence, acceptance and acknowledgement of service of the court processes on behalf of the Directorate;
- Ensuring safe custody and retrieval of files within the Directorate to ensure preservation of the legal documents;
- Updating the Legal Services Directorate's Court Diary to support prosecution in the courts;
- Opening files, maintaining records and closing files recommended for closure;
- Liaising with auctioneers for purposes of recovery of assets and cost;
- Typing letters and notices; drafting decrees and orders for filing and service;
- Registration and collection of legal documents at the relevant registries;
- Fix hearing dates in various court registries.

Requirements for appointment to this grade, a candidate must have:

- 3 years of service in a comparable position from a reputable organization
- Diploma in Law
- Certified Court Process Server
- Certificate in computer application skills

INVESTIGATIONS DIRECTORATE

INVESTIGATIONS OFFICER II – ACCOUNTANT/AUDITOR, JOB GRADE - EACC "8" (13 POSTS) REF: EACC/INV/IOII-A/3

Reporting to the Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations

This position is responsible for the investigation of corruption and economic crimes, unethical conduct and trace corruptly acquired assets, process suspects for plea and support prosecution of cases in court

Duties and Responsibilities:

- Investigating corruption allegations/reports;
- Identifying, interviewing witnesses and suspects in a matter;
- Collecting relevant evidence to support the investigation process;
- Ensuring security of evidence and maintain inventories;
- Swearing affidavits for premises search warrants, bank accounts;
- Compiling investigation files;
- Supporting prosecution in court;
- Giving evidence in court as the investigation officer of economic crimes;
- Developing and maintaining a database of corruption and unethical practices;
- Disruption of corruption and economic crimes networks.

Requirements for Appointment

For appointment to this grade a candidate must have:

- Bachelor's degree in Commerce, Accounting, Finance, Business Management or any other equivalent qualifications from a recognized university;
- Minimum of five (5) years' relevant experience;
- Certified Public Accountant of Kenya (CPA-K) or any other equivalent professional qualifications;
- Relevant training in Criminal Investigations course from DCI Training School or other recognized institution will be an added advantage;
- Membership to relevant professional bodies;
- An analytical mind and problem solving skills;
- Be able to work in a highly computerized environment;
- Excellent report writing skills;
- Demonstrable computer application skills;
- Good interpersonal skills.

INVESTIGATIONS OFFICER II – PROCUREMENT SPECIALIST, JOB GRADE - EACC "8" (3 POSTS) REF: EACC/INV/IOII-PS/4

Reporting to the Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations

This position is responsible for the investigation of corruption and economic crimes, unethical conduct and trace corruptly acquired assets, process suspects for plea and support prosecution of cases in court

Duties and Responsibilities:

- Investigating corruption allegations/reports;
- Identifying, interviewing witnesses and suspects in a matter;
- Collecting relevant evidence to support the investigation process;
- Ensuring security of evidence and maintain inventories;
- Swearing affidavits for premises search warrants, bank accounts;
- Compiling investigation files;
- Supporting prosecution in court;
- Giving evidence in court as the investigation officer of economic crimes;
- Developing and maintaining a database of corruption and unethical practices;
- Disruption of corruption and economic crimes networks.

Requirements for Appointment

For appointment to this grade a candidate must have:

- Minimum five (5) years' relevant experience;
- Bachelor's degree in Supply Chain Management or its equivalent from a recognized university;
- A Diploma in Purchasing and Supplies;
- Must be a member of KISM;
- Relevant training in Criminal Investigations course from DCI Training School or other recognized institution will be an added advantage;
- Membership to relevant professional bodies;
- An analytical mind and problem solving skills;
- Be able to work in a highly computerized environment;
- Excellent report writing skills;
- Demonstrable computer application skills;
- Good interpersonal skills.

INVESTIGATIONS OFFICER II – BANKER, JOB GRADE - EACC "8" (4 POSTS)
REF: EACC/INV/IOII-B/5

Reporting to the Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations

This position is responsible for the investigation of corruption and economic crimes, unethical conduct and trace corruptly acquired assets, process suspects for plea and support prosecution of cases in court

Duties and Responsibilities:

- Investigating corruption allegations/reports;
- Identifying, interviewing witnesses and suspects in a matter;
- Collecting relevant evidence to support the investigation process;
- Ensuring security of evidence and maintain inventories;
- Swearing affidavits for premises search warrants, bank accounts;
- Compiling investigation files;
- Supporting prosecution in court;
- Giving evidence in court as the investigation officer of economic crimes;
- Developing and maintaining a database of corruption and unethical practices;
- Disruption of corruption and economic crimes networks.

Requirements for Appointment

For appointment to this grade a candidate must have:

- Minimum five (5) years' relevant experience; three (3) of which must be in the Banking sector;
- Bachelor's degree in Commerce, Banking, Accounting, Finance, Business Management or its equivalent qualification from a recognized institution;
- Relevant training in Banking from a reputable organization;
- Relevant training in Criminal Investigations course from DCI Training School or other recognized institution will be an added advantage;
- Membership to relevant professional bodies;
- An analytical mind and problem solving skills;
- Be able to work in a highly computerized environment;
- Excellent report writing skills;
- Demonstrable computer application skills;
- Good interpersonal skills.

PREVENTIVE SERVICES DIRECTORATE

**PREVENTION OFFICER II – PROCUREMENT SPECIALIST, JOB GRADE - EACC
"8" (1 POST) REF: EACC/PS/PSOII-P/6**

Reporting to the Deputy Director – Prevention through the Assistant Director – Prevention

Duties and responsibilities;

- Reviewing systems, policies, procedures and practices in supply chain management functions in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery targeting public procurement and disposal processes;
- Developing corruption prevention guidelines and best practices in public procurement and disposal processes;
- Mainstreaming standards and best practices in integrity and anti-corruption in supply chain management;
- Reviewing, analyzing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- Developing Corruption Prevention Guidelines on functions related to supply chain and other areas for use in both public and Private sector institutions to promote sector integrity; and
- Monitoring implementation of corruption prevention interventions in various organizations.

For appointment to this grade, a candidate must have:

- A Bachelor's degree in supply chain management, or its equivalent from a recognized university;
- A Diploma in Purchasing and Supplies;
- Must be a member of KISM (Mandatory);
- Minimum 5 (five) years of service of which three (3) should be in a comparable position from a reputable organization;
- Knowledge of public service systems, policies and operations will be an added advantage;
- Strong analytical, monitoring and evaluation skills;
- Demonstrated integrity and professional competence as reflected in work performance and results; and
- Must be able to work in a highly computerized environment.

PREVENTION OFFICER II – FINANCE/AUDIT SPECIALIST, JOB GRADE - EACC "8" (1 POST) REF: EACC/PS/POII-FA/7

Reporting to the Deputy Director – Prevention through the Assistant Director – Prevention

Duties and responsibilities;

- Reviewing the systems, policies, procedures and practices related to financial management functions in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery targeting public and private sector financial management processes;
- Developing corruption prevention guidelines and best practices in public and private sector financial management processes;
- Mainstreaming standards and best practices in integrity and anti-corruption in financial management;
- Reviewing, analyzing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- Developing Corruption Prevention Guidelines on functions related to financial management and other areas for use in both public and Private sector institutions to promote sector integrity; and
- Monitoring implementation of corruption prevention interventions in various organizations;

For appointment to this grade, a candidate must have:

- Bachelor's degree in Commerce, Accounting, Finance, Business Management, or any other equivalent qualifications from a recognized university.
- Minimum of five (5) years of service of which three (3) should be in a comparable position from a reputable organization.
- Certified Public Accountant of Kenya (CPA-K) or any other equivalent professional qualifications;
- Member of relevant professional body(s);
- Knowledge of public service systems, Policies and operations will be an added advantage;
- Strong analytical, monitoring and evaluation skills;
- Demonstrated integrity and professional competence as reflected in work performance and results; and
- Must be able to work in a highly computerized environment.

PREVENTION OFFICER II – ECONOMIST/POLICY ANALYST, JOB GRADE - EACC "8" (1 POST) REF: EACC/PS/PSOII-EPA/8

Reporting to the Deputy Director – Prevention through the Assistant Director – Prevention

Duties and responsibilities;

- Reviewing the systems, policies, procedures and practices in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery in the policy and planning functions of public and private sector institutions;
- Developing corruption prevention guidelines and best practices to advise on sound policy framework in institutions;
- Mainstreaming standards and best practices in integrity and anti-corruption initiatives in public and private sector institutions;
- Reviewing, analyzing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- Developing Corruption Prevention Guidelines on functions related to planning, policy and other areas for use in both public and Private sector institutions to promote sector integrity; and
- Monitoring implementation of corruption prevention interventions in various organizations;

For appointment to this grade, a candidate must have:

- Bachelor's degree in Economics, policy analysis or its equivalent from a recognized university;
- Minimum five (5) years of service of which three (3) should be in a comparable position from a reputable organization;
- Knowledge of public service systems, Policies and operations will be an added advantage;
- Strong policy analysis, writing, drafting and interpersonal skills; and
- Must be able to work in a highly computerized environment.

PREVENTION OFFICER II – ICT, JOB GRADE - EACC "8" (1 POST) REF: EACC/PS/PSOII-ICT/9

Reporting to the Deputy Director – Prevention through the Assistant Director – Prevention

Duties and responsibilities;

- Reviewing the systems, policies, procedures and practices in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery in the ICT functions of public and private sector institutions;

- Developing corruption prevention guidelines and best practices in ICT;
- Mainstreaming standards and best practices in integrity and anti-corruption initiatives in public and private sector institutions;
- Reviewing, analyzing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- Developing Corruption Prevention Guidelines on functions related the use and application of ICT systems and other areas for use in both public and Private sector institutions; and
- Monitoring implementation of corruption prevention interventions in various organizations;

For appointment to this grade, a candidate must have:

- Bachelor's degree in Information Science, Computer Science, or other equivalent technical area related to computer science.
- Must be in possession of Certified Information Systems Auditor (CISA) or Certified Information Security Manager (CISM) qualifications;
- Member of relevant professional body(s) such as ISACA and CSK;
- Five (5) years of service of which three (3) should be in a comparable position from a reputable organization;
- Knowledge of public service systems, policies and operations will be an added advantage; and
- Demonstrated ability to use computer assisted software for data collection and analysis.

PREVENTION OFFICER II – LEGAL, JOB GRADE - EACC "8" (1 POST) REF: EACC/PS/PSOII-L/10

Reporting to the Deputy Director – Prevention through the Assistant Director – Prevention

Duties and responsibilities;

- Reviewing the systems, policies, procedures and practices in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery in all functions of public and private sector institutions;
- Developing corruption prevention guidelines and best practices in all functions and addressing the legal aspects in both public and Private sector institutions;
- Mainstreaming standards and best practices in integrity and anti-corruption initiatives in public and private sector institutions;
- Reviewing, analyzing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework; and
- Monitoring implementation of corruption prevention interventions in various organizations.

For appointment to this grade, a candidate must have:

- Bachelor's degree in Law, or its equivalent from a recognized institution
- Diploma in Law, from the Kenya School of Law
- Must be an advocate of the high court of Kenya, with current practicing certificate unless exempted.
- Must be an active member of the Law Society of Kenya.
- Five (5) years of service of which three (3) should be in a comparable position from a reputable organization;
- Knowledge of public service systems, Policies and operations will be an added advantage; and
- Must be able to work in a highly computerized environment.

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)**
- **Directorate of Criminal Investigation (DCI)**
- **Higher Education Loans Board (HELB)**
- **Credit Reference Bureau (CRB)**
- **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, CV, academic/ professional certificates (**certified by the issuing institution**), 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 Tuesday, 12th March, 2019 at 5.00pm

Canvassing will lead to automatic disqualification