



## **ETHICS AND ANTI-CORRUPTION COMMISSION**

### **OUR MISSION**

*"To promote integrity and combat corruption through law enforcement, prevention and education."*

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## **VACANCIES**

### **DIRECTORATE OF ETHICS AND LEADERSHIP**

#### **DIRECTOR – ETHICS AND LEADERSHIP, JOB GRADE - EACC "3" (1 POST), REF: EACC/EL/D,EL/1**

##### **Job Profile**

Reporting to the Secretary/ Chief Executive Officer, the job holder is responsible for the provision of leadership, implementation of strategies, policies and procedures in the promotion and enforcement of integrity and ethical conduct among state/ public officers as provided for under Chapter Six of the Constitution, Leadership and the Integrity Act 2012 and Public Officer Ethics Act, 2003. This position is also responsible for overseeing investigations/ verification on ethical breaches, development of codes of conduct, declaration of income assets and liability, undertaking integrity verification (vetting) for appointment to public office and review of policies and legislation on promotion of ethical standards in the public sector.

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

- i. Overseeing implementation of the Strategic Plan on ethics promotion and enforcement in the public sector under Chapter Six of the Constitution, Leadership and Integrity Act, 2012 and the Public Officer Ethics Act, 2003;
- ii. Overseeing formulation, development and review of policies, regulations and guidelines on ethics legislation;
- iii. Coordinating the formulation, development and implementation of ethics and integrity programmes;

- iv. Overseeing investigations/ verification of reports on ethical breaches by State/ public officers;
- v. Overseeing development, approvals and implementation of code of conduct for State/ public officers;
- vi. Coordinating approvals for opening and or operation of bank accounts held outside Kenya by State/ public officers;
- vii. Overseeing implementation of declaration of income, assets and liabilities (DIALs) by Responsible Commissions;
- viii. Overseeing initiation of petitions on enforcement of Chapter Six of the Constitution and Leadership and Integrity Act;
- ix. Overseeing implementation of Alternative Dispute Resolution (ADR) and Mutual Legal Assistance (MLA) requests;
- x. Overseeing provision of advisories under Chapter Six of the Constitution and Leadership and Integrity Act to public entities and State/ public officers;
- xi. Overseeing integrity verification (vetting) for persons seeking appointment and or election to public office;
- xii. Overseeing development, implementation and monitoring of annual work plans;
- xiii. Overseeing implementation and monitoring the budget and procurement plan;
- xiv. Planning and implementing staff capacity building programmes;
- xv. Coordinating the development of proposals for legislative and policy reviews on ethics and integrity laws;
- xvi. Coordinating development on standards and best practices on ethics and integrity.
- xvii. Any other duty as may be assigned by the Secretary/ Chief Executive Officer.

### **Requirements for Appointment**

For appointment as the Director – Ethics and Leadership, a person must possess the following qualifications:

- i. Be a citizen of Kenya;
- ii. Meet the requirements of Chapter Six of the Constitution;
- iii. Bachelor’s degree in any of the following disciplines: Law, Audit, Governance, Ethics, Public Administration or an equivalent qualification from a recognised institution;
- iv. Master’s degree in any of the following disciplines: Law, Economics, Education, Audit, International Relations, Education, Communication, Public Administration, Political Science, Ethics and Leadership, Governance, Business Administration or an equivalent qualification from a recognised institution;
- v. Minimum relevant work experience of fifteen (15) years, three (3) of which should have been at the level of a Deputy Director or a comparable position in a reputable organisation;
- vi. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;

- vii. Thorough knowledge of the emerging issues and jurisprudence in the implementation of Chapter Six of the Constitution and integrity legislation.
- viii. Knowledge and demonstrable experience on key integrity and governance issues in Kenya's Public Sector;
- ix. Leadership, Governance or Management Training lasting not less than six (6) weeks from a recognised institution will be an added advantage.
- x. Professional Training in Ethics, Integrity and Anti-Corruption will be an added advantage.

### **Key Attributes**

The following key attributes will be required for the position of Director- Ethics and Leadership

- i. Be of high moral character, integrity and impartiality;
- ii. Proven high degree of professional competence, communication skills, fairness and good temperament;
- iii. Possess excellent leadership skills;
- iv. Be a visionary, transformative and results-oriented;
- v. Strategic thinker;
- vi. Be self-driven, a team-player and mentor/ coach; and
- vii. Ability to cultivate partnership and collaborations.

### **Terms of Service**

The successful candidate will be appointed for a five (5) year term and may be eligible for re-appointment. A competitive remuneration package will be offered in line with the terms of service for EACC Staff.

**DEPUTY DIRECTOR – ETHICS DEVELOPMENT AND MONITORING, JOB GRADE  
- EACC "4" (1 POST), REF: EACC/EL/DDEDM/2**

**Job Profile**

Reporting to the Director – Ethics and Leadership, the job holder is responsible for coordinating implementation of Chapter Six of the Constitution, Leadership and Integrity Act, 2012 and the Public Officer Ethics Act, 2003, through development, promotion and monitoring of standards and best practice in ethics and integrity in the public sector.

**Duties and Responsibilities will include:**

- i. Coordinating the formulation and implementation of strategies, programmes and activities in the promotion of integrity and ethical standards in the public service;
- ii. Coordinating development, approval, signing and implementation of codes of conduct and ethics for state and public officers;
- iii. Coordinating provision of technical support to public institutions on implementation of Chapter 6 of the Constitution, Leadership and Integrity Act, 2012, Public Officer Ethics Act and Regulations;
- iv. Regulating operation of bank accounts held outside Kenya by state and public officers, including overseeing compliance with the requirements on submission of annual bank statements.
- v. Coordinating oversight over the implementation of Declaration of Income, Assets and Liabilities by responsible Commissions; public institutions and State/ public officers;
- vi. Coordinating development and dissemination of standards, compliance guidelines, procedure and advisories to public entities, state and public officers on compliance with ethics and integrity laws & regulations;
- vii. Ensuring compliance with the principles and values of good governance, human rights, transparency, accountability, ethics and integrity;
- viii. Coordinating compliance with conflicts of interest disclosures and maintenance of conflict of interest and gift registers;
- ix. Coordinating development and maintenance of repositories for approved codes of conduct and bank accounts held outside Kenya by state and public officers;
- x. Coordinating compliance monitoring on implementation of Chapter 6 of the Constitution, Leadership and Integrity Act, and related ethics frameworks by public entities, state and public officers.
- xi. Coordinating contributions to legal and policy reform proposals in the area of ethics & integrity;
- xii. Coordinating development, implementation and monitoring of annual work plans;
- xiii. Coordinating implementation of the Commission's Strategic Plan in the Department.

- xiv. Coordinating performance appraisal systems and performance contracts in the Department.
- xv. Any other duty as may be assigned by the Director, from time to time.

### **Requirements for Appointment**

For appointment as the Deputy Director – Ethics Development and Monitoring, a person must possess the following qualifications:

- i. Be a citizen of Kenya;
- ii. Meet the requirements of Chapter Six of the Constitution;
- iii. Bachelor's degree in Law, Ethics, Public Administration, Sociology, Governance, or an equivalent qualification from a recognised institution;
- iv. Master degree in Law, Ethics, Public Administration, Sociology, Governance, or an equivalent qualification from a recognised institution;
- v. Fourteen (14) years' relevant work experience, three (3) of which must have been at the level of an Assistant Director or its equivalent in the coordination of good governance programs, advancement of the rule of law, and/or legal compliance, in the public sector;
- vi. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- vii. Thorough knowledge of the emerging issues and jurisprudence in the implementation of Chapter Six of the Constitution and integrity legislation.
- viii. Knowledge and demonstrable experience on key integrity and governance issues in Kenya's Public Sector;
- ix. Leadership, Governance or Management Training lasting not less than six (6) weeks from a recognised institution.
- x. Professional training in Integrity Management, Ethics Compliance, Corruption Studies or any other relevant field lasting not less than four (4) weeks from a recognized institution.

### **Key Attributes**

The following key attributes will be required for the position of Deputy Director – Ethics Development and Monitoring:

- i. Be of high moral character, integrity and impartiality;
- ii. Proven high degree of professional competence, communication skills, fairness and good temperament;
- iii. Possess excellent leadership skills;
- iv. Be a visionary, transformative and results-oriented;
- v. Strategic thinker;
- vi. Be self-driven, a team-player and mentor/ coach; and
- vii. Ability to cultivate partnership and collaborations.

# **DIRECTORATE OF PREVENTIVE SERVICES**

## **DEPUTY DIRECTOR – EDUCATION & PUBLIC AWARENESS, JOB GRADE - EACC "4" (1 POST), REF: EACC/PS/DD,EPA/3**

### **Job Profile**

Reporting to the Director – Preventive Services, the job holder is responsible for the provision of leadership in the development and implementation of education and raising public awareness on ethics, good governance and anti-corruption to influence values, attitudes and behaviour. The job holder is also responsible for setting up best practices and enlisting the support of the public in the fight against corruption.

### **Duties and Responsibilities**

- i. Developing and monitoring the implementation of the departmental strategy;
- ii. Developing and monitoring effective utilisation of the departmental budget;
- iii. Developing the anti-corruption strategy and policy for the Commission;
- iv. Coordinating and providing leadership in the design, development and implementation of ethics, integrity and anti-corruption Educational Programmes and activities in the Public, Private, Education and Civil Society Sectors;
- v. Monitoring individual staff performance in line with quality standards and timelines to ensure the achievement of the Department's objectives;
- vi. Organising and coordinating the development and implementation of Departmental Work plan budgets and procurement plan to ensure achievement of the departmental strategy;
- vii. Coordinating the development, production and dissemination of ethics, integrity and anti-corruption information, education and communication materials for learning institutions, the general public and professionals throughout Kenya and beyond;
- viii. Liaising with media houses on anti-corruption mass media education;
- ix. Overseeing the implementation and facilitation of ethics and anti-corruption sensitisation programmes for public and state officers, religious and private sector participants;
- x. Facilitating ethics, governance and anti-corruption education and sensitisation programmes;
- xi. Establishing linkages, networks and partnerships with government, professional and civil society sectors;
- xii. Supervising the utilisation of Commission resources including time management;
- xiii. Monitoring the individual staff performance in line with quality standards and timelines to ensure the achievement of the Department's objectives;
- xiv. Coordinating preparation of quarterly and annual reports relating to Education and Public awareness Programmes.

## **Requirements for Appointment**

For appointment as the Deputy Director – Education and Public Awareness, a person must possess the following qualifications:

- i. Fourteen (14) years' relevant work experience, three (3) of which should have been at the level of an Assistant Director or a comparable position in a reputable organisation;
- ii. Master's degree in Education, Arts, Communications, Economics, Political Science, Law, Public Administration, Finance, Procurement or an equivalent qualification from a recognised university;
- iii. Bachelor's degree in Education, Arts, Communications, Economics, Political Science, Law, Public Administration, Finance, Procurement or an equivalent qualification from a recognised university;
- iv. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- v. Member of relevant professional body in good standing;
- vi. Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution.

## **Key Attributes**

The following key attributes will be required for the position of Deputy Director – Education and Public Awareness:

- i. Be of high moral character, integrity and impartiality;
- ii. Proven high degree of professional competence, communication skills, fairness and good temperament;
- iii. Possess excellent leadership skills;
- iv. Be a visionary, transformative and results-oriented;
- v. Strategic thinker;
- vi. Be self-driven, a team-player and mentor/ coach; and
- vii. Ability to cultivate partnership and collaborations.

**DEPUTY DIRECTOR – CORRUPTION PREVENTION, JOB GRADE - EACC “4” (1 POST), REF: EACC/PS/DD,CP/4**

**Job Profile**

Reporting to the Director – Preventive Services, the job holder is responsible for the implementation, coordination and supervision in the provision of strategies, policies, procedures towards prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act, 2011 and in the Bribery Act 2016.

**Duties and Responsibilities**

- i. Developing and monitoring the implementation of the departmental strategy;
- ii. Developing and monitoring compliance to department’s policies and procedures;
- iii. Developing and monitoring effective utilisation of the departmental budget;
- iv. Developing anti-corruption strategy and policy for the Commission;
- v. Providing overall technical guidance in the programmes and activities of the Department at all levels;
- vi. Identifying programmes and negotiating for support by development partners and participating in negotiations with the partners;
- vii. Undertaking negotiations with senior management of target organisations in corruption prevention programmes such as system reviews, performance contracting and advisories;
- viii. Organising forums for discussion on critical corruption and governance issues of the day such as stakeholders’ conference on Corruption Prevention Guidelines related to particular functions and also the National integrity award scheme among others;
- ix. Handling critical areas of interface and negotiating on corruption prevention programmes with other government Agencies such as the Council of Governors, Performance Contracting Department and the National Anti-Corruption Campaign Steering Committee;
- x. Providing quality assurance and standards of all the work outputs such as reports, guidelines and internal and external communication in line with the departmental strategy;
- xi. Presenting corruption prevention reports to senior management of target institutions for implementation and further action as may be necessary;
- xii. Representing the Commission in high profile meetings, seminars and conferences locally and outside the country to ensure compliance with the set protocols;
- xiii. Overseeing the management of departmental operational records as well as their security and accessibility;
- xiv. Monitoring individual staff performance in line with quality standards and timelines to ensure the achievement of the Department’s objectives;
- xv. Reporting monthly, quarterly and annual progress reports of the Department to the management to facilitate decision making on the current programmes.



## **Requirements for Appointment**

For appointment as the Deputy Director – Corruption Prevention, a person must possess the following qualifications:

- i. Fourteen (14) years' relevant work experience, three (3) of which should have been at the level of an Assistant Director or a comparable position in a reputable organisation;
- ii. Master's degree in Accounting, Auditing, Finance, Business Administration, Procurement, Communications, Economics, Political Science, Law, management or its equivalent from a recognised university;
- iii. Bachelor's degree in Accounting, Auditing, Finance, Business Administration, Procurement, Communications, Economics, Political Science, Law, management or its equivalent from a recognised university;
- iv. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- v. Member of relevant professional body in good standing;
- vi. Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution.

## **Key Attributes**

The following key attributes will be required for the position of Deputy Director – Corruption Prevention:

- i. Be of high moral character, integrity and impartiality;
- ii. Proven high degree of professional competence, communication skills, fairness and good temperament;
- iii. Possess excellent leadership skills;
- iv. Be a visionary, transformative and results-oriented;
- v. Strategic thinker;
- vi. Be self-driven, a team-player and mentor/ coach; and
- vii. Ability to cultivate partnership and collaborations.

# DIRECTORATE OF INVESTIGATION

## **SENIOR INVESTIGATIONS OFFICER – VALUER, JOB GRADE - EACC “6” (1 POST), REF: EACC/INV/SIO-V/5**

### **Job Profile**

Reporting to the Assistant Director – Specialised Services, the job holder is responsible for providing technical support services to investigative functions of the Commission in the field of Valuation as well as supporting criminal prosecution and civil proceedings for recovery of illegally acquired public assets or unexplained wealth.

### **Duties and Responsibilities**

- i. Providing technical support services to investigative functions of the Commission in the field of Valuation;
- ii. Liaising with external service providers/ experts in the inspection and valuation of assets/ projects/ equipment which are subject to investigations;
- iii. Providing professional opinions and advisories in the area of Valuation on assets/ projects/ equipment under investigations;
- iv. Supporting prosecution of criminal cases and civil recovery proceedings by tendering evidence/ expert opinion in court.

### **Requirements for Appointment**

For appointment as a Senior Investigations Officer – Valuer, a person must possess the following qualifications:

- i. Minimum ten (10) years post-graduation, relevant work experience in the field of valuation, with at least two (2) years’ post-registration experience as a Registered Valuer;
- ii. Bachelor’s degree in Valuation/ Land Economics or equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Registered Valuer by the Valuers Registration Board (VRB) in good standing;
- v. Full Member of Institution of Surveyors of Kenya (ISK) in good standing;
- vi. Demonstrated integrity and professional competence as reflected in work performance and results.

**SENIOR INVESTIGATIONS OFFICER – MECHANICAL ENGINEER, JOB GRADE - EACC "6" (1 POST), REF: EACC/INV/SIO-ME/6**

**Job Profile**

Reporting to the Assistant Director – Specialised Services, the job holder is responsible for providing technical support services to investigative functions of the Commission in the field of Mechanical Engineering as well as supporting criminal prosecution and civil proceedings for recovery of illegally acquired public assets or unexplained wealth.

**Duties and Responsibilities**

- i. Providing technical support services to investigative functions of the Commission in the field of Mechanical Engineering, including generation of technical reports;
- ii. Liaising with external service providers/ experts in the inspection and technical audit and valuation of assets/ projects subject to investigations;
- iii. Providing professional opinions and advisories on projects/ assets under investigations in the area of Mechanical Engineering;
- iv. Supporting prosecution of criminal cases and civil recovery proceedings by tendering evidence/ expert opinion in court.

**Requirements for Appointment**

For appointment as a Senior Investigations Officer – Mechanical Engineer, a person must possess the following qualifications:

- i. Minimum ten (10) years post-graduation, relevant work experience in the field of mechanical engineering, with minimum two (2) years post-registration with the relevant professional body;
- ii. A Bachelor's degree in Mechanical Engineering or an equivalent qualification from a recognised University;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or its equivalent from a recognised institution;
- iv. Registered Engineer by the Engineers Board of Kenya (EBK) and Member of the Institution of Engineers of Kenya (IEK);
- v. Certificate in computer application skills;
- vi. Demonstrated integrity and professional competence as reflected in work performance and results.

**INVESTIGATIONS OFFICER II – TAX EXPERT, JOB GRADE - EACC "8" (1 POST),**  
**REF: EACC/INV/IOII-T/7**

**Job Profile**

Reporting to Deputy Director – Asset Tracing, the job holder is responsible for execution of asset tracing investigations, preservation and management of traced assets, preparation and execution of Mutual Legal Assistance (MLA) requests, supporting civil recovery suits and undertaking Alternative Dispute Resolution (ADR).

**Duties and Responsibilities**

- i. Advising on the Laws, Procedures and Practices applicable in taxation matters;
- ii. Investigating cases of corruption and economic crimes;
- iii. Identifying and tracing corruptly acquired assets;
- iv. Preserving assets that are subject of investigation;
- v. Compiling and submitting investigation reports;
- vi. Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- vii. Giving expert evidence in court on matters relating to the profession.

**Requirements for Appointment**

For appointment as an Investigations Officer – Tax Expert, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. A Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Certified Public Accountant (CPA-K), ACCA, CISA or CIA qualification;
- v. Be a member of a relevant professional body;
- vi. Certificate in computer application skills;
- vii. Demonstrated integrity and professional competence as reflected in work performance and results.

# FINANCE AND PLANNING DIRECTORATE

## **PLANNING AND BUDGETING OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/F&P/PBOII/8**

### **Job Profile**

Reporting to the Deputy Director – Planning and Budgeting, the job holder is responsible for supporting strategic planning and management; annual planning and budgeting; budget implementation, monitoring and reporting.

### **Duties and Responsibilities**

- i. Preparing, implementing and monitoring the Commission Strategic plan;
- ii. Preparing and monitoring departmental annual plans and budgets;
- iii. Assisting in financial resource mobilisation in liaison with The National Treasury and other development partners;
- iv. Preparing budget implementation reports;
- v. Monitoring and evaluating Commission’s programmes;
- vi. Supporting preparation of Commission’s Annual Reports;
- vii. Supporting and guiding Commission departments on matters of planning and budgeting.

### **Requirements for Appointment**

For appointment as a Planning and Budgeting Officer II, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. Bachelor’s degree in any of the following disciplines: Commerce (Accounting/ Finance Option), Economics, Business Management or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Relevant professional qualifications;
- v. Interpersonal skills;
- vi. Demonstrated integrity and professional competence as reflected in work performance and results.

**ACCOUNTS ASSISTANT I, JOB GRADE – EACC “9” (2 POSTS), REF: EACC/F&P/AAI/9**

**Job Profile**

Reporting to the Deputy Director – Finance and Accounts, the job holder is responsible for the facilitation of transactions and to balance the cash book, to capture data in the IFMIS System and maintenance of imprest register and to ensure that expenditures are captured, recorded for in line with the laid down rules and regulations.

**Duties and Responsibilities**

- i. Maintaining petty cash to ensure proper utilisation of funds;
- ii. Verifying and examining vouchers in accordance with laid down rules and regulations;
- iii. Assisting in primary data entry and routine accounting work;
- iv. Ensuring proper maintenance of efficient filing systems;
- v. Safekeeping of invoices, miscellaneous receipts, imprest warrant books, cash books and other accountable documents;
- vi. Processing and payment of imprest warrants, expenditure claims and processing of imprest surrender;
- vii. Carrying out bank reconciliation;
- viii. Assisting in generating procurement plans and budgets;
- ix. Posting and daily balancing of the cash book;
- x. Assisting in maintenance of fixed asset register;
- xi. Ensuring availability of cash float in the office;
- xii. Carrying out banking transactions;
- xiii. Receipting transactions.

**Requirements for Appointment**

For appointment as an Accounts Assistant I, a person must possess the following qualifications:

- i. Minimum relevant working experience of seven (7) years;
- ii. Certified Public Accountant of Kenya (CPA-K);
- iii. Must be a member of ICPAK;
- iv. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- v. Hands-on experience in Accounting Software (ERP). Experience in using IFMIS will be an added advantage;
- vi. Knowledge of International Public Sector Accounting Standards (IPSAS);
- vii. Demonstrated integrity and professional competence as reflected in work performance and results.

# **DIRECTORATE OF CORPORATE SUPPORT SERVICES**

## **SECURITY ASSISTANT III, JOB GRADE - EACC "11" (2 POSTS), REF: EACC/CSS/SAIII/10**

### **Job Profile**

Reporting to the Assistant Director – Security and Safety, the job holder is responsible for the provision of security to the Commission’s staff and assets.

### **Duties and Responsibilities**

- i. Patrolling, surveillance and controlling traffic within Commission premises;
- ii. Maintaining a security register and occurrence book of the security related issues;
- iii. Ensuring that the Commission staff and visitors have adequate security and safety;
- iv. Detecting and reporting suspected offenders;
- v. Inspecting vehicles and personnel entering and leaving Commission premises.

### **Requirements for Appointment**

For appointment as a Security Assistant III, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years in a comparable position from a reputable organisation;
- ii. Diploma in Security Studies or Social Sciences
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) D+ or its equivalent from a recognised institution;
- iv. Demonstrated integrity and professional competence as reflected in work performance and results.

**OFFICE ASSISTANT III, JOB GRADE – EACC “12” (1 POST), REF: EACC/CSS/OAIII/11**

**Job Profile**

Reporting to the Assistant Director – Office Administration and Asset Management, the job holder is responsible for the provision of administrative support in the Commission to ensure efficient and effective service delivery.

**Duties and Responsibilities**

- i. Cleaning the office for ensure clean and conducive environment for the staff;
- ii. Dispatching both internal and external mails for action by the respective departments;
- iii. Moving office equipment as requested to facilitate proper management of the office layout;
- iv. Opening and closing of Commission offices for security reasons;
- v. Photocopying and marking assigned files;
- vi. Filing assigned documents for storage;
- vii. Assisting in minor repair of broken furniture & equipment;
- viii. Receiving & guiding visitors/ clients in enhancement of the corporate image;
- ix. Offloading Commission’s materials at the Headquarters and Regional Offices;
- x. Preparing and serving tea;
- xi. Shopping for kitchen supplies as required.

**Requirements for Appointment**

For appointment as an Office Assistant III, a person must possess the following qualifications:

- i. Minimum working experience of three (3) years;
- ii. Kenya Certificate of Secondary Education (K.C.S.E.) mean grade D plain or its equivalent from a recognised institution;
- iii. Demonstrated integrity and professional competence as reflected in work performance and results;
- iv. Certificate in computer application skills will be an added advantage.



# DIRECTORATE OF FIELD SERVICES AND COORDINATION

## **INVESTIGATIONS OFFICER II – POLICE OFFICER, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOII-PO/12**

### **Job Profile**

Reporting to the Regional Manager, the job holder is responsible for the investigation of corruption and economic crimes, and unethical conduct and tracing corruptly acquired assets, and supporting prosecution of cases in court.

### **Duties and Responsibilities**

- i. Investigating cases of corruption and economic crimes;
- ii. Identifying and tracing corruptly acquired assets;
- iii. Preserving assets that are subject of investigation;
- iv. Compiling and submitting investigation reports;
- v. Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- vi. Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases.

### **Requirements for Appointment**

For appointment as an Investigations Officer II – Police Officer, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years, two (2) of which must be in Criminal investigations;
- ii. A Bachelor's degree in Arts, Criminology, Communications, Economics, Political Science, Science, Law, Education, International Relations, Engineering, Business Management, Public Administration, Governance, or its equivalent from a recognised university;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- iv. Relevant professional qualifications where applicable;
- v. Served as a Police Officer of the rank of Inspector and above and with investigation experience;
- vi. Certificate in any of the following courses lasting not less than four (4) weeks from a recognised institution: Economic Crimes and Intelligence Course; Public Corruption Investigations Course, Basic Investigations Course, Governance, Ethics and Anti-Corruption and Economic Crimes Course; Fraud Investigation and Prosecution; Fraud Course, Criminal Investigations Course.

- vii. Certificate in computer application skills;
- viii. Demonstrated integrity and professional competence as reflected in work performance and results.

**OPERATIONS ASSISTANT II – HUDUMA CLERK, JOB GRADE - EACC "10" (2 POSTS), REF: EACC/INV/OAII-H/13**

**Job Profile**

Reporting to the Regional Manager, the job holder is responsible for manning the EACC Service Desk at a Huduma Centre by attending to clients, receiving reports, Self-Declaration Forms, making referrals and dissemination of IEC materials.

**Duties and Responsibilities**

- i. Manning the EACC Huduma Service Desk;
- ii. Receiving reports;
- iii. Receiving Self-Declaration Forms;
- iv. Attending to clients;
- v. Referring clients and reports for appropriate action.

**Requirements for Appointment:**

For appointment as an Operations Assistant II – Huduma Clerk, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. Diploma in Criminology, Communications, Law, Education, Engineering, Business Management, Business Administration, Governance or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer application skills;
- v. Demonstrated integrity and professional competence as reflected in work performance and results.

***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 Thursday, 9<sup>th</sup> September, 2021 at 5.00 pm.**

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