



ETHICS AND ANTI-CORRUPTION COMMISSION

OUR MISSION

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

VACANCIES

DIRECTORATE OF INVESTIGATION

INVESTIGATION OFFICER II – INTELLIGENCE, JOB GRADE – EACC "8" (1 POST), REF: EACC/INV/IOIII/10

Reporting to the Assistant Director – Intelligence and Surveillance, the jobholder is responsible for collection and production of intelligence to initiate and/ or support forensic investigations, sting operations, asset tracing and disruption of corruption cartels.

Duties and Responsibilities

- i. Collecting information related to corruption and economic crimes;
- ii. Collation of information and production of Intelligence Products.
- iii. Profiling organizational and individual targets
- iv. Conducting intelligence probes and filling information gaps on reports received by the Commission.
- v. Covert pre-employment background Checks of Commissions' employees.
- vi. Developing and maintaining sources of information related to corruption and economic crimes;
- vii. Producing intelligence briefs/ reports as may be required from time to time.
- viii. Recruiting and running agents and informants;
- ix. Analysis and Integration of collected data.
- x. Dissemination of intelligence product to the Assistant Director-Intelligence

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

- i. Minimum relevant work experience of five (5) years;

- ii. Bachelor's degree in Arts, Criminology, Communications, Economics, Political Science, Science, Law, Education, International Relations, Engineering, Business Management, Public Administration, Governance or an equivalent qualification from a recognised university;
- iii. Relevant professional qualifications where applicable;
- iv. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- v. Training in Intelligence tradecraft and analysis;
- vi. Hands-on experience in collection of intelligence;
- vii. Certificate in any of the following courses: 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 lasting not less than four (4) weeks from a recognised institution;
- viii. Certificate in computer application skills;
- ix. Demonstrated integrity and professional competence as reflected in work performance and results.

DIRECTORATE OF LEGAL SERVICES & ASSET RECOVERY

INVESTIGATION OFFICER II – ASSET TRACING, JOB GRADE – EACC “8” (1 POST), REF: EACC/INV/IOIIAT/11

Reporting to the Deputy Director – Asset Tracing, the jobholder 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. Implementing work plans;
- ii. Collecting and analysing evidence on asset tracing investigations;
- iii. Facilitating preparation and supporting execution of Mutual Legal Assistance (MLA) requests;
- iv. Preserving assets that are subject of investigation;
- v. Compiling asset tracing files on investigations and preparing evidence to be tendered in court;
- vi. Supporting civil suits/ processes for recovery;
- vii. Undertaking Alternative Dispute Resolution (ADR);
- viii. Undertaking preservation and management of traced assets;
- ix. Maintaining data on asset tracing investigations assigned;
- x. Preparing briefs on cases.

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

- i. Minimum post-admission experience of five (5) years from a reputable organisation;
- ii. Bachelor of Laws 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. Advocate of the High Court of Kenya with current practicing certificate unless exempted;
- v. Certificate in computer application skills;
- vi. Demonstrated integrity and professional competence as reflected in work performance and results.

LEGAL OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/LSAR/LOII/12

Reporting to the Assistant Director – Asset Recovery, the jobholder is responsible for instituting civil proceedings for preservation, freezing, forfeiture and recovery of illegally acquired assets, ADR and preservation and management of recovered assets.

Duties and Responsibilities

- i. Initiating the recovery of corruptly acquired/ unexplained assets;
- ii. Instituting civil proceedings for compensation, forfeiture or recovery of corruptly acquired/ unexplained assets;
- iii. Prosecuting of applications for preservation of assets in the course of investigations;
- iv. Ensuring preservation and management of recovered assets;
- v. Undertaking legal research for effective prosecution of recovery cases;
- vi. Participating in drafting Mutual Legal Assistance requests;
- vii. Participating in conciliation, mediation and negotiations for recovery of corruptly acquired/ unexplained assets;
- viii. Drafting proposals for review of anti-corruption legislation for effective fight against corruption and unethical practices;
- ix. Supporting asset tracing investigations by reviewing evidence and advising investigation teams
- x. Preparing reports on civil recovery and ongoing court matters.

For appointment as a Legal Officer II, a person must possess the following qualifications:

- i. Minimum post-admission experience of five (5) years from a reputable organisation;
- ii. Bachelor of Laws 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. Advocate of the High Court of Kenya with current practicing certificate unless exempted;
- v. Certificate in computer application skills;
- vi. Demonstrated integrity and professional competence as reflected in work performance and results.

DIRECTORATE OF FIELD SERVICES & COORDINATION

OPERATIONS ASSISTANT II, JOB GRADE – EACC “10” (1 POST), REF: EACC/FSC/OAII/13

Reporting to the Regional Manager, the jobholder is responsible for Investigation of corruption and economic crimes, conducting traps/ stings operations and supporting prosecution of cases in court

Duties and Responsibilities

- i. Assisting in carrying out sting/ trap operation investigations;
- ii. Supporting prosecutions to facilitate favourable ruling in the courts;
- iii. Collecting intelligence in covert operations;
- iv. Assisting in the technical management of equipment to ensure proper utilisation of Commission’s resources;
- v. Provide back up and support investigation during arrest;
- vi. Initiating requests for data and analysis.

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

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

ADMINISTRATIVE SECRETARY II, JOB GRADE – EACC “10” (1 POST), REF: EACC/FSC/ASII/14

Reporting to the Regional Manager – Bungoma Regional Office, the jobholder is responsible for the provision of administrative support to the Regional Office to ensure efficient and effective delivery of service.

Duties and Responsibilities

- i. Producing documents, briefing papers and reports to ensure maintenance of confidential documents in the department;
- ii. Managing the office diary inclusive of appointments, foreign and domestic travel itineraries, travel bookings and hotel reservations for the management to facilitate timely management of events;
- iii. Managing office protocol and public relations, receiving and screening incoming calls, and correspondences and act as the link between executive offices, internal and external visitors to ensure efficient response time;
- iv. Devising and maintaining office systems that include data management and files for efficient record preservation;
- v. Following up on issues that require interdepartmental coordination for the engagement of various stakeholders to ensure effective communication is relayed;
- vi. Answering the Regional Office telephone lines and direct calls and transferring them to the respective recipients for further action;
- vii. Arranging for Regional Office staff travel;
- viii. Maintaining up to date filing systems in the department and track file movement out of the Regional Office to ensure accountability of the file user;
- ix. Receiving all documents for notations or signature to be actioned by the respective officers to ensure appropriate actions are carried out;
- x. Assisting in staff welfare issues in the Commission to ensure staff needs are addressed;
- xi. Handling the office imprest.

Requirements for Appointment

For appointment as an Administrative Secretary II, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. Diploma in Secretarial Studies or its equivalent 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. 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)**

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 Monday, 21st March, 2022 at 5.00 pm.

Canvassing will lead to automatic disqualification.