



ETHICS AND ANTI-CORRUPTION COMMISSION

OUR MISSION

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

VACANCIES

The Ethics and Anti-Corruption Commission (EACC) is established under Section 3 of the Ethics and Anti-Corruption 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 and economic crime in Kenya through law enforcement, preventive measures, public 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:

DIRECTORATE OF CORPORATE SUPPORT SERVICES

DEPUTY DIRECTOR – HUMAN RESOURCE MANAGEMENT, JOB GRADE - EACC "4" (1 POST), REF: EACC/CSS/DDHRM/1

Reporting to the Director – Corporate Support Services, the jobholder will be responsible for coordination and development of human resource strategy, overseeing human resource planning, resourcing, capacity building, performance and reward management, payroll management and ensuring compliance with the relevant legislation. He/ she will also be responsible for managing staff welfare, employee relations and enforcing human resource policies and procedures.

Duties and Responsibilities

- i. Coordinating development and review of departmental policies and procedures to provide guidance in the operations of the Commission HR activities;
- ii. Coordinating performance management and reward systems in the Commission;
- iii. Overseeing human resource planning and resourcing;
- iv. Coordinating capacity building programmes for the Commission to support delivery

- of quality standards in line with the Commission's needs and current trends;
- v. Coordinating administration of staff welfare and benefits programmes;
 - vi. Overseeing payroll management;
 - vii. Overseeing management of employee relations;
 - viii. Monitoring compliance of the Commission's human resource policies and procedures with the relevant legislation;
 - ix. Overseeing development and implementation of the human resource management strategies;
 - x. Overseeing enforcement of the Commission's human resource policies, procedures and guidelines.

Requirements for Appointment

For appointment as the Deputy Director – Human Resource Management, a person must possess the following qualifications:

- i. Minimum relevant work experience of fourteen (14) years;
- ii. Must have served at the level of Assistant Director or a comparable position in a reputable organisation for a minimum of three (3) years;
- iii. Master's degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or an equivalent qualification from a recognised institution;
- iv. Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or an equivalent qualification from a recognised institution;
- v. Postgraduate Diploma in any of the following disciplines: Human Resource Management, Human Resource Development, Industrial Relations or an equivalent qualification from a recognised institution;
- vi. A member of Institute of Human Resource Management of Kenya (IHRM-K) in good standing;
- vii. Kenya Certificate of Secondary Education (KCSE) minimum mean grade of C+ or its equivalent from a recognised institution;
- viii. Knowledge of the Constitution and the Law.

Note: Leadership, Governance or Management Training lasting not less than six (6) weeks from a recognised institution will be an added advantage

In addition, the candidate must possess the following competencies:

- i. Leadership skills;
- ii. Interpersonal skills;
- iii. Ability to work under pressure;
- iv. Negotiation skills;

- v. Ability to build and lead cohesive teams;
- vi. Problem solving skills.

DIRECTORATE OF PREVENTIVE SERVICES

PREVENTION OFFICER II – FINANCE/ AUDIT SPECIALIST, JOB GRADE - EACC "8" (1 POST), REF: EACC/PS/POIIFA/2

Job Profile

Reporting to the Assistant Director – Corruption Prevention, the job holder will be responsible for the implementation of financial and budget programme activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act, 2011.

Duties and Responsibilities

- i. Reviewing the systems, policies, procedures and practices related to financial management functions in public and private sector institutions;
- ii. Providing advisories on prevention of corruption and bribery targeting public financial management processes;
- iii. Developing corruption prevention guidelines and best practices in public finance processes;
- iv. Mainstreaming standards and best practices in integrity and anti-corruption in financial management;
- v. Reviewing, analysing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- vi. 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;
- vii. Monitoring implementation of corruption prevention interventions in various organisations.

Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Minimum relevant work experience of five (5) years, three (3) of which should be in a comparable position from a reputable organisation;
- ii. Bachelor's degree in Commerce, Accounting, Finance, Business Management, or any other equivalent qualifications from a recognised university;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- iv. Certified Public Accountant of Kenya (CPA-K) or any other equivalent professional qualifications;
- v. Member of relevant professional body(s);

- vi. Strong analytical, monitoring and evaluation skills;
- vii. Demonstrated integrity and professional competence as reflected in work performance and results;
- viii. Must be able to work in a highly computerised environment.

Other Requirements

Knowledge of public service systems, policies and operations will be an added advantage.

DIRECTORATE OF ETHICS AND LEADERSHIP

ETHICS OFFICER II, JOB GRADE - EACC "8" (1 POST), REF: EACC/EL/EOII/3

Job Profile

Reporting to the Assistant Director – Ethics Compliance, the job holder is responsible for investigation of ethical violations, ethics enforcement and promotion of good governance in the public sector through law enforcement of Chapter 6 of the Constitution and the Leadership and Integrity Act, 2012.

Duties and Responsibilities

- i. Analysing complaints on breaches of codes of conduct and ethics in relation to state and public officers;
- ii. Conducting investigations on breaches and violations of Chapter 6 of the Constitution and codes of conduct by state and public officers;
- iii. Compiling investigation reports;
- iv. Recommending appropriate action against state and public officers for breach of Chapter 6 of the Constitution of Kenya;
- v. Initiating referrals to Responsible Commissions as provided under the law;
- vi. Undertaking integrity verification under Chapter 6 and relevant integrity laws;
- vii. Initiating in House Alternative Dispute Resolution on ethics matters;
- viii. Supporting cases in court;
- ix. Preparing advisories and cautions on ethics and leadership compliance;
- x. Offering technical advice on Chapter 6, LIA and relevant laws on ethics and integrity;
- xi. Preparing periodic performance reports and correspondence.

Requirements for Appointment

For appointment to this position, a candidate must have:

- i. Minimum relevant work experience of five (5) years, two (2) of which should be in law enforcement or ethics compliance;
- ii. Bachelor's degree in any of the following disciplines: Public Administration, Law, Governance, Sociology, Audit, Accounting, Finance, Business Administration, or any other Social Science degree from a recognised university;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or its equivalent from a recognised institution;
- iv. Investigative interviewing skills;
- v. Knowledge of investigative report writing;
- vi. Relevant postgraduate certification;

- vii. Relevant professional qualifications;
- viii. Analytical, communication and interpersonal skills;
- ix. Certificate in computer application skills;
- x. Demonstrated integrity and professional competence as reflected in work performance and results.

Other Requirements

Certificate in any of the following courses will be an added advantage: governance, ethics and integrity, basic investigations, fraud investigations or criminal investigations from a recognised institution.

DIRECTORATE OF FIELD SERVICES & COORDINATION

LEGAL OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/LSAR/LOII/4

Reporting to the Regional Manager – North Rift Regional Office, the jobholder is responsible for the analysis of investigation files and preparation of statutory reports with appropriate recommendations for submission to the Director of Public Prosecutions.

Duties and Responsibilities

- i. Studying and analysing policy framework of other relevant Institutions in Kenya and other jurisdictions and sharing the relevant information appropriately;
- ii. Developing concept papers, speeches, reports, presentations, briefs, legal opinions and other documentation to inform processes and decision making;
- iii. Providing evidence on legal, governance, administrative, policy and other frameworks;
- iv. Evaluating evidence submitted for determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions;
- v. Holding/ watching brief in the prosecution of criminal matters touching on anti-corruption and economic crime cases;
- vi. Conducting investigations on corruption and economic crimes to support the fight against corruption and economic crimes;
- vii. Providing legal advice/ opinions to the Commission as required;
- viii. Preparing applications for investigative warrants;
- ix. Assisting in investigations by identifying gaps/ areas in the investigations files for further dealing by investigators.

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 (KCSE) 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.

Note:

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, 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, 21st July, 2022 at 5.00 pm.**

EACC is an equal opportunity employer. Canvassing will lead to automatic disqualification.