



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

**ASSISTANT DIRECTOR – CIVIL LITIGATION AND ASSET RECOVERY - EACC
"5" (1 POST) REF: EACC/LS/ADCLAR/1**

**Reporting to the Director, Legal Services through the Deputy Director,
Civil Litigation, Asset Recovery and Legal Support**

Duties and Responsibilities

- a) Review pleadings, opinions and other legal drafts prepared by officers in the department to ensure sufficiency of information
- b) Provide technical advice to lawyers in the Department on proposed claims and conduct of legal proceedings
- c) Provide legal opinions in cases where the Commission is sued and provide actual legal representation in the court
- d) Implement and monitor the divisional budget to ensure efficiency and effectiveness in the management of the Commission's resources
- e) Initiate and coordinate the development and review of policies, guidelines and regulations on enforcement of anti-corruption legislations
- f) Initiate the recovery of corruptly acquired assets
- g) Provide legal services on contracts, Memorandums of Understanding and partnership agreements between the Commission and third parties
- h) Institute civil proceedings for compensation, forfeiture or recovery of public assets acquired through corrupt activities
- i) Review legislations and making recommendations on amendments
- j) File and prosecute applications for preservation of assets pending conclusion of investigations

- k) Carry out legal research on the Commission related issues
- l) Monitor the implementation of departmental work plans on monthly, quarterly and annual basis through review meetings and reporting.
- m) Participate in the preparation of budgets for the Department

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum of twelve (12) years' relevant post-admission experience, three (3) of which should be in a senior position, from a reputable organisation;
- Bachelor's degree in Law or its equivalent qualification from a recognized institution
- Master's degree in any of the following disciplines: Law, International Relations, Education, Communication, Public Administration, Programme Management, Criminology, Ethics and Leadership, Governance, Business Administration or its equivalent qualification;
- Diploma in Law from the Council of Legal Education or its equivalent qualification from a recognised institution;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution;
- Advocate of the High Court of Kenya;
- Current member of LSK;
- Computer literacy;
- Knowledge of relevant legislation;
- Excellent knowledge in Constitutional law, judicial review, anti-corruption legislation and restitution;
- Knowledge of ethics, leadership and integrity.

ASSISTANT DIRECTOR – EVIDENCE ANALYSIS - EACC "5" (1 POST) REF: EACC/LS/ADEA/2

Reporting to the Director, Legal Services through the Deputy Director, Evidence Analysis

Duties and Responsibilities

- a) Carry out research, share relevant information and monitor the commission's compliance with international and national regulatory frameworks and commitments
- b) Study and analyse policy frameworks of other relevant institutions in Kenya and other jurisdictions and sharing the relevant information appropriately
- c) Develop concept papers, speeches, reports, presentations, briefs, legal opinions and other documentation to inform processes and decision making

- d) Provide advice on legal, governance, administrative, policy and other frameworks
- e) Evaluate evidence submitted for determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions.
- f) Draft contracts, memorandums of understanding and partnerships
- g) Hold/ watch brief in the prosecution of criminal matters touching on anti-corruption and economic crime cases.
- h) Conduct investigations on corruption and economic crimes to support the fight against corruption and economic
- i) Participate in the preparation of budgets for the Department

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum relevant experience of twelve (12) years' relevant post-admission experience, three (3) of which should be in a senior position from a reputable organisation;
- Bachelor's degree in Law or its equivalent qualification from a recognized institution
- Master's degree in any of the following disciplines: Law, International Relations, Education, Communication, Public Administration, Programme Management, Criminology, Ethics and Leadership, Governance, Business Administration or its equivalent qualification;
- Diploma in Law from the Council of Legal Education or its equivalent qualification from a recognised institution;
- Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognised institution;
- Advocate of the High Court of Kenya;
- Current member of LSK;
- Computer literacy;
- Knowledge of relevant legislation;
- Excellent knowledge in Constitutional law, judicial review, anti-corruption legislation and restitution;
- Knowledge of ethics, leadership and integrity.

LEGAL OFFICER II – EVIDENCE ANALYSIS, JOB GRADE - EACC "8" (4 POSTS) REF: EACC/LS/LOIIEA/3

Reporting to the Deputy Director, Evidence Analysis through the Assistant Director, Evidence Analysis

Duties and Responsibilities;

- Study and analyse policy framework of other relevant Institutions in Kenya and other jurisdictions and sharing the relevant information appropriately.
- Develop concept papers, speeches, reports, presentations, briefs, legal opinions and other documentation to inform processes and decision making.
- Provide evidence on legal, governance, administrative, policy and other frameworks.
- Evaluate evidence submitted for determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions.
- Hold/ watch brief in the prosecution of criminal matters touching on anti-corruption and economic crime cases.
- Conduct investigations on corruption and economic crimes to support the fight against corruption and economic.
- Provide legal advice/opinions to the Commission as required
- Prepare applications for investigative warrants
- Assist in investigations by identifying gaps/areas in the investigations files for further dealing by investigators.

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum of five (5) years' post-admission experience
- Bachelor of Laws from a recognised 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.

LEGAL OFFICER II – CIVIL LITIGATION, ASSET RECOVERY & LEGAL SUPPORT, JOB GRADE - EACC "8" (4 POSTS) REF: EACC/LS/LOIICLARLS/4

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

Duties and Responsibilities;

- Carry out research, share relevant information and monitor the Commission's compliance with International and National regulatory framework and commitments.
- Study and analyse policy framework of other relevant Institutions in Kenya and other jurisdictions and sharing the relevant information appropriately.
- Review legislations and making recommendation for amendment
- Draw contracts, memoranda of understanding and partnership agreements between the Commission and third party stakeholders
- Provide legal advice/opinions to the Commission as required
- Draft policy documents, guidelines and regulations
- Spearhead collaboration with regional and international anti-corruption bodies
- Organise and facilitate workshops and trainings for various professional societies for the dissemination of anti-corruption and pro-integrity awareness
- Prepare and process Mutual Legal Assistance request
- Prepare monthly reports on current status
- Hold 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.

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum of five (5) years' post-admission experience
- Bachelor of Laws from a recognised 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.

SUPPLY CHAIN MANAGEMENT DEPARTMENT

SUPPLY CHAIN MANAGEMENT OFFICER II – JOB GRADE - EACC "8" (1 POST) REF: EACC/SCM/SCMOII/5

Reporting to the Deputy Director, Supply Chain Management through the Assistant Director, Supply Chain Management

Duties and Responsibilities;

- Verify that the available stock levels warrants initiation of a procurement process, to avoid wastage of resources
- Prepare requests for proposal for use in compiling reports by management, to assist in making informed decisions in the procurement process
- Prepare bid documents for approval by the Senior Officer, in order to complete the tendering process within the Commission
- Undertake stock verification and preparing quarterly report of stock balances, to determine the requisition quantities of the next order schedule and to ensure optimum utilisation of resources
- Undertake the role of sourcing buyers, unsealed, scorer in the IFMIS e-procurement portal, to ensure orders are placed with suppliers for timely delivery and a faster procurement process
- Maintenance of samples and sample register, for easier identification on the specific goods and to save time sourcing
- Consolidate procurement of disposal plans, in accordance to the Procurement and Disposal regulations
- Review of procurement files before they are presented to the procurement committee for adjudication, and make recommendations to assist in making informed decisions
- Monitor preference and reservation scheme
- Undertake market surveys and bench marking, to source for vendors who provide value for money in the delivery of services to the Commission
- Recommend disposal of unserviceable stores, in line with the Disposal regulation
- Update of the register of the pre-qualified suppliers, to ensure consistency of suppliers

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum of five (5) years' relevant experience
- Bachelor's degree in Supplies Chain Management, Commerce, Procurement or related disciplines from a recognised university
- Membership of professional body KISM
- Certificate in computer application skills;

- Demonstrated integrity and professional competence as reflected in work performance and results.

SUPPLY CHAIN MANAGEMENT ASSISTANT II – JOB GRADE - EACC "10" (1 POST) REF: EACC/SCM/SCMAII/6

Reporting to the Deputy Director, Supply Chain Management through the Assistant Director, Supply Chain Management

Duties and Responsibilities;

- Prepare LPOs and LSOs for approval by management, to ensure timely payment of goods and services delivered
- Manage contracts with suppliers and ensure they are up to date and filed properly, to assist in the fast retrieval of information
- Manage inventory and stores, to assist in making timely requisition orders for the Commission
- Receive receipt of goods for goods and services delivered, for proof of payment and documentation by the accounts department
- Inspect goods delivered and ensure they are up to standard as requested
- Compile user department specification to ensure correct goods are delivered to the Commission
- Distribute quotation request, to source for suppliers providing value for money in the delivery of quality goods and services to the Commission Open and maintenance of procuring activity files
- Assist in preparation of request of quotation and bid documents
- Oversee dispatch of request for quotation documents to intended bidders and maintenance of the registers
- Issuance of request for quotation to bidders
- Maintain bulk bid tender registers and quotation dispatch register, to ensure storage of accurate information of quotations and tenders
- Undertake quotation analysis, to ensure value for money to the Commission
- Contract management and ensure that goods and services provided on a timely manner as indicated in the contract
- Prepare reminder letters to suppliers in case of delays, in line with the terms of agreement of the contract
- Track implementation of LPO' s and LSO's and reporting of delays and any anomalies, to ensure the timely delivery of goods and services
- Compile information for the preparation of mandatory reports, for presentation to management to assist in making informed decision

Requirements for appointment

For appointment to this grade, a candidate must have:

- Minimum of three (3) years' relevant experience

- Diploma in Supply Chain Management or related disciplines from a recognised university
- Membership of professional body KISM
- Certificate in computer application skills;
- 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)**
- **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, CV, 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 Wednesday, 1st August, 2018 at 5.00pm

Canvassing will lead to automatic disqualification