



## **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.

### **POSITIONS**

The Commission invites applications from suitably qualified persons to fill the short-term position of **Research Assistants** engaged on need basis.

**NB: Successful Candidates must be ready and willing to work in any part of the country.**

### **Principal Duties and Responsibilities**

- To conduct and record face-to-face and/or telephone interviews in accordance with predetermined interview protocol, data collection procedures and documentation standards;
- To provide research support for work being undertaken by other Senior Researchers within the Commission;
- To undertake desktop research on various topical issues including literature searching, retrieval and reference management;
- To liaise with other professionals in order to obtain further information relevant to the study;
- To review and edit data to ensure completeness and accuracy of the information;
- To prepare written summaries of the research work and schedules as required;
- To support the dissemination of the research findings as may be appropriate; and
- You may be asked to perform other duties occasionally which are not included above, but which will be consistent with the role.

### **Job Skills and Requirements**

- Integrity
- Communication
- Attention to detail
- Critical thinking
- Time conscious
- Computer literacy
- Teamwork

### **Requirements for Appointment**

**For appointment to this position, a candidate must have the following: -**

- A Bachelor's degree in any field from a recognized university or transcripts for continuing students;
- Certificate in Computer Applications; and
- A valid Certificate of Good Conduct.

Interested candidates who meet the set criteria should deliver written applications and enclose/attach their Curriculum Vitae (CV) and copies of their Certificates at the Ethics and Anti-Corruption Commission Headquarters, **Integrity Centre, Valley Road/Jakaya Kikwete Junction** or send them through the following Postal Address: P.O. Box 61130 – 00200, Nairobi or by email to: [hr-services@integrity.go.ke](mailto:hr-services@integrity.go.ke).

**Only shortlisted candidates will be invited for interviews.**

To be considered, applications should be received not later than **Friday, 5<sup>th</sup> July 2019 at 5.00 PM.**

Canvassing will lead to automatic disqualification

**SECRETARY/CHIEF EXECUTIVE OFFICER  
ETHICS AND ANTI-CORRUPTION COMMISSION**

