



EXTERNAL ADVERTISEMENT

FINANCE AND PLANNING DIRECTORATE

**DIRECTOR – FINANCE AND PLANNING, JOB GRADE - EACC "3" (1 POST),
REF: EACC/FP/D-FP/1**

Reporting to the Secretary/ Chief Executive Officer

This position is responsible for the development of accounting and financial reporting policies, budgetary control policies and the effective management of payroll, to ensure operations in the Directorate are timely and accurate, to achieve the Commission's overall strategy.

Duties and Responsibilities

- Taking leadership in the development of the financial accounting and reporting policies and procedures to ensure alignment of the Directorate's objectives with the overall Commission strategy
- Developing appropriate mechanisms to control the Commission's financial resources and enforcing accounting procedures to be in line with Government regulations and standards;
- Developing financial controls to mitigate financial leakage or fraud to ensure effective accountability and prudent use of funds allocated;
- Participating in the development of the Directorate budget and monitoring the implementation to ensure efficiency in the utilisation of the Commission resources;
- Developing and monitoring the implementation of the annual work plan for the Directorate to ensure deliverables are met and are in line with established timelines and quality standards;
- Leading the development and performance management of the Deputy Directors to ensure the achievement of both individual and Commission goals;
- Overseeing the preparation of annual statutory accounts, monthly and quarterly management accounts as well as financial reports to fund providers and other stakeholders;
- Formulating and constantly reviewing Financial Reports, Financial Policies, Regulations and Procedures in line with legal framework, Government Regulations and the International Public Sector Accounting Standards (IPSAS);

- Complying with legal and financial regulatory framework including International Public Accounting Standards (IPSAS) and relevant statutes e.g. Public Financial Management Act (PFM Act), Public Audit Act, Income Act, etc.;
- Designing and implementing the Commission's systems of internal controls;
- Managing accounting systems including Enterprise Resource Planning Systems (ERPs);
- Providing strategic direction on matters of finance and planning;
- Taking leadership in the preparation of Commission's financial plans and financial statements;
- Overseeing the allocation of funds in the Commission to ensure continuity of operations and maximum utilisation of resources allocated to activities of the Commission;
- Coordinating and managing external audits to enhance transparency and accountability of the utilisation of resources in the Commission;
- Monitoring and reviewing financial and physical implementation of projects and programmes and initiating corrective action;
- Benchmarking EACC financial activities with other Commissions and setting the pace in best financial management practices;
- Providing financial management advisory services to the executive management including analysis and advising on financial implication of Commission's decisions;
- Resolving complaints and conflicts related to financial services and Directorate staff relations;
- Liaising with Commission Partners including donors, National Treasury, auditors, bankers etc.;
- Ensuring validity and integrity of Commission's expenditure to safeguard its resources;
- Overall responsibility for financial support service to Commission;
- Authorising payments; and
- Overall responsibility of quality statutory and financial management reports for the Commission.

For appointment to this grade, a candidate must have:

- Minimum relevant work experience of fifteen (15) years;
- Must have served as the Chief Finance Officer or in a comparable position for at least five (5) years in a reputable organisation;
- Bachelor's degree in Commerce (Accounting) or its equivalent qualification from a recognised university;
- Master's degree in any of the following disciplines: Commerce (Accounting/ Finance Option), Economics, Business Administration, Business Management or its equivalent qualification from a recognised University;
- Certified Public Accountant (CPA-K);
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;

- Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution;
- Member of ICPAK in good standing;
- Previous hands on experience in Accounting Software (ERP);
- Public Sector budgeting skills;
- Accounting and financial management skills;
- International Public Sector Accounting Standards knowledge;
- Project Management skills; and
- Strategic investment and financing skills.

In addition, the candidate must possess the following core competencies:

- Demonstrated integrity and professional competence as reflected in work performance and results;
- Leadership skills;
- Interpersonal skills;
- Ability to work under pressure;
- Negotiation skills;
- Ability to build and lead cohesive teams;
- Problem solving skills; and
- ICT Skills.

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

Reporting to the Deputy Director, Regional Office

This position 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

- Maintaining petty cash to ensure proper utilisation of funds;
- Verifying and examining vouchers in accordance with laid down rules and regulations;
- Examining vouchers and authenticating expenditures in the department to reduce loss of funds;
- Assisting in primary data entry and routine accounting work;
- Ensuring proper maintenance of efficient filing systems;
- Safekeeping of invoices, miscellaneous receipts, imprest warrant books and cash book;
- Processing and payment of imprest warrants and other expenditure claims;
- Carrying out bank reconciliation;

- Assisting in generating procurement plans and budgets;
- Posting and balancing daily cash and bank transactions in the cash book;
- Assisting in maintenance of updated fixed asset listing;
- Ensuring availability of cash float in the office;
- Carrying out banking transactions i.e. making deposits, withdrawals, signing cheques, statement request, CBK endorsers;
- Receiving and receipt of unspent imprest and proceeds from sale of tender/ items;
- Analysing surrender documents to ensure correctness and clearance of imprest debt holders; and
- Invoicing and payment of imprest warrants and vouchers in IFMIS System.

For appointment to this grade a candidate must have:

- Minimum relevant working experience of three (3) years;
- Certified Public Accountant of Kenya (CPA-K);
- Must be a member of ICPAK;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Hands-on experience in Accounting Software (ERP);
- Knowledge of International Public Sector Accounting Standards (IPSAS).

INTERNAL AUDIT DEPARTMENT

DEPUTY DIRECTOR – INTERNAL AUDIT – EACC “4” (1 POST), REF: EACC/IA/DD-IA/3

Reporting functionally to the Commission and administratively to the Secretary/ Chief Executive Officer

This position is responsible for the development of Internal Audit Strategies to monitor and evaluate the Commission’s policies, procedures, systems and regulations to promote prudent use of the Commission's resources, good governance and effective utilisation of resources.

Duties and Responsibilities

- Developing internal audit strategies, policies, systems and procedures;
- Coordinating programmed and ad hoc audits of operations and activities of the Commission to monitor and evaluate use of the Commission’s resources;
- Consolidating, reviewing and signing internal audit reports and providing secretariat services to the Risk & Audit Committee;
- Coordinating review of financial systems in place and EACC compliance to financial policies, records maintenance, accounting procedures and reporting guidelines;

- Coordinating the preparation and issuance of periodic reports to EACC, Risk & Audit Committee and Senior Management on status of implementation of the Internal Audit work plan;
- Developing and monitoring effective utilisation of the Department's budget to support the implementation of the Department's strategy;
- Providing advisory services to the Commission with regard to sound management systems (Governance), risk and controls processes;
- Developing systems to identify, determine and assess risk areas, level of risk and suggest remedial measures;
- Advising management on the integrity of processes and operations to ensure that the Commission obtains value for money;
- Monitoring implementation of audit recommendations in the Commission to facilitate effective and efficient operations;
- Reviewing and appraising the soundness, adequacy, and application of accounting, financial and other operating controls and promote effective control at reasonable cost;
- Ascertaining the extent of compliance with established policies, plans and procedures to facilitate proper utilisation of the Commission's resources;
- Designing, developing and updating internal audit work plans, audit programmes and audit manual;
- Ascertaining the reliability of management data developed within the Commission;
- Facilitating the periodic review of internal control systems to ensure their adequacy to prevent errors and irregularities;
- Evaluating measures put in place by management to ensure that the Commission's assets are accounted for and safeguarded from losses of all kind;
- Providing technical support and advisory services to other departments in the preparation of the departmental budget;
- Responsible for Internal Audit Department budget.
- Monitoring and appraising performance of Internal Audit staff in line with quality standards and work processes to ensure the achievement of the departmental objectives and recommend operating improvements;
- Providing litigation support including reports to Parliamentary Accounts Committee;
- Responsible for audit of the EACC budget and budgetary performance report to the National Treasury.

For appointment to this grade, a candidate must have:

- Minimum relevant work experience of fourteen (15) years;
- Must have served as the Head of Internal Audit or in a comparable position for at least five (5) years in a reputable organisation;
- Master's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent from a recognised institution;

- Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent from a recognised institution;
- Certified Public Accountant of Kenya (CPA-K);
- Certified Internal Auditor (CIA) finalist or Certified Information Systems Auditor (CISA);
- Registered member of the following professional bodies: Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA), or Information Systems Audit Control Association (ISACA);
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Thorough knowledge in development and implementation of Enterprise Risk Management Framework;
- Must be computer literate and proficient in the use of Computer Assisted Audit Tools and Techniques (CAATTs);
- Attended training in Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognised institution.

In addition, the candidate must possess the following core competencies:

- Leadership skills;
- Communication skills;
- Interpersonal skills;
- Organisational skills;
- Ability to work under pressure;
- Negotiation skills;
- Ability to build and lead cohesive teams;
- Problem solving and analytical skills;
- Ability to apply internal audit standards through practical application.

INVESTIGATIONS DIRECTORATE

INVESTIGATIONS OFFICER II – INTELLIGENCE, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOII-I/4

Reporting to the Assistant Director, Intelligence and Surveillance

This position 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

- Collecting, analysing and producing intelligence reports to support the investigation process;

- Conducting surveillance and undercover operations;
- Recruiting, registering, running and paying informants and agents;
- Maintaining and updating the intelligence database for efficient storage and retrieval of information;
- Conducting integrity tests on public officers in line with the regulation on appointment of Public Service Office;
- Conducting covert investigations to obtain information and secure evidence;
- Conducting covert asset tracing/ lifestyle audits on suspected persons;
- Disrupting corruption networks in the fight against corruption and economic crimes;
- Profiling targets of interest to the Commission.

For appointment to this grade, a candidate must have:

- Minimum relevant work experience of five (5) years from a reputable organisation;
- Bachelor's degree in Arts, Criminology, Communications, Economics, Political Science, Science, Law, Education, International Relations, Engineering, Business Management, Public Administration, Governance or its equivalent qualification from a recognised institution;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution.

INVESTIGATIONS OFFICER II – FORENSIC, JOB GRADE - EACC "8" (1 POST)
REF: EACC/INV/IOII-F/5

Reporting to the Deputy Director, Regional Office

This position 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:

- Investigating corruption allegations/reports;
- Collecting of relevant evidence to support the investigation process;
- Ensuring security of evidence and maintain inventories;
- Compiling investigation files;
- Supporting prosecutions in court
- Giving evidence in court as the investigation officer of corruption and economic crimes;
- Disruption of corruption and economic crimes networks.

For appointment to this grade a candidate must have:

- Minimum five (5) years' relevant experience;

- Bachelor's degree in Criminology, Accounting, Procurement, Finance, ICT, Law, Engineering or its equivalent qualification from a recognised institution;
- Relevant postgraduate qualification;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Relevant post graduate training in Investigations from the DCI Training School or other recognised institution will be an added advantage;
- Membership to relevant professional bodies;
- An analytical mind and problem solving skills;
- Be able to work in a highly computerised environment;
- Excellent report writing skills;
- Demonstrable computer application skills;
- Good interpersonal skills.

LEGAL SERVICES DIRECTORATE

LEGAL OFFICER II, JOB GRADE - EACC "8" (1 POST), REF: EACC/LS/LOII/6

Reporting to the Deputy Director, Regional Office

Duties and Responsibilities

- Drafting policy documents, guidelines and regulations;
- Evaluating evidence submitted for determination of its sufficiency and recommending appropriate action;
- Holding brief in the prosecution of anti-corruption and economic crimes and violation of codes of conduct cases;
- Providing actual legal representation in cases where the Commission is sued;
- Drafting contracts, Memorandums of Understanding and partnership agreements between the Commission and third parties;
- Instituting civil proceedings for compensation or recovery of public assets acquired through corrupt activities;
- Carrying out legal research, reviewing legislations and making recommendations on amendments and providing legal advice/opinion to the Commission; and preparing reports.

For appointment to this grade, a candidate must have:

- Minimum relevant work experience of five (5) years from a reputable organisation;
- Bachelor of Laws from a recognised institution;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Advocate of the High Court of Kenya with current practicing certificate unless exempted;
- Certificate in computer application skills.

PREVENTIVE SERVICES DIRECTORATE

PREVENTION OFFICER II – PROCUREMENT SPECIALIST, JOB GRADE - EACC "8" (1 POST), REF: EACC/PS/POII-PS/7

Reporting to the Senior Officer, Prevention

This position is responsible for the implementation of supply chain management activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act, 2011.

Duties and Responsibilities

- Reviewing systems, policies, procedures and practices in supply chain functions in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery targeting public procurement and disposal processes;
- Developing corruption prevention guidelines and best practices in public procurement and disposal processes;
- Mainstreaming standards and best practices in integrity and anti-corruption in supply chain;
- Reviewing, analysing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- Developing Corruption Prevention Guidelines on functions related to supply chain and other areas for use in both public and Private sector institutions to promote sector integrity; and
- Monitoring implementation of corruption prevention interventions in various organisations.

For appointment to this grade, a candidate must have:

- Minimum relevant work experience of five (5) years from a reputable organisation;
- A Bachelor's degree in Supply Chain Management, or its equivalent from a recognised university;
- A Diploma in Purchasing and Supplies;
- Must be a member of KISM (Mandatory);
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Strong analytical, monitoring and evaluation skills;
- Demonstrated integrity and professional competence as reflected in work performance and results; and
- Must be able to work in a highly computerised environment.

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

HUMAN RESOURCE AND ADMINISTRATION DIRECTORATE

**SENIOR ADMINISTRATIVE SECRETARY, JOB GRADE - EACC "8" (1 POST),
REF: EACC/HR&A/SAS/8**

Reporting to the Deputy Director, Human Resource Management

This position is responsible for the provision of the secretarial and administrative support to the Commission to ensure effective and efficient delivery of service.

Duties and Responsibilities

- Managing office protocol to ensure compliance with the laid down procedures;
- Planning, organising and managing workshops and events on behalf of the office holder to ensure smooth operations during the workshops;
- Formatting and editing presentations and speeches for the office holder;
- Preparing and managing travel itineraries including accommodation arrangement and visa application;
- Providing word processing and secretarial support including recording dictation in shorthand;
- Managing office filing to ensure proper storage;
- Maintaining the condition of the office and arrange for necessary repairs to ensure a conducive work environment;
- Ensuring security of office records and equipment;
- Receiving and directing clients as the first point of contact for the office;
- Receiving, filtering and handling telephone calls to facilitate communication;
- Managing the office holder's diary and appointments;
- Operating office equipment and machine as required;
- Maintaining and controlling the office imprest and expenditure.

For appointment to this grade, a candidate must have:

- Minimum relevant working experience of five (5) years of service in a comparable position from a reputable organisation;
- Bachelor's degree in Secretarial Studies or its equivalent from a recognised institution;
- Diploma in Secretarial Studies from the Kenya National Examinations Council;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution.

RECORDS MANAGEMENT ASSISTANT II - JOB GRADE EACC "10" (1 POST)
REF: EACC/HR&A/RMAII/9

Reporting to the Records Management Officer

This position is responsible for the dispatch, receipt, sorting, filing and implementation of information and records management policies and procedure in the Commission.

Duties and Responsibilities

- Coordinating the receipt, registering, opening and routing of mails to respective offices to facilitate communication;
- Classifying, filing, referencing, cross-referencing and bringing up documents for action;
- Providing input during formulation of classification scheme and file plan;
- Compiling records finding aids which include file movement registers, inventory, accession register to track the movement of documents in the Commission;
- Processing, scanning and indexing records received to keep an inventory of the documents received;
- Transferring of records to respective storage locations;
- Performing general office or clerical work.

For appointment to this grade, a candidate must have:

- Three (3) years of service in a comparable position from a reputable organisation;
- Diploma in any of the following disciplines: Records Management, Information Management, Library Science or its equivalent qualification from a recognised institution;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C or its equivalent from a recognised institution;
- Certificate in computer application; and
- Demonstrated integrity and professional competence.

DRIVER II, JOB GRADE - EACC "11" (1 POST), REF: EACC/HR&A/DII/10

Reporting to the Administration Officer – Fleet and Logistics

This position is responsible for the provision of transport services to the Commission as per the transport policies and procedures in support of the Commission's operations.

Duties and Responsibilities

- Transporting authorised staff to designated locations in a safe and timely manner to ensure the transport services unit supports the Commission staff in the performance of work;

- Reporting the accidents and incidents to the Senior Driver, to ensure appropriate strategies are developed and implemented to minimising on the accidents and incidents, and on the associated costs;
- Ensuring the cleanliness and routine maintenance of the Commission's vehicles assigned to enhance the image of the Commission, and to make the vehicles user friendly;
- Recording distances travelled throughout the month and fuel costs incurred for proper record keeping and assisting in the management of transport costs to ensure efficiency in the utilisation of the Commission resources;
- Maintaining work tickets for vehicles allocated to assist the transport supervisor in the allocation of work;
- Enhancing efficiency in the management of fuel costs and monitoring the performance of the drivers against set targets and quality standards;
- Ensuring that the Commission vehicle and the vehicle accessories are safe from damage or theft to assist the Commission in the management of costs associated with vehicle management.

DRIVER II/ MECHANIC, JOB GRADE - EACC "11" (1 POST), REF: EACC/HR&A/DII-M/11

Reporting to the Administration Officer – Fleet and Logistics

This position is responsible for the provision of transport services to the Commission as per the transport policies and procedures in support of the Commission's operations.

Duties and Responsibilities

- Transporting authorised staff to designated locations in a safe and timely manner to ensure the transport services unit supports the Commission staff in the performance of work;
- Reporting the accidents and incidents to the Senior Driver, to ensure appropriate strategies are developed and implemented to minimising on the accidents and incidents, and on the associated costs;
- Ensuring the cleanliness and routine maintenance of the Commission's vehicles assigned to enhance the image of the Commission, and to make the vehicles user friendly;
- Recording distances travelled throughout the month and fuel costs incurred for proper record keeping and assisting in the management of transport costs to ensure efficiency in the utilisation of the Commission resources;
- Maintaining work tickets for vehicles allocated to assist the transport supervisor in the allocation of work;
- Enhancing efficiency in the management of fuel costs and monitoring the performance of the drivers against set targets and quality standards;

- Ensuring that the Commission vehicle and the vehicle accessories are safe from damage or theft to assist the Commission in the management of costs associated with vehicle management;
- Repairing and maintaining motor vehicles;
- Inspecting motor vehicles for approval;
- Verifying the required spare parts.

OFFICE ASSISTANT III - JOB GRADE EACC "12" (1 POST) REF: EACC/HR&A/OAIII/12

Reporting to the Assistant Director, Administration

This position is responsible for the provision of administrative support in the Commission to ensure efficient and effective service delivery.

Duties and Responsibilities

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

For appointment to this grade, a candidate must have:

- Minimum working experience of two (2) years;
- Kenya Certificate of Secondary Education mean grade D plain or its equivalent from a recognised institution;
- Demonstrated integrity and professional competence as reflected in work performance and results;
- Certificate in computer application skills will be an added advantage.

Important Notice:

In addition to the qualifications set above applicants must further obtain clearances from the following:

- **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 Monday, 14th September, 2020 at 5.00pm.

Canvassing will lead to automatic disqualification