



# **EXTERNAL JOB ADVERTISEMENT**

## **CHAIRPERSON OF THE RISK AND AUDIT COMMITTEE OF ETHICS AND ANTI-CORRUPTION COMMISSION, REF: EACC/RAC/C,RAC/1**

### **Job profile**

Reporting to the Commission, the job holder is responsible for providing leadership to the Committee in fulfilling its duties and responsibilities.

### **Terms of Service**

Chairperson shall be appointed on part time basis for a period of three years and shall be eligible for re-appointment for a further term of three years, subject to satisfactory performance.

### **Duties and Responsibilities**

- Providing leadership to the Risk and Audit Commission Committee;
- Setting the agenda of the Committee meetings in consultation with the other members;
- Reporting to the Commission on activities and decisions made by the Risk and Audit Committee;
- Providing assurance on risk management, controls and governance processes of the Commission;
- Following up on the implementation of recommendations by internal and external auditors;

Periodically arranging for review of the effectiveness and performance appraisal of the Risk and Audit Committee and the Internal Audit function.

### **Requirements for Appointment**

For appointment to this role, a candidate must:

- Be a Kenyan citizen;
- Possess minimum of a bachelors' degree in Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration or its equivalent qualification from a recognised university;
- Have served at senior management level for at least ten (10) years with proven experience;

- Be a member in good standing of a professional body such as ICPAK, IIA, ICPSK, or any relevant professional body;
- Have a good understanding of government operations, financial reporting and auditing;
- Have thorough knowledge of the Public Finance Management Act and regulations thereto;
- Have a good understanding of the mandate of the Commission;
- Not be a past or present employee of the Commission, and shall not have served as an employee or agent of a business organisation which has carried out any business with the Commission;
- Have knowledge of audit committee operations;
- Not be a holder of a political office.

**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;
- Negotiation skills;
- Problem solving skills.

# **DIRECTORATE OF INVESTIGATION**

## **SENIOR INVESTIGATIONS OFFICER – MECHANICAL ENGINEER, JOB GRADE - EACC "6" (1 POST), REF: EACC/INV/SIO-ME/2**

### **Job Profile**

Reporting through the Deputy Director – Asset Tracing through the Assistant Director – Specialised Services, the job holder is responsible for coordinating investigation on corruption and economic crimes, trace corruptly acquired assets and support the prosecution of cases in court.

### **Duties and responsibilities will include:**

- Providing technical support services to all investigative functions of the Commission in the field of Mechanical Engineering;
- Receiving requests for technical inspection of equipment/ projects and advising Investigators on the necessary, relevant documentation to be obtained for the task;
- Collecting and maintaining relevant technical and pricing data for use in analysing evidence related to investigations touching on government funded equipment, assets and construction/ building projects;
- Visiting sites, carrying out technical inspections (using Mechanical Engineering principles and practices) on matters under investigation and preparing detailed expert reports with relevant findings and recommendations;
- Leading multi-disciplinary teams of building experts in visiting sites, carrying out technical inspections and generating joint-expert reports with relevant findings and recommendations;
- Supporting prosecution of civil and criminal cases by giving evidence in court regarding the findings or opinions in the expert report;
- Advising the Commission on laws, procedures and practices relating to the Mechanical Engineering profession;
- Supporting, where necessary, civil proceedings for the recovery of corruptly acquired properties or benefits, including participation in ADR processes;
- Liaising with external service providers in the generation of technical reports;
- Providing professional opinions and advisories as necessary.

### **Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum ten (10) years post-graduation, relevant work experience in the field of mechanical engineering, with minimum two (2) years post-registration with the relevant professional body;
- A Bachelor's degree in Mechanical Engineering from a recognised University;

- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Registered Engineer by the Engineers Board of Kenya (EBK) and Member of the Institution of Engineers of Kenya (IEK);
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**SENIOR INVESTIGATIONS OFFICER – QUANTITY SURVEYOR, JOB GRADE - EACC "6" (1 POST), REF: EACC/INV/SIO-QS/3**

**Job Profile**

Reporting through the Deputy Director – Asset Tracing through the Assistant Director – Specialised Services, the job holder is responsible for coordinating investigation on corruption and economic crimes, trace corruptly acquired assets and support the prosecution of cases in court.

**Duties and responsibilities will include:**

- Providing technical support services to all investigative functions of the Commission in the field of Quantity Surveying;
- Receiving requests for technical inspection of equipment/ projects and advising Investigators on the necessary, relevant documentation to be obtained for the task;
- Collecting and maintaining relevant technical and pricing data for use in analysing evidence related to investigations touching on government funded equipment, assets and construction/ building projects;
- Visiting sites, carrying out technical inspections (using Quantity Surveying principles and practices) on matters under investigation and prepare detailed expert reports with relevant findings and recommendations;
- Leading multi-disciplinary teams of building experts in visiting sites, carrying out technical inspections and generating joint-expert reports with relevant findings and recommendations;
- Supporting prosecution of civil and criminal cases by giving evidence in court regarding the findings or opinions in the expert report;
- Advising the Commission on laws, procedures and practices relating to the Quantity Surveying profession;
- Supporting, where necessary, civil proceedings for the recovery of corruptly acquired properties or benefits, including participation in ADR processes;
- Liaising with external service providers in the generation of technical reports;
- Providing professional opinions and advisories as necessary.

## **Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum ten (10) years post-graduation, relevant work experience in the field of Quantity Surveying, with minimum two (2) years post-registration with BORAQS;
- A Bachelor's degree in Building Economics or Quantity Surveying from a recognised University;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Registered Quantity Surveyor by the Board of Registration of Architects & Quantity Surveyors of Kenya (BORAQS);
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **INVESTIGATIONS OFFICER II – POLICE OFFICER, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOII-PO/4**

### **Job Profile**

Reporting to Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations, the job holder 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 cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, two (2) of which must be in Criminal investigations;
- A Bachelor's degree in Arts, Criminology, Communications, Economics, Political Science, Science, Law, Education, International Relations, Engineering, Business

Management, Public Administration, Governance, or its equivalent from a recognised university;

- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualifications where applicable;
- Served as a Police Officer of the rank of Inspector and above and with investigation experience;
- Certificate in any of the following courses lasting not less than four (4) weeks from a recognised institution: 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.
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **INVESTIGATIONS OFFICER II – PROCUREMENT, JOB GRADE - EACC “8” (1 POST), REF: EACC/INV/IOII-P/5**

### **Job Profile**

Reporting to Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations, the job holder 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**

- Advising on the Laws, Procedures and Practices relating to Public Procurement;
- Assisting other investigators on issues relating to the area of the profession;
- Investigating cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;
- Complying with principles and values of: good governance, human rights, transparency, accountability, ethics, and integrity.

## **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- A Bachelor's degree in Supply Chain Management, Procurement and Logistics Management, Commerce (Supply Chain Management option) Business Administration (Supply Chain Management option) from a recognised university;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Postgraduate diploma in Supply Chain Management from a recognised institution;
- Member of the Kenya Institute of Supplies Management;
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **Other Requirements**

Certificate in any of the following courses lasting not less than four (4) weeks from a recognised institution will be an added advantage: 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; and Criminal Investigations Course.

## **INVESTIGATIONS OFFICER II – LEGAL, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOII-L/6**

### **Job Profile**

Reporting to Deputy Director – Forensic Investigations through the Assistant Director – Forensic Investigations, the job holder 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**

- Advising on the Laws, Procedures and Practices relating to the Legal field;
- Assisting other investigators on issues relating to the area of the profession;
- Investigating cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;

- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;
- Complying with principles and values of: good governance, human rights, transparency, accountability, ethics, and integrity.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum post-admission 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;
- Demonstrated integrity and professional competence as reflected in work performance and results.

### **Other Requirements**

Certificate in any of the following courses lasting not less than four (4) weeks from a recognised institution will be an added advantage: 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; and Criminal Investigations Course.

## **INVESTIGATIONS OFFICER II – INTELLIGENCE, JOB GRADE - EACC “8” (1 POST), REF: EACC/INV/IOII-I/7**

### **Job Profile**

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

### **Duties and Responsibilities**

- Developing and maintaining sources of information related to corruption and economic crimes;
- Collecting information related to corruption and economic crimes;
- Compiling information reports;
- Recruiting and running agents and informants;
- Producing intelligence briefs/ reports as may be required from time to time.



## **Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum relevant work experience of five (5) years;
- Bachelor's degree in Social Sciences or its equivalent from a recognised university;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualifications where applicable;
- Training in Intelligence tradecraft and analysis;
- Hands-on experience in collection of intelligence;
- 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;
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **INVESTIGATIONS OFFICER II – DATA ANALYST, JOB GRADE – EACC “8” (1 POST) REF: EACC/INV/IOII-DA/8**

### **Job Profile**

Reporting to the Deputy Director – Reports and Data Management through the Assistant Director – Data Centre, the job holder is responsible for the facilitation of proper information capture into the relevant databases and ensures authenticity, accuracy and reliability of the systems in place.

### **Duties and Responsibilities**

- Designing and developing systems and applications for use in the management of data and information;
- Managing the core databases and data repositories;
- Extracting and disseminating relevant data and information;
- Generating statistics and reports;
- Training users on database systems and management procedures;
- Planning, organising and continuously evaluating the operations of the data and information management systems in use;
- Ensuring digital databases (including archives) are protected from security breaches that may result in information leakages and loss.

## **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Business Information Technology or an equivalent qualification from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Certification in either of the following: Oracle, SQL, CISCO, ITIL, PRINCE2, MCSE/MCITP, CISA, CCNA or any Programming Language;
- Membership to a relevant professional body;
- Knowledge management and data mining skills;
- An analytical mind and problem solving skills.

# **DIRECTORATE OF LEGAL SERVICES AND ASSET RECOVERY**

## **LEGAL OFFICER II, JOB GRADE - EACC "8" (5 POSTS), REF: EACC/LSAR/LOII/9**

### **Job Profile**

Reporting to the Deputy Director through the Assistant Director, the job holder is responsible for undertaking complex litigation and appeals to defend the Commission; instituting proceedings for preservation, freezing, forfeiture and the recovery of assets in the fight against corruption and economic crimes; analysing investigation files and preparing statutory reports with appropriate recommendations for submission to the Director of Public Prosecutions as well as providing legal support.

### **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.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum post-admission 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;
- Demonstrated integrity and professional competence as reflected in work performance and results.



# **DIRECTORATE OF PREVENTIVE SERVICES**

## **PREVENTION OFFICER II – FINANCE/ AUDIT SPECIALIST, JOB GRADE - EACC "8" (2 POSTS), REF: EACC/PS/POII-FA/10**

### **Job Profile**

Reporting to the Deputy Director, Corruption Prevention through Assistant Director, the job holder is 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**

- Reviewing the systems, policies, procedures and practices related to financial management functions in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery targeting public financial management processes;
- Developing corruption prevention guidelines and best practices in public finance processes;
- Mainstreaming standards and best practices in integrity and anti-corruption in financial management;
- 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 financial management and other areas for use in both public and Private sector institutions to promote sector integrity;
- Monitoring implementation of corruption prevention interventions in various organisations.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

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

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

## **PREVENTION OFFICER II – ECONOMIST/ POLICY ANALYST, JOB GRADE - EACC "8" (1 POST), REF: EACC/PS/POII-EPA/11**

### **Job Profile**

Reporting to the Deputy Director, Corruption Prevention through Assistant Director, the job holder is 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**

- Reviewing the systems, policies, procedures and practices in public and private sector institutions;
- Providing advisories on prevention of corruption and bribery in the policy and planning functions of public and private sector institutions;
- Developing corruption prevention guidelines and best practices to advise on sound policy framework in institutions;
- Mainstreaming standards and best practices in integrity and anti-corruption initiatives in public and private sector institutions;
- 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 planning, policy and other areas for use in both public and Private sector institutions to promote sector integrity;
- Monitoring implementation of corruption prevention interventions in various organisations.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, three (3) of which should be in a comparable position from a reputable organisation;
- Bachelor's degree in Economics, policy analysis or its equivalent from a recognised university;

- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Strong policy analysis, writing, drafting skills and interpersonal skills;
- Must be able to work in a highly computerised environment;
- Demonstrated integrity and professional competence as reflected in work performance and results.

### **Other Requirements**

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

## **EDUCATION OFFICER II – FINANCE SPECIALIST, JOB GRADE - EACC "8" (1 POST), REF: EACC/PS/EOII-FS/12**

### **Job Profile**

Reporting to the Deputy Director – Education and Public Awareness through the Assistant Director, the job holder is responsible for the provision of education and training, and raising public awareness on ethics, good governance and anti-corruption with the purpose of imparting knowledge, skills and attitudes targeting audiences in the public, private, civil society and the general public.

### **Duties and Responsibilities**

- Initiating the design, development and implementation of anti-corruption, ethics and integrity educational programmes in public, private and civil society;
- Designing, developing and disseminating anti-corruption, ethics and integrity educational and other publicity materials throughout the country;
- Planning, budgeting and facilitating a range of public outreach programmes to ensure achievement of the Departmental strategy;
- Developing work plans and outlines that structure the work of the Department;
- Developing liaison and networks with public and private sector institutions in the promotion of ethics, integrity and anti-corruption programmes;
- Planning and conducting training programmes for stakeholders;
- Preparing programmes reports, quarterly and annual reports for presentation on the status of the ongoing projects;
- Facilitating the Finance and related Modules in the general governance training at a range of levels in public, private and civil society to ensure inclusion from all the sectors;

- Offering creativity and innovation in the design and production of Commission's Information Education and Communication (IEC) materials with a focus towards incorporating anti-corruption, ethics and integrity messages with artistic illustrations;
- Liaising with graphic designers, illustrators, editors and printers to ensure that the Department's IEC materials meet the highest standards and expectations;
- Reviewing the Department's IEC material in consultation with supervisor and other relevant stakeholders to ensure their effectiveness and efficacy as tools for anti-corruption public education;
- Facilitating the Finance and related Modules within the general capacity building training for public and state officers in line with requirements of performance contracting;
- Preparing periodic activity and programme reports for submission to the Commission's Executive Management through the appropriate reporting channels;
- Developing liaison and networks with media institutions in the promotion of ethics and anti-corruption programmes.

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

- Minimum relevant work experience of five (5) years;
- Bachelor's degree in Education, Commerce, Accounting, Finance, Business Management, or its equivalent from a recognised university;
- Kenya Certificate of Secondary Education (K.C.S.E) minimum mean grade of C+ or its equivalent from a recognised institution;
- Certified Public Accountant of Kenya (CPA-K) or any other equivalent professional qualifications;
- Member of relevant professional body(s);
- Demonstrated integrity and professional competence as reflected in work performance and results.

**EDUCATION OFFICER II – MEDIA SPECIALIST, JOB GRADE - EACC "8" (1 POST), REF: EACC/PS/EOII-MS/13**

**Job Profile**

Reporting to the Deputy Director – Education and Public Awareness through the Assistant Director, the job holder is responsible for the provision of education and training, and raising public awareness on ethics, good governance and anti-corruption with the purpose of imparting knowledge, skills and attitudes targeting audiences in the public, private, civil society and the general public.



## **Duties and Responsibilities**

- Developing effective education communication strategies;
- Designing educative journals and newsletters;
- Capacitating digital media communication including website education content creation and maintenance;
- Organising initiatives and plans through social media skills and expertise;
- Generating ideas that manifest content development skills;
- Identifying various media platforms on which to relay media content;
- Identifying various sources of content within and outside the Commission;
- Coordinating social media activities for education, training and public awareness programmes;
- Maintaining a comprehensive database of content developed;
- Participating in education, training, and public awareness activities of the Commission;
- Undertaking monitoring and evaluation of media-based education, training, and public awareness activities.

## **Requirements for Appointment**

For appointment into this grade, a candidate must have:

- Minimum of five (5) years' experience in writing, designing and editing journals, newsletters and public education materials from a reputable organisation;
- Bachelor's degree in Arts, Communications, Media Studies or its equivalent from a recognised university;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualification in media studies;
- Member of a relevant professional body;
- Skills in designing educative journals;
- Skills in producing computer generated designs;
- Writing and editing skills;
- Authorship skills;
- Educational communication skills;
- Excellent communication skills;
- Strong analytical and interpersonal skills;
- Ability to work with and supervise multi-generational staff;
- Excellent report writing skills;
- Demonstrable computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

# **DIRECTORATE OF ETHICS AND LEADERSHIP**

**ETHICS OFFICER II - ETHICS COMPLIANCE, JOB GRADE - EACC "8" (3 POSTS),  
REF: EACC/E&L/EOII-EC/14**

## **Job Profile**

Reporting to Deputy Director – Ethics Compliance through 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**

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

## **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, two (2) of which should be in law enforcement or ethics compliance;
- 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;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Investigative interviewing skills;
- Knowledge of investigative report writing;

- Relevant postgraduate certification;
- Relevant professional qualifications;
- Analytical, communication and interpersonal skills;
- Certificate in computer application skills;
- 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.

## **ETHICS OFFICER II – LEGAL, JOB GRADE - EACC "8" (1 POST), REF: EACC/E&L/EOII-L/15**

### **Job Profile**

Reporting to Deputy Director – Ethics Development and Monitoring through the Assistant Director – Ethics Development, the job holder is responsible for implementation of the provisions of Chapter Six of the Constitution and Leadership and Integrity Act, 2012 through development, promotion, and monitoring of standards and best practices in ethics and integrity in public service.

### **Duties and Responsibilities**

- Undertaking programmes and activities on implementation of Chapter 6 of the Constitution and related ethics and integrity laws;
- Developing and disseminating standards on ethics and integrity in the public and private sectors throughout the country;
- Developing and disseminating opinions, advisories and guidelines on Chapter Six of the Constitution and related integrity laws;
- Initiating development, approval, signing and implementation of codes of conduct for state and public officers;
- Providing technical support to public entities to develop and implement tools for compliance with Chapter Six of the Constitution and related laws;
- Monitoring compliance with provisions of the Leadership and Integrity Act, applicable legislation and codes of conduct;
- Processing gifts and conflict of interests registers for public entities;
- Facilitating implementation of the law on declaration of income assets and liabilities by responsible Commissions, public entities and public officers;

- Liaising with external stakeholders on effective implementation of Chapter Six of the Constitution;
- Preparing periodic reports and other correspondence.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, three (3) of which should be in comparable duties, anti-corruption, ethics or governance;
- Bachelor's Degree in Law from a recognised University;
- Kenya Certificate of Secondary Education (KCSE) Minimum Grade C+ or equivalent from a recognised institution;
- Post graduate Diploma in Law;
- Demonstrable knowledge of emerging issues and jurisprudence in the implementation of Chapter Six of the Constitution and its enabling legislation;
- Knowledge of key integrity and governance issues in Kenya's public sector;
- Experience in critical analysis and development of legal opinions and advisories;
- Knowledge and practical experience on application of key ethics and integrity legislation;
- Proven legal research, documentation and analytical skills;
- Excellent interpersonal, communication and liaison skills;
- Certificate in computer applications;
- Demonstrated integrity and professional competence as reflected in work performance and results.

# **FINANCE AND PLANNING DIRECTORATE**

## **ACCOUNTANT II, JOB GRADE – EACC "8" (3 POSTS), REF: EACC/F&P/ACCII/16**

### **Job Profile**

Reporting to the Deputy Director – Finance and Accounts through the Assistant Director – Finance and Accounts, the job holder is responsible for the maintenance of appropriate accounting systems which include verify and control voucher, ensure receipt of direct credit and prepare monthly expenditure reports to ensure records are accurate and that payments are paid properly and on time.

### **Duties and Responsibilities**

- Processing payments through ACCPAC and IFMIS;
- Ledger Accounts reconciliations;
- Preparing supporting schedules and facilitating preparation of financial reports;
- Accounting for Commission's finances, assets, revenue, and expenditure in compliance with the Generally Accepted Accounting Principles (GAAPs) and (IPSAS) techniques, Commission's policy, relevant laws and regulations;
- Carrying out bank reconciliation;
- Accounting for special and donor funds.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor's degree in Commerce (Accounting/ Finance Option), Economics, Business Management or its equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Certified Public Accountant of Kenya (CPA-K);
- Member ICPAK in good standing
- Proficiency in the following accounting software: ERP, IFMIS MS Suite and other computer applications;
- Relevant professional qualifications;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**ACCOUNTANT II – EXAMINATION SECTION, JOB GRADE – EACC “8” (1 POST),  
REF: EACC/F&P/ACCII-ES/17**

**Job Profile**

Reporting to the Director Finance & Planning, the job holder is responsible for ensuring compliance to PFM Act and internal financial controls through examination of payments vouchers and supporting documents.

**Duties and Responsibilities**

- Ascertaining that all payments for goods, services and works by the Commission are accurate, authentic and comply with the provisions of relevant laws e.g. Public Finance Management Act & Regulations and Public Procurement and Assets Disposals Act;
- Advising other accountants within the Finance & Accounts Department on payments that do not have sufficient supporting documents or have not been procedurally processed;
- Examining receipts/ revenues to confirm that they have been accurately recorded in the Commission’s accounting records;
- Examining supporting documents (e.g. invoices, LSOs) to ascertain that amounts in the PVs agree with those in the supporting documentation;
- Checking that all payments have been correctly classified and voted;
- Reviewing end of year pending bills before they are audited by internal/ external auditors;
- Participating and verifying correctness of stock take and cash count results during end of year closing exercise;
- Undertaking periodic surprise cash count and cash reconciliation.

**Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor’s degree in Commerce (Accounting/ Finance Option), Economics, Business Administration, Business Management or its equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Certified Public Accountants of Kenya (CPA-K);
- Member of ICPAK;
- Proficiency in accounting software (any ERP) and MS Suite and other computer applications;
- Relevant professional qualifications;
- Demonstrated integrity and professional competence as reflected in work performance and results.

# **DIRECTORATE OF CORPORATE AND SUPPORT SERVICES**

**HUMAN RESOURCE OFFICER II, JOB GRADE - EACC "8" (1 POST), REF: EACC/CSS/HROII/18**

## **Job Profile**

Reporting to the Deputy Director – Human Resource Management through the Assistant Director – Human Resource Management, the job holder is responsible for the provision of support in the recruitment process, disciplinary process, implementation of annual training plan, providing data into the payroll process and prepare staff benefits for validation by management to ensure compliance with the labour laws and statutory requirements.

## **Duties and Responsibilities**

- Implementing human resource management policies, regulations, procedures and systems;
- Managing the staff complement;
- Supporting the recruitment processes;
- Implementing the annual training and development plan;
- Supporting implementation of staff welfare matters;
- Payroll processing;
- Filing of statutory returns.

## **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum of five (5) years' relevant experience in Human Resources Management;
- Bachelor's degree in Human Resource Management, Personnel Management, Public Administration or its equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Higher National Diploma in Human Resource Management;
- CPA II;
- Certificate in computer application skills;
- Member of IHRM with a valid practising certificate;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**NETWORK ENGINEER II, JOB GRADE – EACC 8 (1 POST), REF: EACC/CSS/NE/21**

**Job Profile**

Reporting to Deputy Director – ICT through the Assistant Director – Infrastructure and Security, the job holder is responsible for designing, implementation, monitoring and management of the local & wide area networks and communication systems for the organisation.

**Duties and Responsibilities**

- Designing, implementing, maintaining and administering computer networks and related computing environments including systems software, hardware and configurations;
- Creating and maintaining accurate network diagrams and documentation for the designing and planning of the network communication systems;
- Performing network disaster recovery operations and data backups as required;
- Protecting data, software, and hardware from attacks by coordinating, planning and implementing network security measures;
- Installing, configuring and supporting network equipment including routers, proxy servers, switches, WAN accelerators, DNS, DHCP, VoIP, wireless access points (WAPs), firewalls, routers, switches, and controllers;
- Troubleshooting, diagnosing and resolving network hardware, software, and other systems' problems;
- Replacing faulty network hardware components when required;
- Implementing and monitoring of network security solutions to protect the network equipment and applications from harmful attacks;
- Monitoring network performance to determine if adjustments need to be made to maximise network performance and security;
- Advising on procuring of network equipment and managing subcontractors involved with network installation;
- Implementing and maintaining secure network systems with policies that define and monitor access;
- Maintaining and administering upgrades and updates to network equipment to the latest firmware releases.

**Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum of five (5) years' experience in designing, deployment and management of sophisticated computer networks, three (3) of which should be in Windows Active Directory, Cisco IP Telephony, Cisco firewalls, routers, switches and endpoint security;



- Bachelor degree Computer Science, Electrical/ Electronic Engineering, Mathematics, Physics or an Information Technology related field of study with a network engineering focus;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Cisco CCNA Routing and Switching Certification;
- Ability to think through problems and visualise solutions;
- Ability to quickly learn new or unfamiliar technology and products using documentation and internet resources;
- Ability to work with all levels of staff within and outside the Department and outside the organisation;
- A self-starter able to work independently but comfortable working in a team environment;
- Good analytical and problem-solving skills;
- Dependable and flexible when necessary;
- Ability to work under pressure;
- Demonstrated integrity and professional competence as reflected in work performance and results.

### **Other Requirements**

- Relevant Professional certifications such as MCIP/ MCSE, PMP, ITIL, CISSP, CISSM or any other will be an added advantage.
- Cisco CCNP will be an added advantage.

## **SOFTWARE DEVELOPER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/CSS/SD/22**

### **Job Profile**

Reporting to Deputy Director – ICT through the Assistant Director – Systems and Innovation, the job holder is responsible for the research, design, development and implementation of new or modified ICT systems and solutions, integrating systems and software, training end-users, analysing, modifying and debugging source-code and developing system documentation.

### **Duties and Responsibilities**

- Researching, designing, implementing and managing software solutions;
- Testing and evaluating new solutions that have been acquired;
- Identifying areas for modification in existing systems and subsequently developing these modifications;
- Writing and implementing efficient code;

- Continuous review of existing systems/ applications to determine operational practicality/ areas of improvement;
- Working closely with other developers, UX designers, business and systems analysts in ensuring projects are delivered properly.

### **Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum of five (5) years' experience in software design, development and implementation, three (3) of which should be in PHP, Javascript, PL/SQL, Java, C/ C++/ C# or Python;
- Bachelor's degree in Software Engineering, Computer Science, Programming and Development, Mathematics, Electrical/ Electronic Engineering or an equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Provide reference of at least three (3) successfully completed projects in which the applicant was the lead/ senior developer using the mentioned technologies;
- Certification in PHP or Java/ JavaScript from a recognised certification body;
- Experience in digital transformation, implementing new software/ tools/ working practices within an organisation;
- Knowledge and experience of using Relational Database Management Systems (Oracle, Microsoft SQLSERVER, MySQL/ MariaDB etc);
- Advanced knowledge of Unix/ Linux and Windows Server operating systems;
- Knowledge and interest in computer systems and the latest technologies;
- Aptitude for learning new technologies quickly;
- An analytical mind;
- Ability to communicate complex procedures to other colleagues;
- Good communication skills;
- Attention to detail and a desire to learn;
- Demonstrated integrity and professional competence as reflected in work performance and results.

### **Other Requirements**

- Certification in C/ C++/ C#, PL/SQL, Oracle, Microsoft SQLSERVER, MySQL/ MariaDB from a recognised certification body is an added advantage;
- Knowledge and experience in Laravel Framework is an added advantage. Applicant to indicate projects successfully completed using this framework if any.

**ADMINISTRATIVE SECRETARY II, JOB GRADE - EACC "10" (2 POSTS), REF: EACC/CSS/ASII/19**

**Job Profile**

Reporting to the Deputy Director – Administration through the Assistant Director – Office Administration & Asset Management, the job holder is responsible for the provision of administrative support to the departments within EACC to ensure efficient and effective delivery of service.

**Duties and Responsibilities**

- Producing documents, briefing papers and reports to ensure maintenance of confidential documents in the department;
- 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;
- Analysing and assigning incoming mail, fax, and emails on behalf of the senior management and route them to the respective departments for further action to ensure timely feedback on actions;
- 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;
- Devising and maintaining office systems that include data management and files for efficient record preservation;
- Following up on issues that require interdepartmental coordination for the engagement of various stakeholders to ensure effective communication is relayed;
- Answering the departmental telephone lines and direct calls and transferring them to the respective recipients for further action;
- Arranging for departmental staff travel to include itineraries, bookings and hotel reservations;
- Maintaining up to date filing systems in the department and track file movement out of the department to ensure accountability of the file user;
- Receiving all documents for notations or signature to be actioned by the respective managers to ensure appropriate actions are carried out;
- Assisting in staff welfare issues in the Commission to ensure staff demands are addressed;
- Handling respective office imprest.

**Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of three (3) years;

- Diploma in Secretarial Studies or its equivalent 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;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **DRIVER II, JOB GRADE - EACC "11" (2 POSTS), REF: EACC/CSS/DII/20**

### **Job Profile**

Reporting to the Assistant Director – Transport and Logistics through the Fleet and Logistics Officer, the job holder is responsible for the provision of transport services to the Commission as per the transport policies and procedures in support of the Commission 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.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of four (4) years in a comparable position from a reputable organisation;

- Kenya Certificate of Secondary Education (K.C.S.E) D+ or its equivalent from a recognised institution;
- A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- Passed the Suitability Test for Drivers Grade II from the Ministry of Roads and Public Works;
- First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognised institution;
- Adequate knowledge of the Highway Code;
- Demonstrated integrity and professional competence as reflected in work performance and results.

# **DIRECTORATE OF FIELD SERVICES AND COORDINATION**

## **INVESTIGATIONS OFFICER II – POLICE OFFICER, JOB GRADE - EACC "8" (2 POSTS), REF: EACC/FSC/IOII-P/23**

### **Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder 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 cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, two (2) of which must be in Criminal Investigations;
- A Bachelor's degree from a recognised university in any of the following fields: Arts, Criminology, Communications, Economics, Political Science, Science, Law, Education, International Relations, Engineering, Business Management, Public Administration, Governance, etc.;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualifications where applicable;
- Served as a Police Officer of the rank of Inspector and above with investigation experience;
- Certificate in any of the following course: 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.

- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**INVESTIGATIONS OFFICER II – ACCOUNTANT, JOB GRADE – EACC “8” (2 POSTS), REF: EACC/FSC/IOII-A/24**

**Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder 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**

- Advising on the Laws, Procedures and Practices of Public Finance Management;
- Investigating cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Giving expert evidence in court on matters relating to the profession;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases.

**Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- A bachelor’s degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Certified Public Accountant – CPA (K) or ACCA;
- Be a member of the relevant professional body;
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**Other Requirements**

Certificate in any of the following courses lasting not less than four (4) weeks will be an added advantage: 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; and Criminal Investigations Course from a recognised institution.

## **INVESTIGATIONS OFFICER II – PROCUREMENT, JOB GRADE - EACC “8” (5 POSTS), REF: EACC/FSC/IOII-P/25**

### **Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder 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**

- Advising on the Laws, Procedures and Practices relating to Public Procurement;
- Assisting other investigators on issues relating to the area of the profession;
- Investigating cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;
- Complying with principles and values of good governance, human rights, transparency, accountability, ethics, and integrity.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor’s degree in Supplies Chain Management, Commerce, Procurement or related disciplines from a recognised university;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Postgraduate diploma in supply chain management from a recognised institution;
- Member of the Kenya Institute of Supplies Management;
- Certificate in computer application skills;



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

### **Other Requirements**

Certificate in any of the following courses lasting not less than four (4) weeks will be an added advantage: 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; and Criminal Investigations Course from a recognised institution.

## **INVESTIGATIONS OFFICER II – REPORT ANALYST, JOB GRADE - EACC “8” (1 POST), REF: EACC/FSC/IOII-RAII/26**

### **Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder is responsible for the reception, processing and analysis of reports made to the Commission and advising clients on the report process in place to support the fight against of corruption and economic crimes.

### **Duties and Responsibilities**

- Receiving complaints/ information brought to the Commission;
- Analysing and classifying the complaints and information;
- Interviewing and providing advice to the clients;
- Preparing appropriate memoranda and correspondences;
- Maintaining and updating complaints/ reports database.

### **Requirements for Appointment:**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor’s degree in any of the following disciplines: Arts, Criminology, Communications, Finance, Economics, Political Science, Law, Education, International Relations, Business Management, Public Administration, Governance or its equivalent qualification from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualifications where applicable;
- Certificate in computer application skills;
- Good interpersonal communication skills;

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

### **Other Requirements**

- Applicants who have served in a busy office preferably dealing with complaint/information processing for a period of not less than three (3) years will have an added advantage;
- Proficiency in any of the major languages such as French, Spanish or Japanese will be an added advantage.

## **LEGAL OFFICER II – EVIDENCE ANALYSIS, JOB GRADE - EACC "8" (7 POSTS), REF: EACC/FSC/LOII-EA/27**

### **Job Profile**

Reporting to the Regional Manager through the Deputy Regional Manager, the job holder 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**

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

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

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

- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent 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 – ASSET RECOVERY & CIVIL LITIGATION, JOB GRADE - EACC "8" (3 POSTS), REF: EACC/FSC/LOII-CLAR/28**

**Job Profile**

Reporting to the Regional Manager through the Deputy Regional Manager, the job holder is responsible for undertaking complex litigation and appeals to defend the Commission and institute proceedings for preservation, freezing, forfeiture and the recovery of assets in the fight against corruption and economic crimes.

**Duties and Responsibilities**

- Carrying out research, sharing relevant information and monitoring the Commission's compliance with International and National regulatory framework and commitments;
- Studying and analysing policy framework of other relevant Institutions in Kenya and other jurisdictions and sharing the relevant information appropriately;
- Reviewing legislations and making recommendations for amendment;
- Drawing contracts, memoranda of understanding and partnership agreements between the Commission and third party stakeholders;
- Providing legal advice/ opinions to the Commission as required;
- Drafting policy documents, guidelines and regulations;
- Spearheading collaboration with regional and international anti-corruption bodies;
- Organising and facilitating workshops and trainings for various professional societies for the dissemination of anti-corruption and pro-integrity awareness;
- Preparing and processing Mutual Legal Assistance requests;
- Preparing monthly reports on current status;
- Holding 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 position, a candidate must have:

- Minimum post-admission experience of five (5) years;
- Bachelor of Laws from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent 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.

**INVESTIGATIONS OFFICER II – INTELLIGENCE, JOB GRADE – EACC “8” (1 POST), REF: EACC/FSC/IOII-I/29**

**Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder 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**

- Developing and maintaining of sources of information related to corruption and economic crimes;
- Collecting information related to corruption and economic crimes;
- Compiling information reports;
- Recruiting and running of agents and informants;
- Producing intelligence briefs/ reports as may be required from time to time.

**Requirements for Appointment**

For appointment to this position, an officer must have:

- Minimum relevant work experience of five (5) years;
- Bachelor’s degree in Social Sciences from a recognised university, or its equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Relevant professional qualifications where applicable;
- Training in Intelligence tradecraft and analysis;
- Hands-on experience in collection of intelligence;
- 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;

- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

## **INVESTIGATIONS OFFICER II – ICT, JOB GRADE - EACC "8" (1 POST), REF: EACC/FSC/IOII-ICT/30**

### **Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, the job holder 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**

- Advising on the Laws, Procedures and Practices relating to ICT;
- Assisting other investigators on issues relating to the area of the profession;
- Investigating cases of corruption and economic crimes;
- Identifying and tracing corruptly acquired assets;
- Preserving assets that are subject of investigation;
- Compiling and submitting investigation reports;
- Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;
- Complying with principles and values of: good governance, human rights, transparency, accountability, ethics, and integrity.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years;
- Bachelor's degree in Software Engineering, Computer Science, Programming and Development, Mathematics, Electrical/ Electronic Engineering or an equivalent from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work

performance and results.

### **Other Requirements**

Certificate in any of the following courses lasting not less than four (4) weeks from a recognised institution will be an added advantage: 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; and Criminal Investigations Course.

## **ETHICS OFFICER II – ETHICS COMPLIANCE (1 POST), JOB GRADE – EACC “8”, REF: EACC/FSC/EOII-EC/31**

### **Job Profile**

Reporting to Regional Manager through the Deputy Regional Manager, 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**

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

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant work experience of five (5) years, two (2) of which should be in law enforcement or ethics compliance;

- 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;
- 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;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Investigative interviewing skills;
- Knowledge of investigative report writing;
- Relevant postgraduate certification;
- Relevant professional qualifications;
- Analytical, communication and interpersonal skills;
- 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 (1 POST), JOB GRADE - EACC "8", REF: EACC/SCM/SCMOII/32**

### **Job Profile**

Reporting to the Deputy Director – Supply Chain Management through the Assistant Director – Supply Chain Management, the job holder is responsible for the coordination of activities in regard to procurement, supply chain and disposal in line with the Constitution, Public Procurement and Asset Disposal Act 2015, Regulations and subsidiary legislations.

### **Duties and Responsibilities**

- Verifying that the available stock levels warrants initiation of a procurement process, to avoid wastage of resources;
- Preparing requests for proposal for use in compiling reports by management, to assist in making informed decisions in the procurement process;
- Preparing bid documents for approval by the Senior Officer, in order to complete the tendering process within the Commission;
- Undertaking 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;
- Undertaking 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;
- Maintaining samples and sample register for easier identification on the specific goods and to save time sourcing;
- Consolidating procurement of disposal plans, in accordance to the Procurement and Disposal regulations;
- Reviewing procurement files before they are presented to the procurement committee for adjudication and making recommendations to assist in making informed decisions;
- Monitoring preference and reservation scheme;
- Undertaking market surveys and bench marking, to source for vendors who provide value for money in the delivery of services to the Commission;
- Recommending disposal of unserviceable stores in line with the Disposal regulation;
- Updating the register of the pre-qualified suppliers, to ensure consistency of suppliers.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum relevant experience of five (5) years;



- A Bachelor's degree in Supply Chain Management, Procurement and Logistics Management, Commerce (Supply Chain Management option) Business Administration (Supply Chain Management option) from a recognised institution;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Valid membership to the Kenya Institute of Supplies Management (KISM);
- Holder of Valid Practising Licence from KISM;
- Certificate in computer application skills;
- Demonstrated integrity and professional competence as reflected in work performance and results.

# **NATIONAL INTEGRITY ACADEMY**

## **DEPUTY DIRECTOR, NATIONAL INTEGRITY ACADEMY (1 POST), JOB GRADE - EACC "4", REF: EACC/NIACA/DD/33**

Reporting to the Secretary/ Chief Executive Officer and serving as head of the National Integrity Academy, the job holder is responsible for providing strategic leadership to the National Integrity Academy in relation to:

- The overall design, development and implementation of all Academy programmes;
- Management and operationalization of the Academy;
- Compliance with the requisite legal standards and practices applicable to the Academy and its operations;
- Establishment and management of partnerships, networks, collaborations and linkages locally, regionally and internationally;
- Identification and mobilisation of resources for the operations of the Academy.

### **Duties and Responsibilities**

- Leading the development and implementation of the Academy Strategic Plan;
- Responsible for the day-to-day management of the Academy;
- Coordinating the administrative functions of the Academy;
- Coordinating training and capacity building programmes;
- Coordinating the design, development and implementation of the Academy curriculum including face to face and online programmes;
- Providing leadership in resource mobilisation for the implementation of the programmes of the Academy;
- Ensuring the Academy's compliance with the laws governing training institutions in the country;
- Providing leadership in the preparation of the work plans and budget of the Academy;
- Providing leadership in the preparation of Academy reports on the timely reporting of activities undertaken;
- Establishing procedures for evaluation and selection of Academy faculty, equipment and training materials;
- Entering into contracts and arrangements on behalf of the Academy and negotiating international agreements for consideration by the Board and approval by the Assembly;
- Ensuring accreditation of the academy programmes.

## **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum of fourteen (14) years' relevant professional experience in a training institution, at least five (5) of which should have been at the level of a Senior Assistant Director or its equivalent position
- Master's Degree in Education, Governance & Ethics, Law, HR, Public Administration, Social Sciences, Business Administration, or its equivalent from a recognised university
- Bachelor's degree in Education
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution
- Membership to recognised professional body and be in good standing
- Experience in running a reputable training institution
- Experience in research and consultancy
- Strategic Leadership Development Programme
- Proven experience in resource mobilisation and prudently manage and account for resources
- Have knowledge and clear understanding of Education and training sector
- Demonstrated integrity and professional competence as reflected in work performance and results

## **Other Requirements**

- A doctorate degree will be an added advantage
- Publication in refereed journal and/ or book chapters will be an added advantage

## **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.

**MARKETING OFFICER II (1 POST), JOB GRADE – EACC "8", REF: EACC/NIACA/MOII/34**

## **Job Profile**

Reporting to the Deputy Director, National Integrity Academy through the Senior Marketing Officer, the job holder is responsible for organising creative campaigns and promotional events that will lead to the success of NIAca in line with current trends and customer requirements.

### **Duties and Responsibilities**

- Developing and implementing marketing campaigns – face to face and social media;
- Organising promotional events for the National Integrity Academy;
- Planning, preparing and producing a variety of publicity and marketing materials in liaison with the training teams;
- Preparing digital content for the Academy website;
- Organising the Academy's publicity stands to raise brand awareness;
- Managing the stock of all marketing materials creating systems to identify when stock needs to be replenished;
- Supporting the Academy's business development through relationships and partnerships building;
- Conducting market intelligence to ensure alignment of training and consultancy with market needs;
- Analysing the impact of marketing campaigns and preparing performance reports;
- Assisting in preparing budgets and monitoring expenses;
- Supporting the Senior Marketing Officer in overseeing the Unit's operations.

### **Requirements for Appointment**

For appointment to this position, a candidate must have:

- Minimum of five (5) years' work experience in Digital Marketing and use of Social Media;
- A bachelor's degree in marketing, business administration or its equivalent from a recognised university;
- Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- Training in digital marketing;
- Thorough understanding of social media and web analytics;
- Proven marketing ability and understanding of marketing trends and customer requirements;
- A team player with a customer-oriented approach;
- Experience setting proactive and well researched marketing plans and strategy;
- Excellent communication and interpersonal skills;
- Ability to work independently and as part of a team;
- Demonstrated integrity and professional competence as reflected in work performance and results.

**Other Requirements**

Membership with the Marketing Society of Kenya (MSK) will be an added advantage.

### **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)**
- **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 Tuesday, 29<sup>th</sup> December, 2020 at 5.00pm.**

***Canvassing will lead to automatic disqualification***