



ETHICS AND ANTI-CORRUPTION COMMISSION

OUR MISSION

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

VACANCIES

DIRECTORATE OF FIELD SERVICES AND COORDINATION

DIRECTOR – FIELD SERVICES & COORDINATION, JOB GRADE - EACC "3" (1 POST), REF NO.: EACC/FSC/DFSC/1

Reporting to the Secretary/ Chief Executive Officer

Job Profile

The Director, Field Services & Coordination is responsible for provision of leadership to the Directorate of Field Services & Coordination. The role entails coordination of technical and administrative programmes and activities of the EACC Regional Offices, Offices of the Chairperson, Commissioners and Secretary/ Chief Executive Officer as well as managing partnerships.

The specific duties and responsibilities include:

- i. Overseeing implementation of the Commission's Strategic Plan by the Directorate;
- ii. Ensuring compliance with set standards and guidelines by the Directorate;
- iii. Supervision and management of performance of the Directorate;
- iv. Management of partnerships and collaborations with stakeholders of the Commission;
- v. Overseeing the operations of the Kenya Leadership and Integrity Forum (KLIF) Secretariat;
- vi. Coordinating development of statutory reports, technical papers, policy proposals and programmes on anti-corruption and good governance;

- vii. Coordinating programmes and activities of the Offices of the Chairperson, Commissioners and Secretary/ Chief Executive Officer; and
- viii. Any other duty as may be assigned by the Secretary/ Chief Executive Officer.

Requirements for appointment

For appointment as the Director – Field Services & Coordination, a person must possess the following qualifications:

- i. Be a citizen of Kenya;
- ii. Meet the requirements of Chapter Six of the Constitution;
- iii. Be a holder of a Bachelor’s degree in Arts, Science, ICT, Political Science, Statistics, International Relations, Business Management, Finance, Law, Public Administration, Governance or its equivalent from a recognised university;
- iv. Be a holder of a Master’s degree in Arts, Science, ICT, Political Science, International Relations, Business Management, Finance, Law, Public Administration, Governance or its equivalent from a recognised university;
- v. Have at least fifteen (15) years’ relevant work experience out of which at least five (5) years at the position of Deputy Director in a public organisation or its equivalent in a reputable institution in any of the following fields: ethics and governance; law; fraud investigations; economic intelligence, public administration and coordination; leadership; management; economics; audit; accounting; public relations or any other relevant fields.
- vi. Membership in a related professional body in good standing;
- vii. Leadership/ Governance training lasting not less than six (6) weeks from a recognised institution.
- viii. Professional training in Law, Anti-Corruption, Ethics, Integrity, Fraud Investigations, economic intelligence, Finance or Accounting or any other relevant fields lasting not less than four (4) weeks from a recognised institution.

Key Attributes

The following key attributes will be required for the position of Director – Field Services and Coordination:

- i. Be of high moral character, integrity and impartiality;
- ii. Proven high degree of professional competence, communication skills, fairness and good temperament;
- iii. Possess excellent leadership skills;
- iv. Be a visionary, transformative and results-oriented;
- v. Strategic thinker;
- vi. Be self-driven, a team-player and mentor/ coach; and

- vii. Ability to cultivate partnership and collaborations.

Terms of Service

The successful candidate will be appointed for a five (5) year term and may be eligible for re-appointment. A competitive remuneration package will be offered in line with the terms of service for EACC Staff.

DIRECTORATE OF FINANCE AND PLANNING

DEPUTY DIRECTOR – FINANCE AND ACCOUNTS, JOB GRADE - EACC "4" (1 POST), REF. NO.: EACC/FP/DDFA/2

Reporting to the Director – Finance and Planning

Duties and Responsibilities

- i. Providing leadership in the development of the Finance and Accounts policies and strategies;
- ii. Preparing Quarterly and Annual Financial Statements within required timelines;
- iii. Leading the annual financial audit;
- iv. Providing leadership in the development, implementation and monitoring of the budget of the Directorate of Finance and Planning;
- v. Preparing timely quarterly and monthly management reports;
- vi. Overseeing preparation of cash plan for the Commission;
- vii. Preparing and submitting reports to the relevant government agencies such as Controller of Budget, The National Treasury, among others;
- viii. Coordinating costing of Commission's activities in line with the set budget control policies;
- ix. Supervising and managing Finance and Accounts staff;
- x. Reviewing and monitoring the statutory and management reports for accuracy and completeness;
- xi. Ensuring that the Commission's financial systems have sound and operational controls;
- xii. Approving the Commission's payments in IFMIS, Internet Banking, among other financial systems;
- xiii. Authorising payments.

Requirements for Appointment

- i. Minimum relevant experience of fourteen (14) years, three (3) should be in a comparable position from a reputable organisation;
- ii. Master's degree in any of the following disciplines: Commerce (Accounting/ Finance Option), Economics, Business Administration, Business Management or equivalent qualification from a recognised university
- iii. Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance Option), Economics, Business Administration, Business Management or equivalent qualification from a recognised university
- iv. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;

- v. Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution;
- vi. Certified Public Accountant – CPA(K) or its equivalent;
- vii. Member of ICPAK in good standing;
- viii. Previous hands on experience in Accounting Software (ERP);
- ix. Public Sector budgeting skills;
- x. Accounting and financial management skills;
- xi. International Public Sector Accounting Standards knowledge;
- xii. Project Management skills; and
- xiii. Strategic investment and financing skills.

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

- i. Demonstrated integrity and professional competence as reflected in work performance and results;
- ii. Leadership skills;
- iii. Interpersonal skills;
- iv. Ability to work under pressure;
- v. Negotiation skills;
- vi. Ability to build and lead cohesive teams;
- vii. Problem solving skills; and
- viii. ICT Skills.

SUPPLY CHAIN MANAGEMENT DEPARTMENT

ASSISTANT DIRECTOR – SUPPLY CHAIN MANAGEMENT, JOB GRADE - EACC "5" (1 POST), REF. NO.: EACC/SCM/ADSCM/3

Reporting to the Deputy Director – Supply Chain Management

This position is responsible for the coordination of the implementation of the work plan, policies and procedures; coordination of the tender process and review of prequalification documents to ensure they are conducted in adherence to the Constitution of Kenya, Act of Parliament and subsidiary legislation governing Supply Chain Management.

Duties and Responsibilities

- i. Coordinating the implementation of the Supply Chain work plan derived from the Supply Chain strategy to guide the achievement of high quality standards and timelines in the delivery of service;
- ii. Overseeing implementation of standard service levels on procurement administration to ensure the delivery of high quality service to the Commission;
- iii. Overseeing the implementation of policies and procedures for the Supply Chain Management Department to provide guidance in the delivery of service through attainment of high quality standards and the provision of timely service to the core Commission operations;
- iv. Ensuring that the Commission's Procurement Plan is developed and approved in line with the Commission's timelines and quality standards to ensure the Commission is equipped with the correct goods and services;
- v. Monitoring contract management by user department to ensure implementation of contracts in accordance with the terms and conditions of the contracts;
- vi. Reviewing and validating the preparation of the prequalification of documents, issuance on procurement and disposal, documents and invitations for expression of interest, contract variations and modifications to documents, rejection and debriefing letters, in line with the requirements of the Supply Chain Management Department;
- vii. Supervising the maintenance and updating of the standing list of registered tenderers required by the Commission and liaise with PPRA in respect of PPRA's register of suppliers and procuring agents;
- viii. Supervising the maintenance and safety procurement and disposal documents and records in accordance with public procurement and disposal regulations;
- ix. Coordinating the periodic market surveys to inform the placing of orders or adjudication by the relevant award committee;

- x. Overseeing the implementation of internal monitoring and evaluation of the Supply Chain functions to ensure accountability in the utilisation of resources within the Commission;
- xi. Overseeing the periodic market surveys to inform the placing of orders or adjudication by the relevant award committee;
- xii. Ensuring the maintenance and safety of records, procurement and disposal documents are in accordance with public procurement and disposal regulations;
- xiii. Verifying and submitting shortlist and list of pre-qualifiers of tenders to the tender committee for approval to initiate the procurement process of the Commission;
- xiv. Coordinating the evaluation of tenders, quotations and approvals to ensure transparency and accountability of the tender process within the Commission;
- xv. Managing the implementation of the decisions of the procurement, tender and disposal committees as well as coordinating all activities of these committees to ensure smooth operations within the Commission;
- xvi. Assisting in the liaison with the PPRA and other bodies on matters relating to procurement and disposal for adherence to the regulations set;
- xvii. Compiling and submitting for review to PPRA reports required under the Procurement Act to ensure compliance with government regulations;
- xviii. Preparing consolidated procurement and disposal plans and submitting for approval to the Deputy Director;
- xix. Coordinating internal monitoring and evaluations of the supply chain functions to ensure all procurement processes of the Commission are in compliance to the set regulations;
- xx. Certifying the invoices and payment vouchers to suppliers to ensure accurate and timely payments;
- xxi. Responsible for advice for all procurement decisions undertaken by the Commission.

For appointment to this grade, a candidate must have:

- i. Minimum Supply Chain work experience of twelve (12) years in a reputable organisation(s);
- ii. Must have served in the position of Senior Supply Chain Management Officer or its equivalent for a minimum period of three (3) years;
- iii. Bachelor's degree in Supply Chain Management, Commerce, Procurement or its equivalent qualification from a recognised university;
- iv. Postgraduate Diploma in Purchasing and Supply Chain Management;
- v. Registered Member of KISM under Section 16 of SPM Act, 2007;
- vi. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution; and

- vii. Knowledge of relevant legislation.

Note

The following qualification shall be regarded as an added advantage:

- i. Master's degree in any of the following disciplines: Supply Chain Management, Commerce, Procurement or its equivalent qualification from a recognised University;
- ii. Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution.

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

- i. Leadership skills;
- ii. Communication skills;
- iii. Interpersonal skills;
- iv. Organisational skills;
- v. Ability to work under pressure;
- vi. Negotiation skills;
- vii. Ability to build and lead cohesive teams; and
- viii. Problem solving skills.

DIRECTORATE OF CORPORATE SUPPORT SERVICES

ASSISTANT DIRECTOR – ICT, JOB GRADE - EACC "5" (1 POST), REF. NO.: EACC/CSS/ADICT/4

Reporting to the Deputy Director – ICT

This position is responsible for the implementation of Information Communication and Technology strategies, policies and procedures for effective and efficient provision of information communication systems and technology functions.

Duties and Responsibilities

- i. Managing team of consultants, programmers, developers, and analysts during systems analysis, design and development;
- ii. Coordinating the development of effective ICT policies, procedures, systems and processes for system administration, security, business application and support network administration;
- iii. Overseeing the development of ICT policies and plans in liaison with other directorates and stakeholders;
- iv. Preparing guidelines and manuals for effective and efficient use of ICT systems in the Commission;
- v. Developing and coordinating implementation of ICT business continuity plan in line with EACC strategy;
- vi. Coordinating overall documentation for systems design specifications and configurations to user awareness;
- vii. Coordinating project phases from development to installation and implementation;
- viii. Making proposals to the strategic direction, management and culture of the whole organisation
- ix. Developing and implementing ICT systems and ensuring that systems are maintained and made available to the Commission staff;
- x. Developing requirements, outlines, budgets and schedules for ICT projects;
- xi. Conducting technical research and feasibility studies, and development to enable continued innovation;
- xii. Monitoring and evaluating systems to ensure adherence to established Information Communication Technology standards;
- xiii. Developing programmes and training staff in Information Communication Technology matters to promote user acceptance in new or modified systems;
- xiv. Developing, planning, monitoring and evaluating programmes/ activities within an Information Communication Technology division/ unit;

- xv. Liaising with user departments to ensure proper usage and effective maintenance of Information Communication Technology equipment;
- xvi. Evaluating systems maintenance and proposing detailed specifications before implementation;
- xvii. Documenting system specifications and configurations to ensure user education;
- xviii. Developing and managing integrity and backup procedures to ensure business continuity of business process in the event of disaster;
- xix. Developing security standards, procedures and guidelines for systems to ensure the integrity of information;
- xx. Monitoring the implementation of departmental work plans on monthly, quarterly and annual basis through review meetings and reporting.

For appointment to this grade a candidate must have:

- i. Minimum relevant work experience of twelve (12) years;
- ii. Must have served in the position of Senior ICT Officer or its equivalent for a minimum period of three (3) years;
- iii. Bachelor's degree in Computer Science, Information Technology, Business Information Technology or related disciplines from a recognised university;
- iv. Certification such as Oracle Database Administrator, Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional, CISCO Certified Network Associate/ Network + or its equivalent;
- v. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution; and
- vi. Knowledge of relevant legislation.

Note

The following qualification shall be regarded as an added advantage:

- i. Master's degree in any of the following disciplines: Supply Chain Management, Commerce, Procurement or its equivalent qualification from a recognised University;
- ii. Certificate in Strategic Leadership and Development Programme lasting not less than six (6) weeks from a recognised institution.

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

- i. Leadership skills;
- ii. Interpersonal skills;
- iii. Ability to work under pressure;
- iv. Negotiation skills;
- v. Ability to build and lead cohesive teams;

- vi. Problem solving skills;
- vii. Conflict management; and
- viii. Supervisory skills.

Note:

In addition to the qualifications and requirements set above, applicants shall be expected to 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)**
- **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, clearances and testimonials.

All applications must be made online and will be acknowledged via an email. Only shortlisted candidates will be invited for interview.

The deadline for application is **Monday, 7th June, 2021 at 5.00 pm.**

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

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