# 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

**ASSISTANT DIRECTOR – REGIONAL OFFICE, JOB GRADE – EACC "5" (1 POST), REF: EACC/FSC/ADRO/14**

**Job Profile**

Reporting to the Director – Field Services and Coordination, the job holder is responsible for development, management and implementation of the functions of Commission at the Regional Offices to ensure implementation of the Commission's strategy to fight against corruption, economic crimes and promotion of ethical conduct in the Regional Offices.

**Duties and Responsibilities**

i. Assisting in developing and monitoring the implementation of the Commission's strategy at the Regional Offices;

ii. Supporting in management of all Commission programmes at the Regional Office level including building relevant partnerships to support the work of the Commission at the Regional level;

iii. Creating excellent rapport with colleagues, key partners and stakeholders to ensure the successful delivery of the Commission's objectives;

iv. Supporting programmes geared towards prevention of corruption including systems examinations, ethics, public education and awareness within the Regional Office;

v. Assisting in developing and managing budget and the procurement plans for the Regional Office;

vi. Coordinating the preparation of statutory and managerial reports for the Regional

Office; and

vii.     Assisting in allocating, prioritising and supervising cases within the Regional Office relating to corruption, economic crimes, unethical conduct, tracing and recovery of corruptly acquired assets.


**Requirements for Appointment**

For appointment as the Assistant Director – Regional Office, a person must possess the following qualifications:

i.      Minimum relevant work experience  of twelve (12) years;

ii.     Must have served in the position of Senior Officer for a minimum period of three (3) years;

iii.    Bachelor's degree in Arts, Communications, Economics, Political Science, Business Management, Public Administration or related disciplines from a recognised university;

iv.    Master's degree in Arts, Communications, Economics, Political Science, Business Management, Public Administration or its equivalent from a recognised university;

v.     Relevant professional qualifications

vi.    Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;

vii.   Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognised institution; and

viii.  Knowledge of the Constitution and the Law.


**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; and

vi.    Problem solving skills.

# FINANCE AND PLANNING DIRECTORATE

## ASSISTANT DIRECTOR – PLANNING AND BUDGETING, JOB GRADE – EACC "5" (1 POST), REF: EACC/FP/ADPB/15

**Job Profile**

Reporting to the Deputy Director – Planning and Budgeting, the job holder is responsible for providing technical support in the coordination of Strategic Planning and management; annual planning and budgeting; budget implementation, monitoring and reporting, and financial resource mobilisation.

**Duties and Responsibilities**
i. Coordinating the preparation, implementation and monitoring of the Commission Strategic plan;
ii. Coordinating planning and execution of budgeting and planning programmes;
iii. Overseeing the preparation and implementation of annual plans and budgets;
iv. Liaising with The National Treasury, development partners and other entities to ensure timely mobilisation of funds;
v. Overseeing timely preparation and dissemination of planning and budget related reports and other financial reports;
vi. Supporting Monitoring and Evaluation of Commission's programmes;
vii. Supporting and giving technical advice on planning and budget matters to other Commission Departments.

**Requirements for Appointment**

For appointment as the Assistant Director – Planning and Budgeting, a person must possess the following qualifications:
i. Minimum relevant work experience of twelve (12) years;
ii. Must have served in the position of Senior Officer for a minimum period of three (3) years;
iii. Master degree in Economics, Mathematics, Statistics, Finance, or equivalent qualification from a recognised institution;
iv. Bachelor's degree in Economics, Mathematics, Statistics, Finance, or equivalent qualification from a recognised institution;
v. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
vi. Member of relevant professional body in good standing;
vii. Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognised institution; and
viii. Knowledge of the Constitution and the Law.

**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; and
vi. Problem solving skills.

# CORPORATE SUPPORT SERVICES DIRECTORATE

**ASSISTANT DIRECTOR – ICT INFRASTRUCTURE AND SECURITY, JOB GRADE – EACC "5" (1 POST), REF: EACC/CSS/ADICT/16**

**Job Profile**

Reporting to the Deputy Director – ICT, the job holder is responsible for the management and implementation of ICT strategies and policies related to ICT infrastructure, Network and Communication systems, ICT security, ICT audits and reviews. The job holder is also responsible for disaster recovery and business continuity.

**Duties and Responsibilities**

i. Overseeing development and implementation of ICT infrastructure and security policies and operating procedures;
ii. Coordinating and leading the ICT Infrastructure and Security Division;
iii. Coordinating the development, execution and monitoring of the Division's work plans and budgets;
iv. Setting the performance indicators for the Division's team and monitoring performance;
v. Managing and optimising ICT infrastructure and security systems for the Commission;
vi. Developing, implementing, testing and monitoring the ICT disaster recovery plan (DRP) for the Commission and working with others to integrate the DRP into the Commission-wide Business Continuity Plan (BCP);
vii. Managing and ensuring optimal operation of all network hardware and ICT equipment such as Routers, Switches, Power systems, Servers, Computers, Printers, Photocopiers, Laptops, among others;
viii. Managing and ensuring effectiveness of security solutions such as firewalls, anti-virus solutions, intrusion prevention systems, among others;
ix. Providing technical and professional expertise in proposing and formulating infrastructure, security and telecommunications solutions as per the business needs;
x. Overseeing ICT infrastructure audits, security audits and Network & System's vulnerability tests;
xi. Overseeing compliance to ICT standards and practices;
xii. Providing technical expertise in other Commission programmes and activities.

**Requirements for Appointment**

For appointment as the Assistant Director – ICT Infrastructure and Security, a person must possess the following qualifications:

i. Minimum relevant work experience of twelve (12) years;
ii. Must have served in the position of Senior Officer for a minimum period of three (3)

years;

iii. Master's degree in Computer Science, Information Technology, Information Communication Technology, Information Systems, Software Engineering, Business Information Technology or equivalent qualification from a recognised institution.

iv. Bachelor's degree in Computer Science, Information Technology, Information Communication Technology, Information Systems, Software Engineering, Business Information Technology or equivalent qualification from a recognised institution;

v. Relevant Professional certification: CCNP, MCIP/MCSE, CISSP, Oracle, Microsoft SQl Server, MySQl / Maria DB Administrator, PMP, CISSM, ITIL, Prince 2 or any other relevant certification;

vi. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;

vii. Member of relevant professional body in good standing;

viii. Strategic Leadership Development Programme (SLDP) lasting not less than six (6) weeks from a recognised institution; and

ix. Knowledge of the Constitution and the Law.

**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; and
vi. Problem solving skills.

## _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)**
- **Credit Reference Bureau (CRB)**
- **Registration and good standing in relevant Professional Bodies**

Interested candidates who meet the set criteria should complete EACC Form 1 online from https://jobs.integrity.go.ke and attach copies of ID, CV, academic/ professional certificates **(certified by the issuing institution)**, clearances and testimonials.

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

**To be considered applications should be received not later than Monday, 27th September, 2021 at 5.00 pm.**

_Canvassing will lead to automatic disqualification._