



## ETHICS AND ANTI-CORRUPTION COMMISSION

### OUR MISSION

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

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## VACANCIES

### DIRECTORATE OF INVESTIGATION

#### **INVESTIGATION OFFICER II – LAWYER, JOB GRADE – EACC "8" (1 POST), REF: EACC/INV/IOIIL/1**

Reporting to the Deputy Director – Forensic Investigation, the jobholder is responsible for investigating corruption, economic crimes and unethical conduct, and tracing corruptly acquired assets, processing suspects for plea and supporting prosecution of cases in court.

#### **Duties and Responsibilities**

- i. Investigating cases of corruption and economic crimes;
- ii. Identifying and tracing corruptly acquired assets;
- iii. Advising on the laws, procedures and practices relating to the Legal field;
- iv. Assisting other investigators on issues relating to the area of the profession;
- v. Preserving assets that are subject of investigation;
- vi. Compiling and submitting investigation reports;
- vii. Supporting criminal proceedings against persons charged on economic and corruption related offences.
- viii. Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- ix. Observing the highest standards of professional and ethical conduct, and integrity in the investigation and prosecution of corruption and economic crimes cases;
- x. Complying with principles and values of: good governance, human rights, transparency, accountability, ethics, and integrity.

## **Requirements for Appointment**

For appointment as an Investigation Officer II – Lawyer, a person must possess the following qualifications:

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

**INVESTIGATION OFFICER II – DIGITAL FORENSIC ANALYST, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOIIDFA/2**

Reporting to the Assistant Director – Forensic Laboratory, the jobholder is responsible for securing and preserving digital exhibits, imaging, analysing and generating reports from digital exhibits, open source investigations, analysis of bulk data and presentations, and giving testimony in Court.

**Duties and Responsibilities**

- i. Undertaking digital forensic analysis tasks;
- ii. Unearthing fraud and corruption activities in handheld devices, information systems, databases, Enterprise Resource Planning systems, social networks, corporate websites, among other technology related tasks;
- iii. Managing the operations of the Forensic Laboratory hardware, software and equipment for examination;
- iv. Assisting investigators in digital forensic assignments and searches outside duty station in matters under investigation;
- v. Effecting backup and disaster recovery for the Forensic Laboratory;
- vi. Providing digital forensic reports and evidence on matters under investigation;
- vii. Giving expert witness testimony in a Court of Law for digital forensic evidence;
- viii. Training investigators on standards and procedures for handling digital evidence.

**Requirements for Appointment**

For appointment as an Investigation Officer II – Digital Forensic Analyst, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a reputable organisation;
- ii. Bachelor's degree in ICT, Computer Science, Computer Engineering, Electronics Engineering, Electrical Engineering, or an equivalent qualification from a recognised institution;
- iii. Advanced training in digital forensics, ICT or other relevant fields;
- iv. Certifications in digital forensics, cybersecurity, ICT, IS Audit, fraud examination or other relevant fields;
- 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 where applicable.

## DIRECTORATE OF FIELD SERVICES & COORDINATION

### **LEGAL OFFICER II, JOB GRADE – EACC “8” (6 POSTS), REF: EACC/FSC/LOII/3**

Reporting to the Regional Manager, the jobholder is responsible for the analysis of investigation files, preparation of statutory reports with appropriate recommendations for submission to the Director of Public Prosecutions.

#### **Duties and Responsibilities**

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

#### **Requirements for Appointment**

For appointment as a Legal Officer II, a person must possess the following qualifications:

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

**INVESTIGATION OFFICER II – ACCOUNTANT/AUDITOR, JOB GRADE – EACC  
"8" (2 POSTS), REF: EACC/FSC/IOIIA/4**

Reporting to the Regional Manager, the jobholder is responsible for the investigation of corruption and economic crimes, and unethical conduct, tracing corruptly acquired assets, and supporting prosecution of cases in court.

**Duties and Responsibilities**

- i. Investigating cases of corruption and economic crimes;
- ii. Identifying and tracing corruptly acquired assets;
- iii. Preserving assets that are subject of investigation;
- iv. Compiling and submitting investigation reports;
- v. Supporting civil proceedings against any person for the recovery of corruptly acquired property or benefits;
- vi. 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 as an Investigation Officer II – Accountant/Auditor, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years, two (2) of which must be in Criminal investigations;
- ii. A Bachelor's degree in any of the following disciplines: Commerce (Accounting/ Finance option), Economics, Mathematics, Statistics or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Certified Public Accountant (CPA-K), ACCA, CISA or CIA qualification;
- v. Be a member of a relevant professional body;
- vi. 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.
- vii. Certificate in computer application skills.

**INTELLIGENCE ASSISTANT II, JOB GRADE - EACC "10" (1 POST), REF: EACC/FSC/IAII/5**

Reporting to the Regional Manager, the jobholder is responsible for information collection on corruption, economic crimes, bribery and ethical breaches to inform interventions.

**Duties and Responsibilities**

- i. Gathering operational information of interest on corruption, economic crime and unethical conduct;
- ii. Facilitating collation and production of intelligence;
- iii. Managing and maintaining human sources;
- iv. Providing support to investigation teams.

**Requirements for Appointment**

For appointment as an Intelligence Assistant II, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years from a reputable organisation;
- ii. Diploma in Criminology, Communications, Law, Education, Engineering, Business Management, Governance or equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in intelligence/ investigation or its equivalent qualification from a recognised institution;
- v. Certificate in computer applications.

**OPERATIONS ASSISTANT II, JOB GRADE – EACC “10” (1 POST), REF: EACC/FSC/OAII/6**

Reporting to the Regional Manager, jobholder is responsible for investigation of corruption and economic crimes, conducting traps/stings operations and supporting prosecution of cases in court.

**Duties and Responsibilities**

- i. Assisting in carrying out sting/trap operation investigations;
- ii. Supporting prosecutions to facilitate favourable ruling in the courts;
- iii. Collecting intelligence in covert operations;
- iv. Assisting in the technical management of equipment to ensure proper utilisation of Commission’s resources;
- v. Providing back up and support investigation during arrest;
- vi. Initiating requests for data and analysis.

**Requirements for Appointment:**

For appointment as an Operations Assistant II a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years;
- ii. Diploma in Criminology, Communications, Law, Education, Engineering, Business Management, Governance or its equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer application skills.

## DIRECTORATE OF CORPORATE SUPPORT SERVICES

### **HUMAN RESOURCE OFFICER II – PAYROLL, JOB GRADE – EACC “8” (1 POST), REF: EACC/CSS/HROII/7**

Reporting to the Deputy Director – Human Resource Management, the jobholder is responsible for the implementation of human resource management policies and procedures that ensure fair, equitable and consistent administration of rewards, compensation and welfare resources to employees to facilitate optimal performance.

#### **Duties and Responsibilities**

- i. Preparing the payroll and statutory returns;
- ii. Preparing bank reconciliations and payment schedules to third parties;
- iii. Implementing staff welfare and benefits programmes;
- iv. Developing and implementing reward management systems;
- v. Ensuring compliance with statutory requirements;
- vi. Maintaining accurate payroll records;
- vii. Preparing and forwarding monthly payroll reports to the Finance and Accounts Department.

#### **Requirements for Appointment**

For appointment as a Human Resource Officer II – Payroll, a person must possess the following qualifications:

- i. Minimum relevant experience of five (5) years from a reputable organisation;
- ii. Bachelor’s degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Postgraduate Diploma in any of the following disciplines: Human Resource Management, Industrial Relations or an equivalent qualification from a recognised institution;
- v. A member of Institute of Human Resource Management of Kenya (IHRM-K) in good standing;
- vi. Certificate in computer application skills.

**Note:** CPA Part I or its equivalent will be an added advantage.



**ICT OFFICER II – SOFTWARE DEVELOPER, JOB GRADE – EACC “8” (2 POSTS), REF: EACC/CSS/ICTOII/8**

Reporting to Deputy Director – ICT, the jobholder is responsible for the research, design, development and implementation of innovative software solutions, integrating systems, analysing, modifying and debugging source-code and developing system documentation.

**Duties and Responsibilities**

- i. Develop robust, scalable, and efficient solutions ensuring high performance and optimal user experience.
- ii. Write clean, maintainable, and well-documented code following coding standards and best practices.
- iii. Collaborating with stakeholders to gather and analyse requirements, identify technical specifications and propose innovative solutions to meet objectives.
- iv. Design and implement database structures and queries to support application functionality and performance.
- v. Optimize application performance through performance profiling, code optimization, and caching techniques
- vi. Continuously monitor and improve application security, identifying and mitigating potential vulnerabilities.
- vii. Testing and evaluating new solutions that have been acquired;
- viii. Identifying areas for modification in existing systems and subsequently developing these modifications;
- ix. Create comprehensive technical documentation, including design documents, user and technical manuals, to facilitate seamless implementation and maintenance of software projects.

**Requirements for Appointment**

For appointment as an ICT Officer II – Software Developer, a person must possess the following qualifications:

- i. Minimum of five (5) years’ experience in software design, development and implementation, three (3) of which as a lead developer.
- ii. Developed at least three successful projects in PHP, Javascript, PL/SQL, Java, Golang or Python;
- iii. Bachelor’s degree in Software Engineering, Computer Science, Programming and Development, Mathematics, Electrical/ Electronic Engineering or an equivalent from a recognised institution;
- iv. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or equivalent from a recognised institution;
- v. Provide reference of at least three (3) successfully completed projects in which the applicant was the lead/ senior developer using the mentioned technologies;
- vi. Experience in digital transformation, implementing new software/ tools/ working practices within an organisation;

- vii. Knowledge and experience of using Relational Database Management Systems (Oracle, Microsoft SQLSERVER, MySQL/ MariaDB etc);
- viii. Advanced knowledge of Unix/ Linux and Windows Server operating systems.

**Note:**

The following will be an added advantage:

- i. Certification in C/ C++/ C#, PL/SQL, Oracle, Microsoft SQLSERVER, MySQL/ MariaDB from a recognised certification body;
- ii. Knowledge and experience in Laravel Framework, Tailwind CSS, Livewire. Applicant to indicate projects successfully completed using this framework if any.
- i. Front End Web programming languages HTML, CSS, CSS frameworks, client side JavaScript frameworks, like Angular, React JS, Vue.js, Svelte

**HUMAN RESOURCE ASSISTANT II – JOB GRADE - EACC "10" (1 POST), REF: EACC/CSS/HRAII/9**

Reporting to the Deputy Director – Human Resource Management, jobholder 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**

- i. Assisting in implementing human resource management policies, regulations and systems;
- ii. Assisting in managing the staff establishment;
- iii. Assisting in implementing annual training plans;
- iv. Assisting in implementation of staff welfare matters;
- v. Processing leave applications;
- vi. Ensuring the safe custody of human resource records;
- vii. Assisting in the administration of the pension scheme;
- viii. Maintaining and verifying employees' records;
- ix. Implementing the human resource information system;
- x. Supporting the recruitment process.

**Requirements for Appointment:**

For appointment as a Human Resource Assistant II a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years;
- ii. Diploma in Human Resource Management, Industrial Relations or its equivalent from recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer application skills.

**ICT ASSISTANT II – JOB GRADE - EACC "10" (1 POST), REF: EACC/CSS/ICTAII/10**

Reporting to the Deputy Director – ICT, jobholder is responsible for the installation, configuration, maintenance and support of the Commission's IT systems, hardware and network infrastructure.

**Duties and Responsibilities**

- i. Providing frontline technical support to end users, troubleshooting hardware, software and network issues promptly and effectively.
- ii. Installing and configuring new software and hardware components and performing routine maintenance tasks.
- iii. Configuring, maintaining, administration and monitoring of network infrastructure and security systems including LAN, WAN, WiFi, switches, firewalls, routers, anti-virus solutions among others.
- iv. Assist in implementing and enforcing ICT security policies, procedures and protocols to mitigate risks and protect against cybersecurity threats.
- v. Providing basic contextual and technical training to users.
- vi. Analysing and testing computer setups to ensure viability with the modern systems;
- vii. Maintaining ICT equipment and associated peripherals to ensure proper utilisation of the Commission's resources.
- viii. Maintain accurate records, documentation and reports related to ICT activities, including technical documentation, user manuals, and incident reports.

**Requirements for Appointment:**

For appointment as an ICT Assistant II a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years in ICT support, systems & hardware installation and maintenance, ICT network & security systems configuration and monitoring and end-user training;
- ii. Diploma in Information Technology, Computer Science, Business Information Technology or equivalent from a recognised institution;
- iii. Cisco Certified Network Associate (CCNA) / Security+ / Network+ Certification;
- 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 computer application skills.

**ADMINISTRATIVE SECRETARY II, JOB GRADE – EACC “10” (2 POSTS), REF: EACC/CSS/ASII/11**

Reporting to the Deputy Director – Administration, the jobholder is responsible for the provision of administrative support to ensure efficient and effective delivery of service.

**Duties and Responsibilities**

- i. Producing documents, briefing papers and reports to ensure maintenance of confidential documents in the department;
- ii. Managing the office diary including appointments, foreign and domestic travel itineraries, travel bookings and hotel reservations for the management to facilitate timely management of events;
- iii. Managing office protocol and public relations, receiving and screening incoming calls, and correspondences and acting as the link between executive offices, internal and external visitors to ensure efficient response time;
- iv. Devising and maintaining office systems that include data management and files for efficient record preservation;
- v. Following up on issues that require interdepartmental coordination for the engagement of various stakeholders to ensure effective communication is relayed;
- vi. Answering the telephone lines and direct calls and transferring them to the respective recipients for further action;
- vii. Arranging for departmental staff travel;
- viii. Maintaining up to date filing systems in the department and track file movement out of the Office to ensure accountability of the file user;
- ix. Receiving all documents for notations or signature to be actioned by the respective officers to ensure appropriate actions are carried out;
- x. Assisting in staff welfare issues in the department to ensure staff needs are addressed;
- xi. Handling the office imprest.

**Requirements for Appointment**

For appointment as an Administrative Secretary II, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years;
- ii. Diploma in Secretarial Studies or its equivalent from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer applications.

**DRIVER II, JOB GRADE – EACC “11” (1 POST), REF: EACC/CSS/DII/12**

Reporting to the Deputy Director – Administration, the jobholder is responsible for the provision of transport services to the Commission as per the transport policies and procedures in support of the Commission’s operations.

**Duties and Responsibilities**

- i. 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;
- ii. 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;
- iii. 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;
- iv. 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;
- v. Maintaining work tickets for vehicles allocated to assist the transport supervisor in the allocation of work;
- vi. Enhancing efficiency in the management of fuel costs and monitoring the performance of the drivers against set targets and quality standards;
- vii. 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 the position of Driver II, a candidate must have:

- i. Minimum relevant work experience of four (4) years in a comparable position from a reputable organisation;
- ii. Kenya Certificate of Secondary Education (K.C.S.E.) D+ or its equivalent from a recognised institution;
- iii. 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;
- iv. Passed the Suitability Test for Drivers Grade II from the Ministry of Roads and Public Works;
- v. 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;
- vi. Adequate knowledge of the Highway Code.

**SECURITY ASSISTANT III, JOB GRADE – EACC “11” (2 POSTS), REF: EACC/CSS/SAIII/13**

Reporting to the Deputy Director – Administration, the jobholder is responsible for the provision of security to the Commission’s staff and assets.

**Duties and Responsibilities**

- i. Patrolling, surveillance and controlling traffic within Commission premises;
- ii. Maintaining a security register and occurrence book of the security related issues;
- iii. Ensuring that the Commission staff and visitors have adequate security and safety;
- iv. Detecting and reporting suspected offenders;
- v. Inspecting vehicles and personnel entering and leaving Commission premises.

**Requirements for Appointment**

For appointment as a Security Assistant III, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years in a comparable position from a reputable organisation;
- ii. Diploma in Security Studies or Social Sciences
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) D+ or its equivalent from a recognised institution.

## **INTERNAL AUDIT & RISK MANAGEMENT DEPARTMENT**

### **RISK MANAGEMENT OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/IA/RMOII/14**

Reporting to the Deputy Director – Internal Audit and Risk Management, the jobholder is responsible for participating in Enterprise Risk Management (ERM) activities through development of ERM policy and day-to-day ERM activities in the Commission.

#### **Duties and Responsibilities**

- i. Implementing Enterprise Risk Management charter and procedures;
- ii. Preparing Enterprise Risk Management reports and briefs;
- iii. Providing input in the preparation of advisories on Enterprise Risk;
- iv. Implementing Commission’s Enterprise Risk Management Framework;
- v. Participating in the development of risk registers;
- vi. Participating in convening and coordinating risk champions network meetings/discussions;
- vii. Reviewing the ERM policy and suggesting areas for improvement.

#### **Requirements for Appointment**

For appointment as a Risk Management Officer II, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. Bachelor’s degree in Business Risk Management, Business Administration, Finance, Economics, Statistics, Mathematics, Law, Education, Public Administration, Project Management or equivalent qualification from a recognised university;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Certified Public Accountant (CPA-K), Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) in good standing;
- v. Risk Management Certification;
- vi. Certificate in computer application skills.



**Important Notice:**

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, 8<sup>th</sup> April, 2024 at 5.00 pm.**

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