



## **VACANCY IN THE OFFICE OF SECRETARY/CHIEF EXECUTIVE OFFICER**

The Ethics and Anti-Corruption Commission (EACC) is established under Section 3 of the Ethics and Anti-Corruption Commission Act No. 22 of 2011 pursuant to Article 79 of the Constitution of Kenya. The Mandate of the Commission is to combat and prevent corruption and economic crime in Kenya through law enforcement, preventive measures, public education and promotion of standards and best practices of integrity, ethics and anti-Corruption.

The Commission invites applications from suitably qualified persons to fill the position of **Secretary/Chief Executive Officer**.

### **1. Duties and Responsibilities**

- (i) The Chief Executive Officer;
- (ii) The accounting officer of the Commission;
- (iii) Carrying out the decisions of the Commission;
- (iv) Day-to-day administration and management of affairs of the Commission;
- (v) Supervision of employees.

In addition, the Secretary/Chief Executive Officer is expected to:

- (i) Coordinate the development and implementation of strategy for the Commission to ensure achievement of its mandate;
- (ii) Oversee prudent financial management in accordance with the Public Financial Management (PFM) Act;
- (iii) Formulate and review guidelines and regulations that enforce legislations on anti-corruption and integrity;
- (iv) Oversee capacity development in line with the Commission's strategy;
- (v) Promote collaboration/cooperation with other state organizations, agencies, regional and international bodies in the prevention and investigation of corruption;
- (vi) Coordinate preparation and submission of statutory reports as per the law;
- (vii) Undertake such other duties as may be assigned by the Commission.

### **2. Requirement for appointment**

For appointment as the Secretary/Chief Executive Officer of the Commission, a person must possess the following qualifications:

- a. Is a citizen of Kenya;
- b. Possess a post graduate degree from a university recognized in Kenya;
- c. Have at least ten years' experience at management level;
- d. Have experience in any of the following fields: ethics and governance; law; public administration; leadership; economics; social studies; audit; accounting; fraud investigation; public relations and media; religious studies or philosophy;

e. Meet the requirements of Chapter Six of the Constitution.

### 3. Terms and Conditions of Service

- i. **Duration of Contract:** The successful applicant will be appointed for a **six (6)** year non-renewable term.
- ii. **Remuneration:** The Secretary to the Commission is a State Officer and shall serve on such terms and conditions as determined by the Salaries and Remuneration Commission.

#### PLEASE NOTE:

- i. Shortlisted candidates will be published in the newspapers and on the Commission Website.
- ii. The name of the successful candidate shall be forwarded to the National Assembly for approval in accordance with the provisions of Section 16 (1) of the Ethics and Anti-Corruption Commission Act, 2011 and Section 3 of the Public Appointments (Parliamentary Approval) Act No. 33 of 2011.
- iii. Before assuming office, the Secretary shall take and subscribe to the oath of office as set out in the First Schedule of the EACC Act, 2011.

#### IMPORTANT NOTICE

In addition to the qualifications set above, shortlisted applicants will be required to obtain clearances from the following:

- i. Ethics and Anti-Corruption Commission (EACC)
- ii. Kenya Revenue Authority (KRA)
- iii. Directorate of Criminal Investigations (DCI)
- iv. Higher Education Loans Board (HELB)
- v. Credit Reference Bureau (CRB)

Interested candidates who meet the set criteria should complete **EACC Form 1** online from **<https://jobs.integrity.go.ke>** and attach copies of National Identity Card, Curriculum Vitae, academic and professional certificates, and testimonials.

All applications **MUST** be made online and will be acknowledged via an email. Only shortlisted candidates will be contacted for interview.

To be considered, all applications should be received not later than **7<sup>th</sup> October, 2024 by 5.00 p.m.**

***EACC is an equal opportunity employer committed to diversity. Canvassing of any nature will lead to automatic disqualification.***

**DAVID OGINDE, PHD  
CHAIRPERSON  
ETHICS AND ANTI- CORRUPTION COMMISSION**