



## ETHICS AND ANTI-CORRUPTION COMMISSION

### OUR MISSION

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

---

## VACANCIES

### DIRECTORATE OF LEGAL SERVICES AND ASSET RECOVERY

#### **SENIOR INVESTIGATION OFFICER – MECHANICAL ENGINEER, JOB GRADE - EACC "6" (1 POST), REF: EACC/LSAR/SIOME/1**

Reporting to the Assistant Director – Specialised Services, the jobholder is responsible for providing technical support services to investigative functions of the Commission in the field of Mechanical Engineering as well as supporting criminal prosecution and civil proceedings for recovery of illegally acquired public assets or unexplained wealth.

#### **Duties and Responsibilities**

- i. Providing technical support services to investigative functions of the Commission in the field of Mechanical Engineering, including generation of technical reports;
- ii. Liaising with external service providers/ experts in the inspection and technical audit and valuation of assets/ projects subject to investigations;
- iii. Providing professional opinions and advisories on projects/ assets under investigations in the area of Mechanical Engineering;
- iv. Supporting prosecution of criminal cases and civil recovery proceedings by tendering evidence/ expert opinion in court.

#### **Requirements for Appointment**

For appointment as a Senior Investigation Officer – Mechanical Engineer, a person must possess the following qualifications:

- i. 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;
- ii. A Bachelor's degree in Mechanical Engineering or an equivalent qualification from a recognised University;

- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or its equivalent from a recognised institution;
- iv. Registered Engineer by the Engineers Board of Kenya (EBK) and Member of the Institution of Engineers of Kenya (IEK);
- v. Certificate in computer application skills.

**ADMINISTRATION OFFICER II – ASSET/PROPERTY MANAGEMENT, JOB GRADE – EACC “8” (1 POST), REF: EACC/LSAR/AOIIAPM/2**

Reporting to the Deputy Director – Asset Tracing, the jobholder is responsible for playing a crucial role in implementing the Commission’s Policy on Management and Disposal of Seized and Confiscated Assets. In addition, the officer will be charged with overseeing, maintaining and disposal of preserved and recovered assets by and in possession of the Commission. An officer at this level will work under the guidance of a Senior Officer.

**Duties and Responsibilities**

- i. Identifying, holding and promptly registering all assets preserved and recovered by the Commission and ensuring that they are in realizable condition;
- ii. Undertaking a pre-seizure assessment of the subject asset to determine its nature and condition;
- iii. Maintaining an accurate and up-to-date inventory of all assets, fleet, and liabilities preserved and recovered by the Commission;
- iv. Ensuring that the statutory and administrative requirements with regard to planning, preservation, operation, maintenance and disposal of recovered assets are properly adhered to or as may be directed by the Court, having the requisite approvals duly and accurately recorded;
- v. Accurately and completely recording all asset transactions supported by readily accessible documentation and records, with adequately maintained audit trails;
- vi. Ensuring adequate protection of assets from theft, loss, damage and misuse;
- vii. Maintaining the Asset Register and ensuring that it is verified at the end of each financial year and a reconciliation of physical assets is carried out;
- viii. Ensuring that value for money is achieved in the life cycle of preserved and recovered assets;
- ix. Ensuring that all losses or damages to preserved and recovered assets are detected and recorded promptly, accurately and with appropriate action taken in response;
- x. Providing advice to the Commission generally relating to the management and administration of seized assets;
- xi. Undertaking research on asset management to inform policy development;
- xii. Analysing data to determine the optimum asset and liabilities levels;
- xiii. Providing support to Government Ministries, Departments, Agencies and Counties on management of preserved and recovered assets.

### **Requirements for Appointment**

For appointment as an Administration Officer II – Asset/Property Management, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years;
- ii. A Bachelor's degree in Real Estate Management, Commerce, Business Administration or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum Grade C+ or its equivalent from a recognised institution;
- iv. Postgraduate training in Asset Management;
- v. Membership to a relevant professional body;
- vi. Certificate in computer application skills.

### **PARALEGAL CLERK II, JOB GRADE – EACC "10" (3 POSTS) REF: EACC/LSAR/PLCII/3**

Reporting to the Deputy Director – Asset Recovery and Civil Litigation, the jobholder is responsible for the provision of legal/clerical support to lawyers and acting as a liaison among internal departments as well as outside agencies/institutions.

### **Duties and Responsibilities**

- i. Filing pleadings at the court registries to ensure efficient and effective representation of the Commission at the courts, hence promoting favourable ruling;
- ii. Updating legal statutes as required;
- iii. Service of the court process;
- iv. Conducting official searches at the Companies Registry, Lands Registry, Motor Vehicles Registry and Government Printers;
- v. Handling correspondence, acceptance and acknowledgement of service of the court processes on behalf of the Directorate;
- vi. Ensuring safe custody and retrieval of files within the Directorate to ensure preservation of the legal documents;
- vii. Updating the Legal Services & Asset Recovery Directorate's Court Diary to support prosecution in the courts;
- viii. Opening files, maintaining records and closing files recommended for closure;
- ix. Liaising with auctioneers for purposes of recovery of assets and cost;
- x. Typing letters and notices; drafting decrees and orders for filing and service;
- xi. Registration and collection of legal documents at the relevant registries;
- xii. Fixing hearing dates in various court registries.

### **Requirements for Appointment**

For appointment as a Paralegal Clerk II, a person must possess the following qualifications:

- i. Minimum of four (4) years' relevant work experience from a reputable organisation;
- ii. Diploma in Law;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certified Court Process Server;
- v. Certificate in computer application skills.

## DIRECTORATE OF INVESTIGATION

### **INVESTIGATION OFFICER II – ACCOUNTANT/AUDITOR, JOB GRADE – EACC “8” (2 POSTS), REF: EACC/INV/IOIIA/4**

Reporting to the Deputy Director – Forensic Investigation, 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 (KCSE) minimum Grade 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.

## DIRECTORATE OF CORPORATE SUPPORT SERVICES

### **ICT OFFICER II – SOFTWARE DEVELOPER, JOB GRADE – EACC “8” (2 POSTS), REF: EACC/CSS/ICTOII/5**

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. Developing robust, scalable, and efficient solutions ensuring high performance and optimal user experience;
- ii. Writing clean, maintainable, and well-documented code following coding standards and best practices;
- iii. Collaborating with stakeholders to gather and analysing requirements, identify technical specifications and propose innovative solutions to meet objectives;
- iv. Designing and implementing database structures and queries to support application functionality and performance;
- v. Optimizing application performance through performance profiling, code optimization, and caching techniques;
- vi. Continuously monitoring and improving 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. Creating 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 (3) successful projects in PHP, Javascript, Golang, Rust 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

- (Postgres, Oracle, Microsoft SQLSERVER, MySQL/ MariaDB etc.);
- viii. Advanced knowledge of Unix/ Linux and Windows Server operating systems.
  - ix. Experience with Git and agile development methods

**Note:**

The following will be an added advantage:

- i. Certification in C/ C++/ C#, PL/SQL, Oracle, Microsoft SQLSERVER, MySQL/ MariaDB, Postgres from a recognised certification body;
- ii. Knowledge and experience in PHP Frameworks. Applicant to indicate projects successfully completed using this framework if any;
- iii. Front End Web programming languages HTML, CSS, CSS frameworks, client-side JavaScript frameworks, like Angular, React JS, Vue.js, Svelte
- iv. Knowledge and experience in using design tools such as Figma, Adobe Photoshop, Illustrator

**ADMINISTRATIVE SECRETARY II, JOB GRADE – EACC “10” (2 POSTS), REF: EACC/CSS/ASII/6**

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 (KCSE) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer applications.

### **OFFICE ASSISTANT III, JOB GRADE – EACC “12” (2 POSTS), REF: EACC/CSS/OAIII/7**

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

### **Duties and Responsibilities**

- i. Cleaning the office for ensure clean and conducive environment for the staff;
- ii. Dispatching both internal and external mails for action by the respective departments;
- iii. Moving office equipment as requested to facilitate proper management of the office layout;
- iv. Opening and closing of Commission offices for security reasons;
- v. Photocopying and marking assigned files;
- vi. Filing assigned documents for storage;
- vii. Assisting in minor repair of broken furniture & equipment;
- viii. Receiving & guiding visitors/ clients in enhancement of the corporate image;
- ix. Offloading Commission’s materials at the Headquarters and Regional Offices;
- x. Preparing and serving tea;
- xi. Shopping for kitchen supplies as required.

### **Requirements for Appointment**

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

- i. Minimum working experience of three (3) years;
- ii. Kenya Certificate of Secondary Education (KCSE) mean grade D plain or its equivalent from a recognised institution.

**Note:** Certificate in computer application skills will be an added advantage.



## DIRECTORATE OF FINANCE & PLANNING

### **ACCOUNTS ASSISTANT I, JOB GRADE – EACC “9” (2 POSTS), REF: EACC/F&P/AAI/8**

Reporting to the Deputy Director – Finance and Accounts, the job holder is responsible for the facilitation of transactions and to balance the cash book, to capture data in the IFMIS System and maintenance of imprest register and to ensure that expenditures are captured, recorded for in line with the laid down rules and regulations.

#### **Duties and Responsibilities**

- i. Maintaining petty cash to ensure proper utilisation of funds;
- ii. Verifying and examining vouchers in accordance with laid down rules and regulations;
- iii. Assisting in primary data entry and routine accounting work;
- iv. Ensuring proper maintenance of efficient filing systems;
- v. Safekeeping of invoices, miscellaneous receipts, imprest warrant books, cash books and other accountable documents;
- vi. Processing and payment of imprest warrants, expenditure claims and processing of imprest surrender;
- vii. Carrying out bank reconciliation;
- viii. Assisting in generating procurement plans and budgets;
- ix. Posting and daily balancing of the cash book;
- x. Assisting in maintenance of fixed asset register;
- xi. Ensuring availability of cash float in the office;
- xii. Carrying out banking transactions;
- xiii. Receipting transactions.

#### **Requirements for Appointment**

For appointment as an Accounts Assistant I, a person must possess the following qualifications:

- i. Minimum relevant work experience of seven (7) years;
- ii. Certified Public Accountant of Kenya (CPA-K) or an equivalent qualification;
- iii. A member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- iv. Kenya Certificate of Secondary Education (KCSE) minimum mean grade of C+ or its equivalent from a recognised institution;
- v. Hands-on experience in Accounting Software (ERP). Experience in using IFMIS will be an added advantage;
- vi. Knowledge of International Public Sector Accounting Standards (IPSAS);
- vii. Certificate in computer application skills.

## INTERNAL AUDIT & RISK MANAGEMENT DEPARTMENT

### **RISK MANAGEMENT OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/IA/RMOII/9**

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 (KCSE) 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.

## DIRECTORATE OF PREVENTIVE SERVICES

### **INFORMATION ASSISTANT II, JOB GRADE – EACC “10” (1 POST) REF: EACC/PS/IAII/10**

Reporting to the Deputy Director – Transformation and Resource Centre, the jobholder is responsible for supporting the Commission’s transformation programmes and the day-to-day running of the Resource Centre.

#### **Duties and Responsibilities**

- i. Receiving, stamping and recording of incoming information/materials- books, documents, publications;
- ii. Shelving, charging and discharging of reference materials;
- iii. Preparing of filing pockets;
- iv. Spiral labelling;
- v. Book jackets and press cuttings;
- vi. Cataloguing and indexing of materials;
- vii. Scanning and abstracting materials.

#### **Requirements for Appointment**

For appointment as an Information 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 Library Studies, Information Sciences or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum mean grade of C or its equivalent from a recognised institution;
- iv. Certificate in computer application skills.

## SUPPLY CHAIN MANAGEMENT DEPARTMENT

### **SUPPLY CHAIN MANAGEMENT ASSISTANT II, JOB GRADE – EACC “10” (2 POSTS), REF: EACC/SCM/SCMAII/11**

Reporting to Deputy Director – Supply Chain Management, the jobholder is responsible for the preparation of LPOs, management of supplier contracts and inspection of goods in accordance with the Department’s standards and in compliance with the relevant legislations.

#### **Duties and Responsibilities**

- i. Preparing LPOs and LSOs for approval by management to ensure timely payment of goods and services;
- ii. Managing contracts with suppliers and ensuring they are up to date and filed properly to assist in the fast retrieval of information;
- iii. Managing inventory and stores to assist in making timely requisition orders for the Commission;
- iv. Receiving receipts of goods for goods and services delivered for proof of payment and documentation by the accounts department;
- v. Inspecting goods delivered and ensuring they are up to standard as requested;
- vi. Compiling user department specification to ensure correct goods are delivered to the Commission
- vii. Distributing quotation requests to source for suppliers providing value for money in the delivery of quality goods and services to the Commission Open and maintenance of procuring activity files;
- viii. Assisting in the preparation of requests of quotations and bid documents;
- ix. Overseeing dispatch of request for quotation documents to intended bidders and maintenance of the registers;
- x. Issuance of request for quotation to bidders;
- xi. Maintaining bulk bid tender registers and quotation dispatch register to ensure storage of accurate information of quotations and tenders;
- xii. Undertaking quotation analysis to ensure value for money to the Commission;
- xiii. Contract management and ensuring that goods and services provided on a timely manner as indicated in the contract;
- xiv. Preparing reminder letters to suppliers in case of delays in line with the terms of agreement of the contract;
- xv. Tracking implementation of LPOs and LSOs and reporting of delays and any anomalies, to ensure the timely delivery of goods and services;
- xvi. Compiling information for the preparation of mandatory reports for presentation to management to assist in making informed decision.

### **Requirements for Appointment**

For appointment as a Supply Chain Management Assistant II, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years;
- ii. Diploma in Supply Chain Management or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (KCSE) minimum mean grade of C or its equivalent from a recognised institution;
- iv. 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 3<sup>rd</sup> June, 2025 at 5.00 pm.**

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