



## 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 PREVENTIVE SERVICES

#### **SENIOR PREVENTION OFFICER – CIVIL ENGINEER, JOB GRADE - EACC "6"** **(1 POST), REF: EACC/PS/SPOCE/1**

Reporting to the Deputy Director – Corruption Prevention, the job holder is responsible for implementing programme activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act CAP7H.

#### **Duties and Responsibilities**

- i. Developing proposals for various activities to be implemented by the department;
- ii. Leading teams in undertaking examination of Systems, Policies, Procedures and Practices of various public sector institutions and making appropriate recommendations;
- iii. Leading teams while undertaking Corruption Risk Assessments (CRA) and developing corruption prevention mitigation plans;
- iv. Leading teams while carrying out follow-ups of examined institutions to assess the implementation of recommendations made in the examination and CRA reports;
- v. Reviewing and analysing reports on anti-corruption and providing feedback to Ministries, Departments and Agencies (MDAs) under the Performance Contract arrangements with the Government of Kenya;
- vi. Providing corruption prevention advisories and consultancy services to both public and private sector institutions;
- vii. Developing guidelines to promote standards and best practices of work and integrity in public institutions;

- viii. Building capacity of advised, examined and assessed institutions to implement recommendations provided by the Commission;
- ix. Leading teams in ensuring that agreed corruption indicators are properly captured in the performance contract for MDAs;
- x. Analysing, evaluating and recommending the anti-corruption indicator under the public sector performance contracting framework;
- xi. Advising on the management of departmental operational records to ensure security and accessibility.

### **Requirements for Appointment**

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

- i. Minimum ten (10) years post-graduation, relevant work experience in the field of civil engineering, with minimum two (2) years post-registration with the relevant professional body;
- ii. A Bachelor's degree in Civil Engineering or an equivalent qualification from a recognised University;
- iii. Registered Engineer by the Engineers Board of Kenya (EBK) and Member of the Institution of Engineers of Kenya (IEK);
- iv. A senior management course lasting not less than four (4) weeks;
- v. Demonstrable skills in computer application.

**PREVENTION OFFICER II – PROCUREMENT SPECIALIST, JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/POPS/2**

Reporting to the Deputy Director – Corruption Prevention, the job holder is responsible for implementing programme activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act CAP7H.

**Duties and Responsibilities**

- i. Reviewing the systems, policies, procedures and practices related to procurement functions in public and private sector institutions;
- ii. Providing advisories on prevention of corruption targeting procurement processes;
- iii. Developing corruption prevention guidelines and best practices in public procurement processes;
- iv. Mainstreaming standards and best practices in integrity and anti-corruption in procurement;
- v. Reviewing, analysing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- vi. Developing Corruption Prevention Guidelines on functions related to procurement and other areas for use in both public and private sector institutions to promote sector integrity;
- vii. Monitoring implementation of corruption prevention interventions in various organisations.

**Requirements for Appointment**

For appointment as a Prevention Officer II – Procurement Specialist, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Supply Chain Management or an equivalent qualification from a recognised institution;
- iii. Be a Registered Member of the Kenya Institute of Supplies Management (KISM) in good standing;
- iv. Demonstrable skills in computer application.

**PREVENTION OFFICER II – LEGAL, JOB GRADE – EACC "8" (1 POST), REF: EACC/PS/POLS/3**

Reporting to the Deputy Director – Corruption Prevention, the job holder is responsible for implementing programme activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act CAP7H.

**Duties and Responsibilities**

- i. Reviewing the systems, policies, procedures and practices related to legal functions in public and private sector institutions;
- ii. Providing advisories on prevention of corruption targeting legal processes;
- iii. Developing corruption prevention guidelines and best practices in legal processes;
- iv. Mainstreaming standards and best practices in integrity and anti-corruption in law;
- v. Reviewing, analysing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- vi. Developing Corruption Prevention Guidelines on functions related to law and other areas for use in both public and private sector institutions to promote sector integrity;
- vii. Monitoring implementation of corruption prevention interventions in various organisations.

**Requirements for Appointment**

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

- i. Minimum post-admission experience of five (5) years;
- ii. Bachelor of Laws from a recognised institution;
- iii. Post Graduate Diploma in Law from the Kenya School of Law;
- iv. Advocate of the High Court of Kenya with a current practicing certificate unless exempted;
- v. A member of the Law Society of Kenya (LSK) in good standing;
- vi. Demonstrable skills in computer application.

**PREVENTION OFFICER II – ACCOUNTANT, JOB GRADE – EACC “8” (1 POST),  
REF: EACC/PS/POA/4**

Reporting to the Deputy Director – Corruption Prevention, the job holder is responsible for implementing programme activities aimed at the prevention of corruption and economic crimes as stipulated in the Ethics and Anti-Corruption Commission Act CAP7H.

**Duties and Responsibilities**

- i. Reviewing the systems, policies, procedures and practices related to accounting functions in public and private sector institutions;
- ii. Providing advisories on prevention of corruption targeting accounting processes;
- iii. Developing corruption prevention guidelines and best practices in accounting processes;
- iv. Mainstreaming standards and best practices in integrity and anti-corruption in accounting;
- v. Reviewing, analysing and providing feedback on the anti-corruption indicator under the public service Performance Contracting framework;
- vi. Developing Corruption Prevention Guidelines on functions related to accounting and other areas for use in both public and private sector institutions to promote sector integrity;
- vii. Monitoring implementation of corruption prevention interventions in various organisations.

**Requirements for Appointment**

For appointment as a Prevention Officer II – Accountant, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. Bachelor of Commerce, Accounting, Finance, Business Management, or any other equivalent qualifications from a recognised university;
- iii. Certified Public Accountant of Kenya (CPA-K) or an equivalent professional qualification;
- iv. A member of the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- v. Demonstrable skills in computer application.

**PREVENTION OFFICER II – MONITORING AND EVALUATION SPECIALIST,  
JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/POME/5**

Reporting to the Deputy Director – Corruption Prevention, the job holder is responsible for tracking and monitoring the implementation of the Department’s programmes to in order to improve their quality and demonstrate their impact.

**Duties and Responsibilities**

- i. Designing and maintaining robust monitoring frameworks;
- ii. Developing and managing monitoring and evaluation (M&E) plans, indicator tracking tables and data collection tools for programmes;
- iii. Establishing and managing programme databases and information management systems;
- iv. Maintaining a tracking register for programme implementation activities;
- v. Conducting regular follow-ups with departmental staff to assess progress of implementation of recommendations;
- vi. Analysing programme data to track progress against indicators and targets;
- vii. Documenting and sharing good practices across programmes with stakeholders;
- viii. Developing and maintaining a knowledge repository for programmes;
- ix. Preparing M&E reports.

**Requirements for Appointment**

For appointment as a Prevention Officer II – M&E Specialist, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Statistics, Social Sciences, Development Studies, Public Policy, Economics or an equivalent qualification from a recognised institution;
- iii. Membership to a relevant professional body in good standing where applicable;
- iv. Demonstrable skills in computer application.

**RESEARCH OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/RO/6**

Reporting to the Deputy Director – Research and Policy, the job holder is responsible for the implementation of research and policy analysis programmes, publication and dissemination of research and policy reports, and monitoring and evaluation of Commission Programmes.

**Duties and Responsibilities**

- i. Designing and administering data collection instruments on research and policy issues;
- ii. Preparing proposals for research programmes;
- iii. Undertaking research programmes;
- iv. Carrying out policy analysis on integrity and anti-corruption;
- v. Preparing research and policy analysis reports;
- vi. Assisting in the development of Monitoring and Evaluation system for the Commission;
- vii. Undertaking monitoring and evaluation of Commission Programmes;
- viii. Preparing reports on monitoring and evaluation of Commission Programmes;
- ix. Writing research and policy analysis reports.

**Requirements for Appointment**

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

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. Bachelor degree in Economics, Mathematics, Governance, Public Administration, Sociology, Demography, Statistics or an equivalent qualification from a recognised institution;
- iii. Demonstrable skills in computer application.

**EDUCATION OFFICER II – DIGITAL MEDIA, JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/EODM/7**

Reporting to the Deputy Director – Education and Public Awareness, the job holder is responsible for conceptualising, producing and distributing compelling digital content that advances the Commission’s mandate of raising public awareness on ethics, good governance and anti-corruption.

**Duties and Responsibilities**

- i. Implementing a digital content strategy aligned with the Department’s objectives;
- ii. Producing digital content embedding anti-corruption, ethics and integrity messaging;
- iii. Ensuring visual consistency and brand compliance across all digital assets;
- iv. Developing scripts and storyboards for multimedia productions, including e-learning modules and awareness campaign videos;
- v. Analysing digital content performance of departmental activities and preparing periodic reports;
- vi. Maintaining a digital content calendar and ensure timely publication of materials in support of departmental activities;
- vii. Preparing periodic activity and programme reports.

**Requirements for Appointment**

For appointment as an Education Officer II – Digital Media, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Communications, Media Studies, Journalism, Digital Media or an equivalent qualification from a recognised institution;
- iii. Membership to a relevant professional body in good standing where applicable;
- iv. Video creating and editing skills;
- v. Demonstrable skills in computer application.

**Note:** Relevant professional postgraduate qualification will be an added advantage.

**EDUCATION OFFICER II – COMMUNICATIONS, JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/EOC/8**

Reporting to the Deputy Director – Education and Public Awareness, the job holder is responsible for designing, facilitating and evaluating outreach, training and stakeholder engagement programmes that promote ethics, integrity and anti-corruption values.

**Duties and Responsibilities**

- i. Designing, developing and implementing community-facing anti-corruption, ethics and integrity education programmes targeting diverse audiences;
- ii. Planning, budgeting and facilitating public outreach events, forums, workshops and civic education campaigns;
- iii. Developing and maintaining liaison networks with educational institutions, community organisations, civil society bodies and government agencies to advance the Commission’s awareness agenda;
- iv. Planning and conducting training programmes for education stakeholders, public officers and state officers in line with performance contracting requirements;
- v. Facilitating governance and integrity training at the national, county and community;
- vi. Monitoring and evaluating the impact of community engagement activities and compiling lessons learnt for programme improvement;
- vii. Preparing periodic activity and programme reports.

**Requirements for Appointment**

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

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Arts, Communications, Social Sciences, Education, Community Development or an equivalent qualification from a recognised institution;
- iii. Membership to a relevant professional body in good standing;
- iv. Demonstrable skills in computer application.

**Note:** Relevant professional postgraduate qualification will be an added advantage.

**EDUCATION OFFICER II – PRODUCTION, JOB GRADE – EACC “8” (1 POST),  
REF: EACC/PS/EOP/9**

Reporting to the Deputy Director – Education and Public Awareness, the job holder is responsible for the creative design and production of the Commission’s Information, Education and Communication (IEC) materials.

**Duties and Responsibilities**

- i. Leading the creative design and production of the Commission’s IEC materials;
- ii. Incorporating anti-corruption, ethics and integrity messages into artistic illustrations, infographics and typographic layouts;
- iii. Ensuring visual consistency and brand compliance across all print productions;
- iv. Liaising with graphic designers, illustrators, editors and printers to ensure that IEC materials meet the highest quality standards and production specifications;
- v. Reviewing and quality-assuring IEC materials in consultation with supervisors to ensure their effectiveness as public education tools;
- vi. Managing the production workflow for design projects;
- vii. Developing designs using industry-standard graphic design software;
- viii. Advising on design innovation and emerging production technologies to continuously improve the quality and reach of the Commission’s visual communications;
- ix. Maintaining an organised archive of design assets, templates, fonts and brand resources for departmental use;
- x. Preparing periodic activity and programme reports.

**Requirements for Appointment**

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

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Graphic Design, Visual Communication, Fine Arts, Media Production or an equivalent qualification from a recognised institution;
- iii. Membership to a relevant professional body in good standing;
- iv. Demonstrable skills in computer application.

**Note:** Relevant professional postgraduate qualification will be an added advantage.

## **DIRECTORATE OF LEGAL SERVICES & ASSET RECOVERY**

### **PARALEGAL CLERK II, JOB GRADE – EACC “10” (2 POSTS) REF: EACC/LSAR/PLCII/10**

Reporting to the respective Deputy Director, the job holder 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 recognised organisation;
- ii. Diploma in Law;
- iii. Certified Court Process Server;
- iv. Demonstrable skills in computer application.

## DIRECTORATE OF FINANCE & PLANNING

### **ACCOUNTS ASSISTANT I, JOB GRADE – EACC “9” (3 POSTS), REF: EACC/FP/AAI/11**

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. Hands-on experience in Accounting Software (ERP). Experience in using IFMIS will be an added advantage;
- v. Knowledge of International Public Sector Accounting Standards (IPSAS);
- vi. Demonstrable skills in computer application.

## DIRECTORATE OF CORPORATE SUPPORT SERVICES

### **SENIOR SECURITY OFFICER, JOB GRADE – EACC “6” (1 POST), REF: EACC/CSS/SSO/12**

Reporting to the Deputy Director – Administration, the job holder is responsible for managing Corporate Security functions through prevention, deterrence, delay and detection of security breaches against Commission employees, facilities and reputation.

#### **Duties and Responsibilities**

- i. Developing security and safety policies, procedures and programmes to ensure safety of the staff and the Commission’s assets;
- ii. Advising the Management on all matters related to Security;
- iii. Formulating and implementing comprehensive Security Policy and Security Guidelines, procedures and programmes for the Security and Safety Division;
- iv. Liaising with other Government Departments/ Agencies on matters related to Security;
- v. Participating in the development of security budget;
- vi. Coordinating detection and prevention of pilferage and general crime within the Commission.

#### **Requirements for Appointment**

For appointment as a Senior Security Officer, a person must possess the following qualifications:

- i. Minimum relevant work experience of ten (10) years, seven (7) of which should have been in security operations;
- ii. Bachelor’s degree in Social Sciences, Criminology or Sociology or an equivalent qualification from a recognised institution;
- iii. A senior management course lasting not less than four (4) weeks;
- iv. Demonstrable skills in computer application.

**Note:** Diploma in Security Management or a professional certification in security operations will be an added advantage.

**HUMAN RESOURCE OFFICER II – PAYROLL, JOB GRADE – EACC “8” (1 POST), REF: EACC/CSS/HROP/13**

Reporting to the Deputy Director – Human Resource Management, the job holder 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 of five (5) years’ experience in payroll management from a recognised organisation;
- ii. Bachelor’s degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or equivalent qualification from a recognised institution;
- iii. Higher National Diploma in Human Resource Management or an equivalent qualification from a recognised institution;
- iv. A Certified Human Resource Professional (CHRP);
- v. A member of the Institute of Human Resource Management (IHRM) in good standing;
- vi. Demonstrable skills in computer application.

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

**HUMAN RESOURCE OFFICER II, JOB GRADE - EACC "8" (2 POSTS) REF: EACC/CSS/HROII/14**

Reporting to the Deputy Director – Human Resource Management, the job holder is responsible for implementing human resource management policies and procedures that ensure the Commission engages the right employees, develops the right skills mix and meaningfully engages employees to support implementation of departmental strategy.

**Duties and Responsibilities**

- i. Implementing human resource management policies, regulations, procedures and systems;
- ii. Managing the staff establishment;
- iii. Supporting the recruitment processes;
- iv. Implementing the annual training and development plan;
- v. Supporting in implementation of staff welfare matters;
- vi. Payroll processing;
- vii. Filing of statutory returns;
- viii. Processing of leave;
- ix. Assisting in handling of disciplinary matters.

**Requirements for Appointment**

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

- i. Minimum relevant experience of five (5) years from a recognised organisation;
- ii. Bachelor's degree in Human Resource Management, Business Administration, Public Administration, Social Sciences or an equivalent qualification from a recognised institution;
- iii. Higher National Diploma in Human Resource Management;
- iv. A Certified Human Resource Professional (CHRP);
- v. A member of the Institute of Human Resource Management (IHRM) in good standing;
- vi. Demonstrable skills in computer application.

**ADMINISTRATIVE SECRETARY II, JOB GRADE – EACC “10” (1 POST), REF: EACC/CSS/ASII/15**

Reporting to the Deputy Director – Administration, the job holder 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 an equivalent qualification from a recognised institution;
- iii. Demonstrable skills in computer application.

**BUILDING AND MAINTENANCE ASSISTANT II, JOB GRADE - EACC "10" (1 POST), REF: EACC/CSS/BMA/16**

Reporting to the Deputy Director – Administration, the job holder is responsible for the general inspection of buildings and electro-mechanical installations; preventive maintenance of buildings, furniture and equipment; and electro-mechanical installations such as generators, pumps, plumbing and drainage works, and air conditioning systems.

**Duties and Responsibilities**

Assisting the Building Maintenance Officer in:

- i. Implementation of civil works;
- ii. Carrying out inspection of premises and grounds for defects;
- iii. Preparing and implementing building maintenance plans;
- iv. Maintaining and repairing Commission's assets;
- v. Developing specification and undertaking market surveys for requisite materials for use in minor repairs and maintenance of facilities and/ or furniture and equipment;
- vi. Supervising outsourced repairs and maintenance of building works;
- vii. Preparing regular reports on services rendered to the Commission;
- viii. Conducting routine inspections of premises and equipment;
- ix. Diagnosing mechanical issues and correcting them;
- x. Routine checking of control panels of electro-mechanical installations and rectifying any noted faults.

**Requirements for Appointment**

For appointment as a Building & Maintenance Assistant II, a person must possess the following qualifications:

- i. Minimum relevant working experience of four (4) years from a recognised organisation;
- ii. Diploma in Building Construction Technology or an equivalent qualification from a recognised institution;
- iii. Construction Technician Part III or equivalent qualification from a recognised institution;
- iv. Trade craft skills.

**DRIVER II, JOB GRADE – EACC “11” (6 POSTS), REF: EACC/CSS/DII/17**

Reporting to the Deputy Director – Administration, the job holder 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 person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years in a comparable position from a recognised organisation;
- ii. Kenya Certificate of Secondary Education (KCSE) 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.

**OFFICE ASSISTANT III, JOB GRADE – EACC “12” (6 POSTS), REF: EACC/CSS/OAIII/18**

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

## DIRECTORATE OF FIELD SERVICES & COORDINATION

### **PROGRAMME OFFICER II – MONITORING AND EVALUATION SPECIALIST, JOB GRADE – EACC “8” (1 POST), REF: EACC/DFS/POME/19**

Reporting to the Deputy Director – Kenya Leadership & Integrity Forum (KLIF) Secretariat, the job holder is responsible for tracking and monitoring implementation of programmes for KLIF to ensure accountability, continuous learning, effective reporting and impact.

#### **Duties and Responsibilities**

- i. Designing and maintaining robust monitoring frameworks;
- ii. Developing and implementing monitoring and evaluation (M&E) plans, indicator tracking and data collection tools for programmes;
- iii. Establishing and managing programme databases and information management systems;
- iv. Collecting, compiling and analysing data to track performance against targets and indicators;
- v. Coordinating data collection for baseline surveys, assessments and evaluations;
- vi. Conducting data quality checks to ensure accuracy, completeness and consistency;
- vii. Maintaining a tracking register for programme implementation;
- viii. Conducting regular follow-ups to assess progress of implementation of programmes;
- ix. Documenting and sharing good practices with stakeholders;
- x. Developing and maintaining a knowledge repository for programmes;
- xi. Preparing Monitoring and Evaluation reports.
- xii. Performing any other related duties as assigned.

#### **Requirements for Appointment**

For appointment as a Programme Officer II – M&E Specialist, a person must possess the following qualifications:

- i. Minimum relevant work experience of five (5) years from a recognised organisation;
- ii. A Bachelor’s degree in Statistics, Social Sciences, Development Studies, Public Policy, Economics or a related field from a recognised institution;
- iii. Membership to a relevant professional body in good standing;
- iv. Demonstrable skills in computer application.

**Note:** Knowledge of data collection and analysis tools will be an added advantage.

**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 Tuesday, 23<sup>rd</sup> June, 2026 at 5.00 pm.**

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