



INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

FILLING OF VACANCIES IN THE COMMISSION- DETAILED JOB DESCRIPTION AND REQUIREMENTS

1) MANAGER, ICT SECURITY AND BUSINESS CONTINUITY

JOB TITLE	Manager, ICT Security and Business Continuity (1 Post)
SCALE	4
LOCATION	IEBC Headquarters
DIRECTORATE	Directorate of Information and Communication Technology (ICT)
TERMS OF SERVICE	Permanent and Pensionable

The role oversees the Information systems security function in the Commission in order to safeguard information and the infrastructure assets of the Commission by developing and Implementing ICT security strategies and policies, advising the Commission and management on the ICT security issues as well as carrying out security training and awareness, performing ICT security risk assessment and reviews, handling security incidents and collaborating and integrating with partners to leverage on the best ICT security services available in the market.

The role manages and coordinates the Commission’s Business continuity management program by developing strategies, emergency response and crisis management plans in order to ensure effective responses that safeguard the interests of key stakeholders, reputation, brand and value creating activities.

DUTIES AND RESPONSIBILITIES

- a) Develop and implement information systems security strategies, policies standards and procedures;
- b) Review, maintain and strengthen the organization’s information system assets risk management framework and programme, incorporating infrastructure and process risk ownership, assessment and mitigation;
- c) Proactively monitor security activity through continuous research and recommend suitable solutions to strengthen security measures and safeguard company systems and information assets;
- d) Establish and maintain computer incident capability, and provide appropriate systems specialist support to investigations, forensics and recovery;

- e) Establish the processes to ensure there is a high degree of integration with the other assurance functions;
- f) Develop a Risk and business impact analysis process and iteratively implement it on all information systems in alignment with the Commissions requirements;
- g) Develop, document and maintain an effective systems continuity plans by regularly coordinating mock runs and improving the backup and restore processes and procedures;
- h) Gain understanding and acceptance from system users throughout the Commission of the continuity plans and their roles/responsibilities within it;
- i) Establish and maintain systems disaster recovery sites and plans, manage the vendors partnering in the business continuity (BCM) plans where appropriate and ensure their compliance to contracts/Service Level Agreements;
- j) Managing and coordinating with the respective Directorates in order to develop and implement the business continuity management (BCM) programme;
- k) Overseeing the development the BCM strategy and BCP plans, liaising with the respective Directorates in order to ensure that the BCPs are tested and reviewed;
- l) Provide expert, timely, and relevant advice to management and the entire organization well as training and awareness on systems security issues and activities in the Commission as well as on the best business continuity practices.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a degree in Information Communication Technology, or related field from a recognized institution;
- b) A Master's Degree in Information Communication Technology or a related field from a recognized institution;
- c) Must have a minimum of ten (10) years' experience in ICT, three (3) of which must be at management level; and at least mandatory eight (8) years working experience as a systems administrator in: Networks, Database, Application Systems Administration and Security Management;
- d) Must have professional qualification(s) in Business Continuity, Planning Information and Security Management.- CISA/CISM/CGEIT;
- e) Must have IT Service Management Certification;
- f) Should have Project Management skills;
- g) Should have basic Skills on Business Management and Strategic Management.
- h) Must have good interpersonal and communication skills;
- i) Must be a team player and possess good management and leadership skills;
- j) Must be a person of undoubted integrity

2) MANAGER, COMMUNICATIONS AND PUBLIC AFFAIRS

JOB TITLE	Manager, Communications and Public Affairs (1 Post)
SCALE	4
LOCATION	IEBC Headquarters
DIRECTORATE	Directorate of Voter Education, Partnership and Communication
TERMS OF SERVICE	Permanent and Pensionable

Reporting to the Director of Voter Education, Partnership and Communication, the Manager, Communications and Public Affairs shall be responsible for developing communication strategies and policies and responding to public enquiries.

DUTIES AND RESPONSIBILITIES

- a) Review and initiate Development and Implementation of Public Communications policies, strategies, work-plans and budgets; and design appropriate programmes and infrastructure to facilitate its implementation;
- b) Initiate and coordinate research and surveys on various media issues and develop appropriate interventions including standards and regulations to manage the function;
- c) In liaison with ICT directorate develop effective, reliable and secure external communications system to ensure timely information and public/stakeholder satisfaction and improvement of the Commission's brand and image;
- d) Planning and/or directing the development of programs for maintenance of favorable public image and the Commission's agenda and accomplishments;
- e) Develop and manage a robust and interactive website, social media and digital platforms;
- f) Coordinate and organize fora where the Commission's policies, programmes and projects can be propagated and promoted - oversee content generation for corporate speeches, media and all communication platforms; and serve as the media liaison for the Commission and facilitate effective media coverage of its activities;
- g) Liaise with the relevant directorates and departments to establish efficient media and public response mechanisms, hotlines and interactive social media in line with the Commissions website and social media strategy
- h) Coordinate and prepare media supplements, documentaries, press release/media features and provide periodic reports as may be required; and
- i) Co-ordinate establishment and management of Commission's media and information desks at head office and regional levels.
- j) Supervising, guiding, mentoring, coaching, training and development of communications personnel in the department

REQUIREMENTS FOR APPOINTMENT

- a) Must have a degree in Communications, Public Relations or equivalent form from a recognized institution;
- b) A Master's Degree in Communications or equivalent form a recognized institution;
- c) Must have a minimum of ten (10) years' communications experience, three (3) of which must be at management level;
- d) Must be a member of a registered professional body with valid membership certificate;
- e) Must have experience in stakeholder/public relations or engagement;
- f) Must have experience in editorial and excellent script and speech writing skills;
- g) Must have adequate knowledge of Kenya's media;
- h) Must have good interpersonal and communication skills;
- i) Must be a team player and possess good management and leadership skills;
- j) Must be computer literate and possess good analytical skills;
- k) Must be a person of undoubted integrity.

3) MANAGER, SUPPLY CHAIN MANAGEMENT

JOB TITLE	Manager, Supply Chain Management (1 Post)
SCALE	4
LOCATION	Headquarters - Nairobi
DIRECTORATE	Directorate of Supply Chain Management
TERMS OF SERVICE	Permanent & Pensionable

Reporting to the Director Supply Chain Manage, the Procurement Manager will be responsible for ensuring timely procurement of goods, services and works; developing and implementing policies, and administrative systems in line with budgetary allocations in the Commission.

DUTIES AND RESPONSIBILITIES

- a) Initiate development of procurement policies and procedures manuals and systems;
- b) Coordinate development of procurement plans in liaison with Users
- c) Coordinate procurement of goods, works and services in the Commission;
- d) Oversee preparation of tender documents for procurement of goods, works and services;
- e) Preparation of contract documents in liaison with Users and Legal Directorate;
- f) Preparation and monitoring of payments to suppliers.
- g) Preparation periodic procurement reports;
- h) Coordinate development and maintenance of an asset register for the Commission;
- i) Coordinate disposal of stores in accordance with existing regulations;
- j) Enforcing of Public Procurement and Assets Disposal Act, 2015, regulations and guidelines;
- k) Coordinate planning and development of work-plans and budgets for department; and
- l) Supervising, guiding, counselling, mentoring, training and development of staff working in the department.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a minimum of Bachelor's degree in Procurement or Supply Chain Management or equivalent form a recognized institution;
- b) A Master's degree in Procurement; Supply Chain Management or equivalent form from a recognized institution;
- c) A postgraduate diploma in Procurement or Supply Chain Management from a recognized institution/Professional body;
- d) Must be a member of a recognized professional procurement body with valid Practicing License from KISM;
- e) Must have a minimum working experience of ten (10) years, three (3) of which must be at management level;
- f) Must be conversant with the provisions of the Public Procurement & Asset Disposal Act 2015 and the related Regulations;
- g) Must have good interpersonal and communication skills;
- h) Must be a team player and possess good management and leadership skills;
- i) Must be computer literate and possess good analytical skills;
- j) Must be a person of undoubted integrity.

4) CONSTITUENCY ELECTION COORDINATOR

JOB TITLE	Constituency Election Coordinator (31 Posts)
SCALE	5
LOCATION (CONSTITUENCY)	Baringo North, Yatta, Kirinyaga Central, Kacheliba, Wundanyi Ugunja, Mvita, Isiolo North, Pokot South, Suna East, Saboti, Rongo, Sigowet/Soin, Tigania East, Turkana Central, Sotik, Nambale, Laisamis, Samburu East, Kilgoris, Tetu, Kaiti, Mathioya, Turkana South, Chepalungu, Bura, Kitutu Masaba, Chesumei, Kieni, Mandera West
DIRECTORATE	Voter Registration and Electoral Operations
TERMS OF SERVICE	Permanent and Pensionable

Reporting to the Director Voter Registration through the respective County Election Managers, the Constituency Election Coordinator shall be responsible for all matters pertaining to administration of elections in their constituencies of deployment.

DUTIES AND RESPONSIBILITIES

- a) Provide management support, develop and oversee the implementation of strategies, policies, plans and budgets at the constituency level while ensuring the alignment of these to the regional and overall Commission strategies;

- b) Ensure that election operation activities at the constituency level comply with internal controls and budget restrictions;
- c) Ensure provision of administrative support services at the constituency level including distribution of election materials, transport management, implementation of security policies and protocols and ensuring the safe custody of the Commission's assets;
- d) Be responsible for sound financial management and prudent use of all Commission funds at constituency level in line with Commission's financial policies;
- e) Liaise with the County Election Manager to implement training programmes for registration and election officials at the constituency level;
- f) Identify, inspect suitable polling, nominations and tallying centers;
- g) Liaise with regional administrative and security officials at the constituency level to ensure safety of Commission Assets;
- h) Undertake the verification, compilation and revision of Constituency voter's register as required by law from time to time;
- i) Liaise with political parties with respect to elections and related activities;
- j) Develop accountability measures, monitor the performance indicators at the constituency levels and ensure the timely preparation of periodic reports;
- k) Be the Returning Officer during elections and the Voter Registration Officer during voter registration exercise;
- l) Perform any other duties as assigned by the Commission.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a minimum Bachelor's degree from a recognized university;
- b) Must have a minimum of Six (6) years working experience, two (2) of which must be at management level;
- c) Must be a resident of the Constituency he/she is applying to be considered;
- d) Should possess good negotiation, planning and coordination skills;
- e) Proven experience in results-based management, monitoring and evaluation or managing election process is an added advantage;
- f) Additional training, professional Qualifications and experience of fieldwork will be an advantage;
- g) Must have good interpersonal and communication skills;
- h) Must be a team player and possess good management and leadership skills;
- i) Must be computer literate and possess good analytical skills;
- j) Must be a person of undoubted integrity

5) SENIOR SUPPLY CHAIN MANAGEMENT OFFICER

JOB TITLE	Senior Supply Chain Management Officer (2 Posts)
SCALE	5
LOCATION	Headquarters - Nairobi
DIRECTORATE	Directorate of Supply Chain Management
TERMS OF SERVICE	Permanent & Pensionable

Reporting to the Procurement Manager, the Senior Supply Chain Management Officer will be responsible for ensuring timely procurement of goods, services and works; developing and implementing policies, and administrative systems in line with budgetary allocations.

DUTIES AND RESPONSIBILITIES

- a) Preparation of procurement plans in liaison with user departments;
- b) Procurement of good, works and services in line with the commission's requirements;
- c) Ensuring correct specifications from users, and proper requisition authorization;
- d) Preparation of tender documents for procurement of goods, works and services;
- e) Secretary to Commission Adhoc Evaluation Committees;
- f) Provide professional procurement advice to Commission's ad hoc tender committees;
- g) Preparation of contract documents in liaison with user departments and legal directorate;
- h) Preparation and monitoring of payments to suppliers.
- i) Executing procurement work processes efficiently as assigned;
- j) Supervision of procurement officers and assistants;
- k) Preparation and submission of accurate, timely and relevant reports and any other circular issued by the National Treasury;
- l) Enforcing of Public Procurement and Assets Disposal Act, 2015, regulations and guidelines;
- m) Ensuring users satisfaction on services rendered by the procurement directorate;
- n) Maintain and archive procurement and disposal activities records;
- o) Make procurement follow up and maintain appropriate registers;
- p) Managing procurement related risks in the directorate and or Commission; and
- q) Deputize the Manager Procurement.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a minimum of Bachelor's degree in Procurement; Supply Chain Management or equivalent form a recognized institution;
- b) A postgraduate diploma in Procurement or Supply Chain Management or equivalent form a recognized institution/professional body will be an added advantage;
- c) Must be a member of a recognized professional procurement body with valid Practicing License from KISM;
- d) Must have working experience of six (6) years in procurement, two (2) of which must have been at senior level;

- e) Must be conversant with the provisions of the Public Procurement & Disposal Act 2015 and the related Regulations;
- f) Must have good interpersonal and communication skills;
- g) Must be a team player and possess good management and leadership skills;
- h) Must be computer literate and possess good analytical skills;
- i) Must be a person of undoubted integrity.

6) ADMINISTRATIVE COORDINATOR

JOB TITLE	Administration Coordinator (1 Post)
SCALE	5
LOCATION	Headquarters - Nairobi
DIRECTORATE	Directorate of Human Resource and Administration
TERMS OF SERVICE	Permanent & Pensionable

Reporting to Manager, Administration the Administration Coordinator will be required to assist in the provision of effective and efficient administrative services and systems in the department.

DUTIES AND RESPONSIBILITIES

- a) Assist in development of policies, procedures, plans, budgets and strategies to ensure provision of effective and efficient administrative services and systems;
- b) Coordinate the effective management of equipment and facilities including repair and maintenance of buildings and other installations;
- c) Ensure the implementation of the Commission's facilities management policies;
- d) Develop accountability measures, monitor the performance indicators within the department and ensure periodic reports;
- e) Ensure the establishment of effective Office Management Services including Hospitality, Protocol, Janitorial Services, Courier, Switchboard and Supervision of other Administrative/Office Services.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a degree in either Land Economics, Public Administration, Business Administration, Public Facilities Management or related field from a recognized institution;
- b) Must have a minimum of six (6) years' experience in a busy organization, two (2) of them at Senior Level;
- c) Demonstrated track record in the successful implementation of administration strategies processes and systems.
- d) Must have good interpersonal and communication skills;
- e) Must be a team player, good management and leadership skills;
- f) Must be computer literate and possess good analytical skills.

7) COUNTY ICT OFFICERS

JOB TITLE	County ICT Officers (2 Posts)
SCALE	6
LOCATION (COUNTY)	Vihiga County, Kwale County
DIRECTORATE	Directorate of Information Communication Technology
TERMS OF SERVICE	Permanent and Pensionable

Reporting to the Director Information Communications Technology County ICT Officers shall be responsible for all matters pertaining support on Commission ICT requirements in the Counties.

DUTIES AND RESPONSIBILITIES

- a) To provide first line support on all general and Commission-specific software and hardware issues in the county;
- b) To communicate information on hardware and software issues to corporate ICT Services;
- c) Solve county ICT issues including remote access, emails and telephone;
- d) To assist in the selection and disposal of redundant ICT Equipment;
- e) Provide onsite technical support with hardware and software issues where needed, including travelling to other Commission sites in their County of responsibility;
- f) Provide ICT point of contact to all users and third parties for all county ICT matters, and escalate to ICT at the Headquarters issues that cannot be resolved locally;
- g) To ensure the maintenance of a healthy, safe and secure working environment through ensuring compliance with health and safety requirements in relation to ICT;
- h) Implement information security at the regional level as directed by the ICT directorate;
- i) Perform any other duties as assigned by the Commission.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a degree in Computer Science or equivalent;
- b) Certification in Networks (e.g. CCNA, CCNP) or Microsoft Certification (e.g. Microsoft Certified Professional) is an added advantage;
- c) Must have at least three (3) years of relevant experience in a busy organization;
- d) Basic hardware troubleshooting and maintenance strongly preferred;
- e) Must be a resident of the County he/she is applying to be considered;
- f) Must be a team player, service oriented, eager to learn and pro-active, willing to develop initiatives and stress resistant.
- g) Must have good interpersonal and communication skills;
- h) Must be a person of undoubted integrity

8) COUNTY ACCOUNTANTS

JOB TITLE	County Accountants (5 Posts)
SCALE	6
LOCATION (COUNTY)	Mandera County, Turkana County, Samburu County, Lamu County and Marsabit County
DIRECTORATE	Directorate of Finance
TERMS OF SERVICE	Permanent and Pensionable

This position is responsible for supporting the County Elections Manager (CEM) on day to day operations and preparation of all books of accounts in the County office.

DUTIES AND RESPONSIBILITIES

- a) Initiate payment process, prepare and examine vouchers received from the Constituency Office Clerks in the County;
- b) Prepare payroll for the temporary hired election officials for the County;
- c) Maintain cashbooks and bank reconciliation for the County;
- d) Deduct and submit statutory deductions made in the County;
- e) Disbursement of funds to constituency offices within the County and check off returns;
- f) Advise the CEM on all County financial matters;
- g) Certify and verify returns and vouchers in the County;
- h) Write cheques and arranging for withdrawal of cash for County office use;
- i) Ensure settlement of bills for the services and goods supplied to the County offices;
- j) Handle leave records, office accommodation, medical issues, and any other administrative matters in the County;
- k) Manage and update the risk register on electoral operations in the County;
- l) Maintain leases, County assets titles and ensure security of all IEBC owned and hired premises;
- m) Deal with procurement matters promptly as may be directed in collaboration with Supply Chain Management Assistant;
- n) Identify constituency needs and supplies and address them for the County;
- o) Coordinate and maintain proper staff files, personnel, and accounting records;
- p) Certify and verify returns from the constituencies;
- q) Prepare expenditure returns in the County.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a minimum of Bachelor's degree in, Finance, Commerce or comparable discipline from a recognized institution;
- b) Must be a Certified Public Accountant (CPA) (K) or its equivalent qualifications
- c) Must be a member of ICPAK;

- d) Must have at least three (3) years of service in a comparable position from a reputable organization;
- e) Must hail from the County he/she is applying for as indicated in national identity card.
- f) Must have good interpersonal and communication skills;
- g) Must be a team player and possess good management and leadership skills;
- h) Must be computer literate and possess good analytical skills;
- i) Must be a person of undoubted integrity

9) COMMUNICATIONS OFFICER (PRINT)

JOB TITLE	Communications Officer (Print) (1 Post)
SCALE	6
LOCATION	Headquarters - Nairobi
DIRECTORATE	Directorate of Voter Education, Partnership and Communication
TERMS OF SERVICE	Permanent & Pensionable

DUTIES AND RESPONSIBILITIES

- a) Assist in the planning and implementation of the Commission's media and publications policy;
- b) Assist in organizing press conferences, media coverage and attending to media enquiries;
- c) Draft speeches, news releases and any other presentations;
- d) Assist in the planning and implementation of the Commission's
- e) Information, Education and Communication (IEC) and related publicity activities;
- f) Design and edit publications.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a Bachelors' degree in Journalism, Communications; Public Relations or equivalent from a recognized institution;
- b) Must have at least three (3) years' experience in corporate communications;
- c) Must have excellent script and speech writing skills;
- d) Must have adequate knowledge of Kenya's media;
- e) Must be IT savvy especially on design and graphics applications.
- f) Must have good interpersonal and communication skills and a team player;
- g) Must be computer literate and possess good analytical skills;
- h) Must be a person of undoubted integrity.

10) CONSTITUENCY ADMINISTRATIVE ASSISTANTS

JOB TITLE	Constituency Administrative Assistants (19 Posts)
SCALE	8
LOCATION (CONSTITUENCY)	Lafey, Kesses, Malindi, Kasarani, Mwingi Central, Maara, Ikolomani, Kisumu Central, Kilifi South, Limuru, South Imenti, Kipkelion East, Kajiado West, Mwatate, Kilifi North, Daadab, Uriri, Mt. Elgon, Webuye West
DIRECTORATE	Directorate of Voter Registration and Electoral Operations
TERMS OF SERVICE	Permanent and Pensionable

Reporting to the Constituency Election Coordinator(CEC), the Constituency Administrative Assistant shall be responsible for all matters pertaining the administration of the Constituency Offices where they shall be deployed.

DUTIES AND RESPONSIBILITIES

- a) Oversee the general management of constituency office in the absence of the CEC;
- b) Completing voter registration control sheets and control registers;
- c) Keep up to date statistics on voter registration exercise;
- d) Updating regularly and maintaining and updated register of electors and making sure it is always accurate;
- e) Checking that all electoral materials and equipment are in good working condition;
- f) Assist the CEC in mapping of polling stations/registration centres;
- g) Assist in publicity of voter registration of voters, elections, inspection of the register and any other activity to be undertaken by the Commission;
- h) Quality control the work done by registration and polling officer on voter registration;
- i) Receive, distribute and maintain an inventory of materials and equipment to registration centres in time;
- j) Replacing lost and defaced voters cards with duplicate cards;
- k) Assist in preparation of work plans, security plans, transport, and logistical plans;
- l) Safeguarding registration data;
- m) Assist in verifying the register of visitors;
- n) Ensuring security of office records, equipment and documents, including classified materials; and preparing responses to basic routine correspondence;
- o) Perform any other duties as assigned by the Commission.

REQUIREMENTS FOR APPOINTMENT

- a) Must have a Bachelor's degree in Social Sciences;
- b) Must have three(3) years working experience in a busy organization;
- c) Must hail from the Constituency he/she is applying for as indicated in the National

- Identity card;
- d) Should be competent and confident in handling office records and processes;
- e) Must have good interpersonal and communication skills and a team player;
- f) Must be computer literate and possess good analytical skills;
- g) Must be a person of undoubted integrity.

11) COUNTY SUPPLY CHAIN MANAGEMENT ASSISTANTS

JOB TITLE	Supply Chain Management Assistants (6 Posts)
SCALE	8
LOCATION (COUNTY)	Garissa County, Mandera County, Turkana County, Samburu County, Lamu County, and Marsabit County
DIRECTORATE	Directorate of Supply Chain Management
TERMS OF SERVICE	Permanent and Pensionable

This position is responsible to support the County Elections Manager (CEM) on all matters pertaining to Supply Chain Management in the County.

DUTIES AND RESPONSIBILITIES

- a) Supervise and provide guidance and advice in areas pertaining to Supply Chain Management to officers working in the county;
- b) Assist in county procurement, preparation of procurement plans, market survey and research;
- c) Assist in stock taking, reconciliation, preparation and maintenance of records;
- d) Ensure proper record keeping of all stores/equipment in the warehouse and safe keeping of the same;
- e) Issue/dispose stores and equipment in accordance to the laid down procurement regulations and procedures;
- f) Prepare monthly and annual Supply Chain Management reports/returns and forward to Headquarter through the CEM.

REQUIREMENT FOR APPOINTMENT

- a) Must have a Diploma in Supplies Management or Procurement Management from a recognized Institution;
- b) Must have a minimum of three (3) years' of relevant experience in a large organization;
- c) Must be a resident of the County he/she is applying to be considered;
- d) A degree in a relevant field will be an added advantage;
- e) Must have good interpersonal and communication skills and a team player;
- f) Must be computer literate and possess good analytical skills;
- g) Must be a person of undoubted integrity.

INTEGRITY CLEARANCE

Shortlisted applicants shall be required to avail clearances from the following institutions as they appear for interview;

- a) Ethics and Anti-Corruption Commission (EACC);
- b) Directorate of Criminal Investigation (DCI);
- c) Kenya Revenue Authority (KRA);
- d) Office of the Director of Public Prosecutions (ODPP);
- e) Higher Education Loans Board;
- f) Professional bodies (where applicable) to which the applicant is a member e.g. LSK, IHRM, KISM, ICPAK, AAK, IEK etc. (where applicable) and
- g) Credit Reference Bureau Africa Ltd or Metropol Credit Reference Bureau.

APPLICATION PROCEDURE

Applications are strictly online. Details, including job requirements are available on the Commission website, <https://www.iebc.or.ke/iebcjobs>

After completing online application, applicants are also required to submit hard copies of application letters, detailed CVs, academic certificates, testimonials, and ID/Passport to:

The Commission Secretary/CEO

Independent Electoral and Boundaries Commission,
15th floor Anniversary Towers,
P. O. Box 45371-00100,

Nairobi

Canvassing will lead to disqualification of any applicant.