



ETHICS AND ANTI-CORRUPTION COMMISSION

OUR MISSION

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

VACANCIES

DIRECTORATE OF INVESTIGATION

INVESTIGATION OFFICER II – LAWYER, JOB GRADE – EACC “8” (1 POST), REF: EACC/INV/IOIIL/1

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

Duties and Responsibilities

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

Requirements for Appointment

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

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

INVESTIGATION OFFICER II – INTELLIGENCE, JOB GRADE - EACC "8" (1 POST), REF: EACC/INV/IOIII/2

Reporting to Deputy Director – Intelligence, the job holder is responsible for the collection and production of intelligence to initiate and/ or support forensic investigations, sting operations, asset tracing and disruption of corruption cartels.

Duties and Responsibilities

- i. Developing and maintaining sources of information related to corruption and economic crimes;
- ii. Collecting information related to corruption and economic crimes;
- iii. Compiling information reports;
- iv. Recruiting and running agents and informants;
- v. Producing intelligence briefs/ reports as may be required from time to time.

Requirements for Appointment

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

- i. Minimum relevant work experience of five (5) years;
- ii. Bachelor's degree in Social Sciences or its equivalent from a recognised university;
- iii. Relevant professional qualifications where applicable;
- iv. Training in Intelligence tradecraft and analysis;
- v. Hands-on experience in collection of intelligence;
- vi. Certificate in any of the following courses: 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 Course lasting not less than four (4) weeks from a recognised institution;

- vii. Certificate in computer application skills;
- viii. Demonstrated integrity and professional competence as reflected in work performance and results.

DIRECTORATE OF PREVENTIVE SERVICES

EDUCATION OFFICER II, JOB GRADE – EACC “8” (1 POST), REF: EACC/PS/EOII/3

Reporting to the Deputy Director – Education and Public Awareness, the jobholder is responsible for provision of education, training and raise public awareness on ethics, good governance and anti-corruption with the purpose of imparting knowledge, skills and attitudes targeting audiences in the public, private, civil society and the general public.

Duties and Responsibilities

- i. Initiating the design, development and implementation of anti-corruption, ethics and integrity educational programmes in public, private and civil society;
- ii. Designing, developing and disseminating anti-corruption, ethics and integrity educational and other publicity materials throughout the country;
- iii. Planning, budgeting and facilitating a range of public outreach programmes to ensure achievement of the departmental strategy;
- iv. Developing work plans and outlines that structure the work of the department;
- v. Developing liaison and networks with educational institutions in the promotion of ethics, integrity and anti-corruption programmes;
- vi. Planning and conducting training programmes for education stakeholders;
- vii. Facilitating governance training at a range of levels in public, private and civil society to ensure inclusion from all the sectors;
- viii. Offering creativity and innovation in the design and production of Commission’s Information Education and Communication materials with a focus towards incorporating anti-corruption, ethics and integrity messages with artistic illustrations;
- ix. Developing liaison with graphic designers, illustrators, editors and printers to ensure that Information Education and Communication materials meet the highest standards and expectations;
- x. Review IEC materials in consultation with supervisor and other relevant stakeholders to ensure their effectiveness and efficacy as tools for anti-corruption public education;
- xi. Facilitating capacity building training for public and state officers in line with requirements of performance contracting;
- xii. Preparing periodic activity and programme reports.

Requirements for Appointment

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

- i. Minimum relevant work experience of five (5) years from a reputable organisation;
- ii. Bachelor's degree in Arts, Communications, Economics, Political Science, Law, Education, Public Administration, Finance, ICT, Procurement or an equivalent qualification from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- iv. Certificate in computer application skills;
- v. Demonstrated integrity and professional competence as reflected in work performance and results.

Note: Membership to a relevant professional body in good standing will be an added advantage.

In addition, the candidate must possess the following competencies:

- i. Training competency;
- ii. Demonstrated public speaking skills;
- iii. Report writing skills;
- iv. Analytical and interpersonal skills;
- v. Ability to work under minimal supervision.

DIRECTORATE OF FINANCE AND PLANNING

ACCOUNTANT II, JOB GRADE – EACC “8” (1 POST), REF: EACC/FP/AII/4

Reporting to the Deputy Director – Finance and Accounts, the jobholder is responsible for the maintenance of appropriate accounting systems which include verifying and controlling voucher, ensuring receipt of direct credit and preparing monthly expenditure reports to ensure records are accurate and that payments are made in compliance with the regulations and on time.

Duties and Responsibilities

- i. Processing payments through ACCPAC and IFMIS;
- ii. Ledger Accounts reconciliations;
- iii. Preparing supporting schedules and facilitating preparation of financial reports;
- iv. Reporting and Accounting for Commission’s finances, assets, revenue, and expenditure in compliance with the Generally Accepted Accounting Principles (GAAPs) and International Public Sector Accounting Standards, Commission’s policy, relevant laws and regulations;
- v. Carrying out bank reconciliation;
- vi. Accounting for special and donor funds.

Requirements for Appointment

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

- i. Minimum relevant work experience of five (5) years;
- ii. Bachelor’s degree in Commerce (Accounting/ Finance Option), Economics, Business, Administration, Business Management or its equivalent from a recognised institution;
- iii. A Certified Public Accountant of Kenya – CPA(K) or equivalent qualification;
- iv. A member of the Institute of Certified Public Accountant of Kenya (ICPAK) in good standing;
- v. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C+ or its equivalent from a recognised institution;
- vi. Knowledge of the Constitution and the Law;
- vii. Certificate in computer application skills;
- viii. Demonstrated integrity and professional competence as reflected in work performance and results.

ACCOUNTS ASSISTANT I, JOB GRADE – EACC “9” (1 POST), REF: EACC/F&P/AAI/5

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 (K.C.S.E.) 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;
- viii. Demonstrated integrity and professional competence as reflected in work performance and results.

DIRECTORATE OF FIELD SERVICES & COORDINATION

LEGAL OFFICER II, JOB GRADE – EACC “8” (2 POSTS), REF: EACC/FSC/LOII/6

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

Duties and Responsibilities

- i. Carrying out research, sharing relevant information and monitoring the Commission’s compliance with international and national regulatory frameworks and commitments;
- ii. Studying and analysing policy frameworks of other relevant institutions in Kenya and other jurisdictions and sharing the relevant information appropriately;
- iii. Developing concept papers, speeches, reports, presentations, briefs, legal opinions and other documentation to inform processes and decision making;
- iv. Providing advice on legal, governance, administrative, policy and other frameworks;
- v. Evaluating evidence submitted for determination of its sufficiency and recommending appropriate action to the Director of Public Prosecutions;
- vi. Drafting contracts, memorandums of understanding and partnerships;
- vii. Holding/ watching brief in the prosecution of criminal matters touching on anti-corruption and economic crime cases;
- viii. Conducting investigations on corruption and economic crimes to support the fight against corruption and economic.

Requirements for Appointment

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

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

PARALEGAL CLERK II, JOB GRADE – EACC “10” (1 POST) REF: EACC/FSC/PLCII/8

Reporting to the Regional Manager, the job holder is responsible for the provision of legal/ clerical support to lawyers and act 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 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. Fix 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 relevant work experience of three (3) years;
- ii. Diploma in Law;
- iii. Certified Court Process Server;
- iv. Certificate in computer application skills.

DIRECTORATE OF CORPORATE SUPPORT SERVICES

SENIOR SECURITY OFFICER, JOB GRADE – EACC “6” (1 POST), REF: EACC/CSS/SSO/9

Reporting to the Deputy Director – Administration, the jobholder 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. Military Service and attained rank of a Major, or Police Service and attained rank of Senior Superintendent of Police;
- iv. International or National equivalent Security certification from a recognised security institution;
- v. Certified Security Management Professional (CSMP-UK);
- vi. Certified Security Practitioner (CPP) from ASIS;
- vii. Knowledge of Security Risk Management, Crisis Management, Personnel Security, Event Security, Executive Security, Travel Security, Physical Security, Security Incident Management, Security Investigations, Security Operations in High-Risk Areas and Business Continuity Management;
- viii. Change, Improvement Management & Risk Management Skills;
- ix. Demonstrated integrity and professional competence as reflected in work performance and results.

Note:

Professional security certifications will be an added advantage.

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

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 five (5) years;
- ii. Diploma in Secretarial Studies or its equivalent from a recognised institution;
- iii. Kenya Certificate of Secondary Education (K.C.S.E.) minimum mean grade of C or its equivalent from a recognised institution;

- iv. Demonstrated integrity and professional competence as reflected in work performance and results.

DRIVER II, JOB GRADE – EACC “11” (3 POSTS), REF: EACC/CSS/DII/11

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

Duties and Responsibilities

- i. Transporting authorised staff to designated locations in a safe and timely manner to ensure the transport services unit supports the Commission staff in the performance of work;
- ii. Reporting the accidents and incidents to the Senior Driver, to ensure appropriate strategies are developed and implemented to minimising on the accidents and incidents, and on the associated costs;
- iii. Ensuring the cleanliness and routine maintenance of the Commission’s vehicles assigned to enhance the image of the Commission, and to make the vehicles user friendly;
- iv. Recording distances travelled throughout the month and fuel costs incurred for proper record keeping and assisting in the management of transport costs to ensure efficiency in the utilisation of the Commission resources;
- v. Maintaining work tickets for vehicles allocated to assist the transport supervisor in the allocation of work;
- vi. Enhancing efficiency in the management of fuel costs and monitoring the performance of the drivers against set targets and quality standards;
- vii. Ensuring that the Commission vehicle and the vehicle accessories are safe from damage or theft to assist the Commission in the management of costs associated with vehicle management.

Requirements for Appointment

For appointment to the position of Driver II, a person must possess the following qualifications:

- i. Minimum relevant work experience of four (4) years in a comparable position from a reputable organisation;
- ii. Kenya Certificate of Secondary Education (K.C.S.E.) D+ or its equivalent from a recognised institution;
- iii. A valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;

- iv. Passed the Suitability Test for Drivers Grade II from the Ministry of Roads and Public Works;
- v. First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognised institution;
- vi. Adequate knowledge of the Highway Code;
- vii. Demonstrated integrity and professional competence as reflected in work performance and results.

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

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 (K.C.S.E.) mean grade D plain or its equivalent from a recognised institution;
- iii. Demonstrated integrity and professional competence as reflected in work performance and results.

Note: Certificate in computer application skills 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 Thursday, 30th March, 2023 at 5.00 pm.

Canvassing will lead to automatic disqualification.