



## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

### OUR MISSION

"To provide impartial, innovative, efficient and effective prosecution service"

### ADVERTISEMENT

Pursuant to Section 13 (2) of the Office of the Director of Public Prosecutions Act No. 2 of 2013, the Office shall have power to appoint, control and supervise its staff in a manner and for such purposes as may be necessary for the promotion of the purpose and the object for which the Office is established.

Applications are invited from suitably qualified candidates for the under-listed vacancies:

**SECRETARY, PROSECUTION SERVICES DPP 1 – ONE (1) POST V/NO. 6/2023**  
**Basic Salary Scale: Kshs.313,144 p.m. - Kshs.407,087 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.80,000 (Nairobi), Kshs.70,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Malindi, Kitale), Kshs.60,000 (Other Former Municipalities)
Non-Practicing Allowance:	Kshs.40,000 p.m.
Special Legal	Kshs.65,000 p.m.
Entertainment Allowance:	Kshs.65,000 p.m.
Leave Allowance:	Kshs.10,000 p.a.
Robe Allowance:	Kshs.5,000 p.a.
Domestic Servants Allowance	Kshs.15,600 p.m.
Extraneous Duty Allowance	Kshs.60,000 p.m.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.4Million

### REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. A cumulative number of twenty (20) years relevant work experience from the date of admission as an Advocate of the High Court of Kenya;



2. Bachelor of Laws (LLB) degree from a recognized Institution;
3. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
4. Admission as an advocate of the High Court of Kenya;
5. Member of the Law Society of Kenya in good standing;
6. Master's degree in Law or any other relevant qualification from a recognized Institution;
7. Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
8. Demonstrated professional competence and administrative capabilities in work performance and results; and
9. Meet the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

## **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Director of Public Prosecutions. Specifically, duties and responsibilities at this level will include:

- i. Drafting pleadings, prosecuting complex cases and providing legal guidance;
- ii. Providing strategic legal advice to Ministries, Departments & Agencies (MDAs) including investigative agencies in criminal matters;
- iii. Overseeing the initiation of Legal and Policy reforms through research, review of legislation and case law;
- iv. Advising the Director of Public Prosecutions on policy matters that affect the administration of ODPP in the delivery of public prosecution services;
- v. Overseeing the development and implementation of the sectoral policies, ensuring alignment with the broader strategic goals of the ODPP;
- vi. Analyzing reports from the ODPP Departmental Heads and developing appropriate strategies to enhance organizational effectiveness;
- vii. Advising the Advisory Board on recruitment, discipline and other staff matters;
- viii. Managing Human Resources of the organization in accordance with authorized policies and procedures;
- ix. Coordinating the development of ODPP overall budget in alignment with strategic priorities;
- x. Monitoring prudent utilization of the ODPP funds, maintaining financial accountability and adherence to budgetary constraints;
- xi. Coordinating the development and implementation of the overall ODPP strategic plan;
- xii. Coordinating the operations of all the departments at ODPP;
- xiii. Overseeing compliance with procurement procedures and regulations, and ensuring transparency and adherence to established guidelines;
- xiv. Coordinating the preparation of ODPP Procurement Plan and aligning it with organizational objectives;
- xv. Coordinating the development of linkages with the governance, law and justice sectors to enhance collaborative initiatives;
- xvi. Chairing all management Committees at the ODPP, and providing leadership and strategic direction;
- xvii. Coordinating compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;



- xviii. Overseeing the preparation and implementation of performance appraisal systems and staff contracts at ODPP;
- xix. Monitoring the implementation of Information Communication Technology strategies to enhance operational efficiency; and
- xx. Overseeing the implementation of cross cutting government programmes on HIV/AIDS, Gender, Youth, Public Complaints, Disability mainstreaming, Environmental sustainability, Security and Safety issues, International Association of Prosecutors Standards, National Values and Principles of Governance, Drug and Alcohol Abuse, Work environment and customer satisfaction.

**ASSISTANT DIRECTOR HUMAN RESOURCE DEVELOPMENT**  
**(Readvertisement) DPP 5 ONE (1) POST V/NO. 7/2025**  
**Basic Salary Scale: Kshs.135,410 p.m.-Kshs.179,334 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.45,000 (Nairobi), Kshs.28,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.21,000 (Other Former Municipalities), Kshs.16,800 (Other Areas)
Commuter Allowance:	Kshs.12,000 p.m.
Leave Allowance:	Kshs.10,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.3Million

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Served in the grade of Principal Human Resource Development Officer for at least three (3) years **OR** a minimum period of nine (9) years' work experience, three (3) of which must have been in a middle management position in a comparable and relevant position in the Public or Private Sector;
2. A Bachelor's degree in Human Resource Management/ Development, Education or other relevant and equivalent qualifications from a recognized institution; **OR** Bachelor degree in Social Sciences with a postgraduate Diploma or Higher National Diploma in Human Resource Management or its equivalent from a recognized institution;
3. Master's Degree in Human Resource Management/Development, Education, Public Administration or other equivalent qualification from recognized institutions;
4. Certified Human Resource Professional (CHRP) from the Human Resource Management Professional Examination Board (HRMPEB); or a Higher National Diploma in Human Resource Management from a recognized institution;
5. Membership to the Institute of Human Resource Management (IHRM) and in good standing;



6. Valid practicing certificate from IHRM or any other recognized professional body;
7. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
8. Demonstrated merit and ability as reflected in work performance and results; and
9. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

#### **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Senior Assistant Director, Human Resource Development in performing assigned Human Resource Development functions. Specifically, duties and responsibilities will include:

- i. Providing advice on human resource training and development matters;
- ii. Monitoring and evaluating the implementation of the Human Resource Development policies, strategies and programmes;
- iii. Organizing the development and implementation of the Divisional work plan, budget, annual reports and ensure prudent utilization of resources;
- iv. Development, implementation and review of the Prosecutors' curriculum and manuals;
- v. Coordinating implementation of decisions and guidelines of the Human Resource Advisory Committee on training and development functions;
- vi. Coordinating maintenance of up-to-date skills inventory data base;
- vii. Monitoring compliance with relevant legal and regulatory framework governing training and development;
- viii. Coordinating the implementation of performance management of staff in the Division;
- ix. Organizing the Training Needs Assessment process and development, implementation and review of training projections;
- x. Providing mentorship, coaching, guidance and counselling to staff;
- xi. The implementation of internship and pupilage programmes; and
- xii. Organizing the induction of newly recruited staff.

**ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT DPP 5 ONE (1)**  
**POST V/NO. 8/2025**  
**Basic Salary Scale: Kshs.135,410 p.m.-Kshs.179,334 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.45,000 (Nairobi), Kshs.28,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.21,000 (Other Former Municipalities), Kshs.16,800 (Other Areas)
Commuter Allowance:	Kshs.12,000 p.m.
Leave Allowance:	Kshs.10,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.3Million



## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Served in the grade of Principal Human Resource Management Officer for at least three (3) years **OR** a minimum period of nine (9) years' work experience, three (3) of which must have been in a middle management position in a comparable and relevant position in the Public or Private Sector;
2. Bachelor's degree in Human Resource Management, Personnel Management, Business Administration, Industrial Relations or equivalent and relevant qualification from a recognized institution; **OR** Bachelor degree in Social Sciences with a postgraduate Diploma or Higher National Diploma in Human Resource Management or its equivalent from a recognized institution;
3. Masters degree in any of the following disciplines: Human Resource Management, Business Management, Public/Business Administration, Social Sciences or a related and relevant field from a recognized institution;
4. Certified Human Resource Professional qualification, CHRP (K) or its equivalent from a recognized institution;
5. Membership to the relevant and accredited professional body of Human Resource Management Practitioners and in good standing;
6. Valid practicing certificate from the relevant accredited professional body;
7. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
8. Demonstrated merit and ability as reflected in work performance and results; and
9. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

## **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Senior Assistant Director, Human Resource Management in performing Human Resource Management function. Specifically, duties and responsibilities will include:

- i. Implementing, monitoring and evaluating the human resource management policies, procedures, strategies, standards and programmes;
- ii. Supervising and implementing performance management strategies and frameworks;
- iii. Preparing and analyzing Divisional reports on the effectiveness of the human resource policies and procedures, and identify gaps and presenting the gaps to the top management for review and recommendations;
- iv. Supervising the management of human resource records in accordance with relevant laws and regulations;
- v. Supervising and monitoring employee satisfaction survey to identify issues affecting staff and developing strategies to address them;
- vi. Monitoring compliance with Occupational Safety and Health Act 2007;
- vii. Supervising processing of pension claims, leave management and management of staff complaints and grievances;
- viii. Developing employee wellness programs to address, mental health, alcohol, drug and substance abuse, debriefing and counselling, among others;
- ix. Researching on human resource practices in order to inform decision on human resource matters;



- x. Supervising human resource audit processes to identify and address gaps to mitigate against risks in the division;
- xi. Maintaining a skills inventory of the ODPP staff to aid in strategic human resource planning;
- xii. Mentoring, coaching, training and development of staff in the division; and
- xiii. Providing input in executive, internal, and external committees to support the implementation of ODPP mandate.

**PRINCIPAL HUMAN RESOURCE MANAGEMENT OFFICER DPP 6 ONE (1)**  
**POST V/NO. 9/2025**  
**Basic Salary Scale: Kshs.92,277 p.m.-Kshs.135,000 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.35,000 (Nairobi), Kshs.25,500 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.18,000 (Other Former Municipalities), Kshs.15,400 (Other Areas)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5Million

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Served in the grade of Senior Human Resource Management Officer for at least three (3) years **OR** a minimum period of six (6) years work experience, three (3) of which must have been in a Supervisory position in a comparable and relevant position in the Public or Private Sector.
2. Bachelor's degree in Human Resource Management, Personnel Management, Business Administration, Industrial Relations or equivalent and relevant qualification from a recognized institution; **OR** Bachelor degree in Social Sciences with a postgraduate Diploma or Higher National Diploma in Human Resource Management or its equivalent from a recognized institution;
3. Certified Human Resource Professional qualification, CHRP (K) or its equivalent from a recognized institution;
4. Membership to the relevant and accredited professional body of Human Resource Management Practitioners and in good standing;
5. Valid practicing certificate from the relevant accredited professional body;
6. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
7. Demonstrated merit and ability as reflected in work performance and results; and
8. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.



## DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Assistant Director, Human Resource Management in performing Human Resource Management function. Specifically, duties and responsibilities will include:

- i. Implementing, monitoring and evaluating the human resource management policies, procedures, strategies, standards and programmes; Career Guidelines for ODPP Staff;
- ii. Facilitating the procurement of medical service provider, conducting benchmarks, preparing service contracts, implementing and ensuring timely address of employee medical issues;
- iii. Researching on human resource practices in order to inform decision on human resource matters;
- iv. Undertaking employee satisfaction survey and work environment survey to identify issues affecting staff and develop strategies to address them;
- v. Preparing reports on staff complaints and grievances;
- vi. Managing human resource management information system for effective service delivery;
- vii. Preparation of HRAC agenda and implementation of the decisions in a timely manner;
- viii. Participate in monitoring and evaluation of the effectiveness of human resource management policies, guidelines, procedures, and standards to inform timely review for continuous provision of the prosecution services;
- ix. Preparation and implementation of the Personal Emolument budget, divisional budget and work plans to ensure sufficient allocation of resources;
- x. Participating in payroll administration, recruitment and deployment, benefits and staff welfare, and human resource advisory committee matters for delivery of quality prosecution service;
- xi. Mainstreaming cross cutting government programmes on HIV/ AIDS, gender, disability and alcohol and drug abuse for compliance with the constitution and staff welfare; and
- xii. Mentoring, coaching and supervising staff working under them to enhance organizational performance and for succession management.

**PRINCIPAL PUBLIC AFFAIRS AND CORPORATE COMMUNICATION OFFICER**  
**DPP 6 ONE (1) POST V/NO. 10/2025**  
**Basic Salary Scale: Kshs.92,277 p.m. -Kshs.135,000 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.35,000 (Nairobi), Kshs.25,500 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.18,000 (Other Former Municipalities), Kshs.15,400 (Other Areas)
Commuter Allowance:	Kshs.8,000 p.m.
Leave Allowance:	Kshs.6,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff



Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5Million

## **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Served in the grade of Senior Public Affairs and Corporate Communication Officer for at least three (3) years **OR** a minimum period of six (6) years work experience, three (3) of which must have been in a Supervisory position in a comparable and relevant position in the Public or Private Sector.
2. Bachelor's degree in any of the following disciplines: Communication, Journalism, Public Relations, Digital Media or its equivalent qualification from a recognized institution; **OR** Bachelor's degree in Social Sciences with Post Graduate Diploma in Public Relations/Journalism/Mass Communication from a recognized institution;
3. Membership to Public Relations Society of Kenya or any other relevant professional body with good standing;
4. Senior Management Course lasting not less than four (4) weeks from a recognized institution;
5. Demonstrated merit and ability as reflected in work performance and results; and
6. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

## **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Assistant Director, Public Affairs and Corporate Communication in performing Public Affairs and Corporate Communication function. Specifically, duties and responsibilities will include:

- (i) Facilitating the development, implementation monitoring and review of Public Affairs and Corporate Communication and customer care policies, standards, systems, strategies, manual, programmes and procedures for the Office;
- (ii) Providing support in the development, implementation and review of the departmental work plans, budgets, procurement plans;
- (iii) Branding of ODPP events and implementing ODPP service delivery charter;
- (iv) Updating the content for the website and digital media platforms;
- (v) Managing customer relations and protocol services.
- (vi) Facilitating designing, printing and dissemination of documentaries, bulletins and newsletters and Information Education Communication (IEC) materials to sensitize, inform and educate stakeholders and the public on the ODPP mandate;
- (vii) Providing support in Partnerships, Corporate Social Responsibility programmes and Community Engagements in line with the ODPP mandate;
- (viii) Identifying events where the ODPP policies, programmes and projects can be propagated and promoted;
- (ix) Identifying and reporting on various public communication issues in ODPP and developing of appropriate interventions; and
- (x) Supervising, mentoring, coaching, training and developing of staff in the division.



<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.28,000 (Nairobi), Kshs.22,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.16,500 (Other Former Municipalities), Kshs.13,000 (Other Areas)
Commuter Allowance:	Kshs.6,000 p.m.
Leave Allowance:	Kshs.6,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5Million

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Served in the grade of Administration Officer II for at least three (3) years **OR** a minimum period of three (3) years' work experience, in a comparable and relevant position in the Public or Private Sector;
2. Bachelor's degree in any of the following disciplines: Public Administration/Business Administration, Business Management, Human Resource Management, or its equivalent qualification from a recognized Institution;
3. Shown merit and ability as reflected in work performance and results; and
4. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

### **DUTIES AND RESPONSIBILITIES**

An officer at this level will be responsible to the Principal Administration Officer for the assigned administration function. Specifically, duties and responsibilities will include:

- i. Implementing the Administration policies, strategies and programmes;
- ii. Monitoring fleet management and management of outsourced services;
- iii. Providing general safety and security;
- iv. Executing the relevant legal and regulatory framework governing administrative services;
- v. Implementing Occupational, Health and Safety regulations, standards, procedures and guidelines;
- vi. Supervising management of infrastructure and assets;
- vii. Implementing performance management of staff in the division and preparing Administrative Reports;
- viii. Participating in the development and implementation of the divisional work plan, budget, annual reports and ensure prudent utilization of resources; and
- ix. Providing mentorship, coaching, guidance and counselling to staff to enhance organizational performance and for succession management.



**PROSECUTION COUNSEL II: DPP 9 – FIVE (5) POSTS V/NO 12/2025 Basic**  
**Salary Scale: Kshs.69, 394 p.m. -Kshs.99, 312 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.16,500 (Nairobi), Kshs.12,800 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.9,600 (Other Municipalities), Kshs.7,500 (Other Areas)
Non Practicing Allowance:	Kshs.15,000 p.m.
Prosecutorial Allowance:	Kshs.45,000 p.m.
Responsibility Allowance:	Kshs.2,500 p.m.
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As Covered by Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 Million

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must have:

1. Bachelor of Laws (LL.B) degree from a recognized university;
2. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
3. Admission as an advocate of the High Court of Kenya;
4. Member of the Law Society of Kenya in good standing; and
5. Meet Chapter Six (6) of the Constitution of Kenya 2010.

**DUTIES AND RESPONSIBILITIES**

This is the entry grade for this cadre. An officer at this level may be deployed to work at any of the Departments at the Headquarters or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

- (i) Conducting criminal and related proceedings in relation to cases instituted before courts of law;
- (ii) Analyzing of judgments, and preparation of appropriate documents for appeal, review, or revision and related proceedings where necessary;
- (iii) Conducting pre-trial, in-trial and post-trial prosecution strategies;
- (iv) Advising government departments and agencies on criminal matters;
- (v) Conducting the prosecution of criminal cases;
- (vi) Drafting pleadings;
- (vii) Participating in the development and implementation of annual work plans, procurement plans and budgets;
- (viii) Collecting, collating, analyzing and submitting of criminal statistical data and reports;
- (ix) Liaising with the police and other law enforcement agencies; and
- (x) Conducting legal research on the files allocated to them.



<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.16,500 (Nairobi), Kshs.12,800 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.9,600 (Other Municipalities), Kshs.7,500 (Other Areas)
Commuter Allowance:	Kshs.5,000 p.m.
Leave Allowance:	Kshs.6,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5Million

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. Bachelor's Degree in any of the following disciplines: Law, Science, Sociology, Criminology, Psychology or any other relevant qualifications from a recognized institution;
2. Membership to any professional body as per the discipline;
3. Certificate of competence in word processing (Ms word, word perfect), spreadsheet (Ms excel, lotus), database management (Ms Access, D-base, Oracle, Sequential Query Languages – SQL) operating systems (windows), desktop publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from a recognized institution; and
4. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

### **DUTIES AND RESPONSIBILITIES**

This is the entry grade for this cadre. An officer at this level will be responsible to the Senior Research Officer for the assigned Research function. Specifically, duties and responsibilities will include:

- (i) Analyzing of court cases and legislation that have been declared unconstitutional and making proposals for review;
- (ii) Conducting intensive research, including academic literature reviews and empirical research;
- (iii) Preparing a law digest for easy accessibility and reference to the laws;
- (iv) Implementing multi-disciplinary research approaches to inform public prosecution practice;
- (v) Preparing and presenting concept papers and proposals from prioritized activities; and
- (vi) Collecting and collating relevant authorities touching on criminal law and keeping a compendium of the same.



**PERSONAL SECRETARY II: DPP 10 – THREE (3) POSTS V/NO. 14/2025**  
**Basic Salary Scale: Kshs.44, 413 p.m. - Kshs.87,436 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.10,000 (Nairobi), Kshs.7,500 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs.5,800 (Other Former Municipalities), Kshs.4,200 (Other Areas)
Commuter Allowance:	Kshs.4,000 p.m.
Leave Allowance:	Kshs.4,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by Group Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.800,000

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this position, a candidate must have:

1. The following qualifications from the Kenya National Examinations Council or equivalent qualifications from a recognized institution: -
  - Typewriting III (minimum 50wpm/Computerized Document Processing III
  - Shorthand III (100 WPM)
  - Secretarial Duties II
  - Office Management/Office Administration and Management III
  - Business English III/Communication II
  - Commerce II
2. A Certificate in Computer Applications from a recognized institution (Ms Word, Windows, Ms Excel, Ms Access and Internet); and
3. Meet Chapter Six (6) of the Constitution of Kenya 2010.

**DUTIES AND RESPONSIBILITIES**

An officer at this level will report to the Senior Personal Secretary for the assigned Secretarial function. Specifically, duties and responsibilities will include:

- i. Recording dictation in shorthand, transcribing it in typewritten form;
- ii. Managing e-office;
- iii. Typing letters, memos and reports from drafts and manuscripts;
- iv. Processing data;
- v. Operating office equipment and reporting on any need for office repairs;
- vi. Ensuring the security of office equipment, documents, and records;
- vii. Attending to visitors /clients;
- viii. Filing documents;
- ix. Receiving, recording and dispatching mails;
- x. Handling routine office duties, telephone calls, diary and appointments;
- xi. Cross-referencing correspondence;
- xii. Requesting office stationery;
- xiii. Operating petty cash;
- xiv. Assisting in the preparation for meetings;
- xv. Handling confidential documents; and
- xvi. Maintaining a register of outgoing and incoming mail.



<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.4,500 (Nairobi), Kshs.3,730 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 3,000 (Other Former Municipalities), Kshs.2,700 (Other Areas)
Commuter Allowance:	Kshs.3,000 p.m.
Leave Allowance:	Kshs.4,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by the Group Life Insurance Cover for ODPP staff
Car loan:	Up to Kshs.600,000

### **REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must have: -

1. Kenya Certificate of Secondary Education (KCSE) grade C Plain;
2. Certificate in Computer Applications from a recognized institution; and
3. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

### **DUTIES AND RESPONSIBILITIES**

This is the entry grade for this cadre. An officer at this level may be deployed at any of the Departments at the Headquarters or a County Office. Specifically, duties and responsibilities will include:

- i. Maintaining an efficient filing system;
- ii. Posting different entries in relevant ledgers and requisitions as per the ODPP procedures and provide information used to monitor the utilisation of resources in the institution;
- iii. Drafting simple correspondences as advised;
- iv. Compiling simple statistical records based on routine or special sources of information;
- v. Receipt and record entry and exit of office information material;
- vi. Sort and distribute incoming mail;
- vii. Entry of data in computer regarding prosecution cases;
- viii. Update and maintain databases as directed to ensure accuracy and up-to-date information;
- ix. Confirm the mention and hearing notices, fixing hearing and mentions dates with the courts;
- x. Give feedback on issues observed in the delivery of work;
- xi. Open and retrieve files as directed; and
- xii. Operate photocopiers, scanners, personal computers and voicemail systems.



**PROSECUTION CLERK IV: DPP 12 – ONE (1) POST V/NO. 16/2025****Basic Salary Scale: Kshs.22,379 p.m.- Kshs.46,721 p.m.**

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.4,500 (Nairobi), Kshs.3,730 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 3,000 (Other Former Municipalities), Kshs.2,700 (Other Areas)
Commuter Allowance:	Kshs.3,000 p.m.
Leave Allowance:	Kshs.4,000 p.a.
Medical Insurance Cover:	As covered by the medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by the Group Life Insurance Cover for ODPP staff
Car loan:	Up to Kshs.600,000

**REQUIREMENTS FOR APPOINTMENT**

For appointment to this grade, a candidate must have: -

- (i) Kenya Certificate of Secondary Education (KCSE) grade C Plain;
- (ii) Certificate in Computer Applications from a recognized institution; and
- (iii) Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

**DUTIES AND RESPONSIBILITIES**

This is the entry grade for this cadre. An officer at this level may be deployed at any of the Departments at the Headquarters or a County Office. Specifically, duties and responsibilities will include:

- (i) Filing and serving pleadings at the court registry;
- (ii) Taking documents and or pleadings for commissioning before filing;
- (iii) Compiling timely case returns;
- (iv) Filing court documents for easy retrieval;
- (v) Obtaining daily cause list;
- (vi) Preparing case quarterly returns;
- (vii) Prepare affidavits of service;
- (viii) Dispatching and serving relevant correspondences to public registries, courts, and other offices;
- (ix) Printing and photocopying necessary documents as instructed;
- (x) Maintaining calendars and diaries;
- (xi) Receiving, listing and securing exhibits;
- (xii) Receiving legal summons and other legal documents;
- (xiii) Perusing court files as and when directed; and
- (xiv) Maintaining and managing the documents' movement registers.



## MODE OF APPLICATION

Interested and qualified persons are requested to make their applications **ONLINE (no hard copy applications will be accepted)** through the provided link on the ODPP website [www.odpp.go.ke](http://www.odpp.go.ke) careers page or <https://jobs.prosecutions.go.ke/> attaching **COPIES** of the following documents:

- **National Identity Card;**
- **Academic and Professional Certificates and Transcripts;**
- **Any supporting documents and testimonials;**
- **Letter of appointment to their current substantive post;**
- **Letter of appointment to their previous post; and**
- **Detailed Curriculum Vitae.**

### **Please Note:**

- (i) Applicants should provide all the details requested for in the advertisement. Details of academic and professional certificates not obtained by the closure of the advert should not be included. It is an offence to provide incorrect information in the application.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Office of the Director of Public Prosecutions is committed to implementing the provisions of Article 232 (i) of the Constitution. Therefore, **Persons with disability and those from marginalized and minority communities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identification Card, academic and professional certificates & transcripts, letters of appointment to their current substantive and previous post, and detailed Curriculum Vitae during the interviews.
- (vi) It is a criminal offence to present fake certificates or documents.
- (vii) Successful candidates will be deployed to any station with staff shortfalls.

Applications should reach the Office on or before **15<sup>th</sup> July, 2025, latest 5.00 pm (East African Time).**



**RENSON M. INGONGA, CBS, OGW**  
**DIRECTOR OF PUBLIC PROSECUTIONS**