



## OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

### OUR MISSION

“To provide impartial, innovative, efficient, and effective prosecution services”.

### VACANCIES FOR PUPILLAGE AND INTERNSHIP

Pursuant to section 13 (2) 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.

The Office seeks to engage highly motivated Kenyans to undertake Pupillage for a period of Six (6) months.

### PUPILLAGE (20 POSTS)

#### Requirements for engagement as a Pupil

- Be a Kenyan Citizen,
- A Degree in Law from a recognized University,
- Recommendation Letter from Kenya School of Law confirming completion of the Advocates Training Programme,
- Updated Curriculum Vitae
- A copy of the National Identity Card,
- Must have cleared University latest by 2021
- Certificate of Good Conduct from the DCI.

#### Personal Attributes:

- Demonstrate good verbal and written communication skills in both English and Kiswahili,
- Demonstrate a proactive attitude and willingness to learn and to be part of a team handling challenging assignments within timelines, and;
- Computer literate.

#### Stipend:

A monthly allowance of Kshs. 15,000.00 as provided for by the Public Service Commission [K] Circular Ref. PSC/ADM/14/V [108] Dated 16<sup>th</sup> December, 2016.

#### Terms of Service: Pupillage

#### Benefits:

A Pupil will not be entitled to any leave, service gratuity, medical cover or any other benefit.



The Office also seeks to engage highly motivated Kenyans to undertake Internship Programme in other disciplines for a period of six [6] months.

INTERNSHIP (10 POSTS)		
S/NO.	VACANT POSITIONS	NO. OF POSTS
1.	Human Resource Management & Development	2
2.	Finance & Accounts	2
3.	Library & Records Management	1
4.	Information, Communication & Technology	1
5.	Public Communication	2
6.	Supply Chain Management	1
7.	Administration	1
	<b>TOTAL</b>	<b>10</b>

**Requirements for engagement as an Intern**

- i) Be a Kenyan Citizen,
- ii) A Degree Certificate in any of the following Social Sciences from a recognized University;
  - Human Resource Management / Development
  - Bachelor of Commerce [Finance or Accounts]
  - Information Science
  - ICT
  - Public Communication
  - Supply Chain Management
  - Administration

**OR**

Diploma Certificate (Where internship is a requirement for registration by respective professional bodies)

- iii) Updated Curriculum Vitae
- iv) A copy of the National Identity Card
- v) Must have cleared University latest by 2021
- vi) Certificate of Good Conduct from the DCI

**Personal Attributes**

- i. Demonstrate good verbal and written communication skills in both English and Kiswahili,
- ii. Demonstrate a proactive attitude and willingness to learn and to be part of a team
- iii. Ability to handle challenging assignments within timelines and be
- iv. Computer literate.

**Stipend:**

A monthly allowance of Kshs. 15,000.00 as provided for by the Public Service Commission [K] Circular Ref. PSC/ADM/14/V [108] Dated 16<sup>th</sup> December, 2016.

**Terms of Service:** Internship

**Benefits:**

An Intern will not be entitled to any leave, service gratuity, medical cover or any other benefit.



Interested and qualified candidates are invited to make their applications using the ODPP Pupillage and Internship Application form which can be accessed from the ODPP Website, and attach **copies** of the relevant documents;

Duly completed application forms and application letter should be addressed to:-

**The Secretary Prosecution Service  
Office of the Director of Public Prosecutions  
Ragati Road, Upper Hill  
P.O. Box 30701 - 00100  
NAIROBI, KENYA**

So as to reach the Office of the Director of Public Prosecutions **on or before 17<sup>th</sup> December, 2025.**

**Women, Persons with Disability and those from marginalized Communities are encouraged to apply.**

**Only shortlisted candidates will be contacted.**



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



