



VACANCY ANNOUNCEMENT

The Independent Policing Oversight Authority is established pursuant to the Independent Policing Oversight Authority Act Cap. 86 Laws of Kenya. Its primary mandate is to provide civilian oversight over the work of the National Police Service.

The Authority seeks to recruit results-oriented Kenyan citizens with drive, vision and creativity to fill the following vacant positions: -

| No | Job Reference | Designation | Job Grade | Vacant Positions |
|----|-----------------|---------------------|-----------|------------------|
| 11 | IPOA/HR/11/2026 | Office Assistant II | IPOA 13 | 3 Posts |

How to apply:

Interested candidates who meet the required qualifications are invited to submit their application **ONLINE** through the Authority's website [careers Portal](#). No Physical applications will be accepted

Detailed job description and specification for this position is available here: <https://www.ipoa.go.ke/ipoa/careers>.

All applications to reach the Authority on or before **18th May, 2026** at **5.00 p.m. East Africa time**.

Successful applicants must meet the requirements of Chapter Six of the Constitution of Kenya 2010 and provide the following documents; clearance certificate from HELB, EACC, CRB, KRA and DCI. Further to this, background checks and verification of academic certificates shall be undertaken before on boarding.

IPOA is an equal opportunity employer and shall not in its recruitment discriminate on the basis of race, religion, colour, ethnic origin, political affiliation, sex or sexual orientation, pregnancy, marital status, disability, health or social status. Kindly note that canvassing will lead to automatic disqualification.

IPOA does not engage any recruitment agencies and no medical examination is required before one attends an interview. IPOA does not charge a fee at any stage of the recruitment process (application, shortlisting or interview).

Only shortlisted candidates will be contacted.

**1. IPOA/HR/11/2026; OFFICE ASSISTANT II JOB GRADE IPOA 13 (3 POSITIONS)
(CONSOLIDATED SALARY KSH. 38,010 – 57,240)**

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| Job Title | Office Assistant II |
| Grade | IPOA 13 |
| Directorate | Human Resource and Administration |
| Department | Administration |
| Section / Unit | Administration |
| Location / Work Station | Headquarters, Nairobi / Regional Offices / County Offices |
| Reporting Relationships | |
| Reports to | Office Assistant I |
| Job Purpose | |
| Responsible for providing general routine office services, which include cleaning services, messengerial duties and preparing tea / catering services. | |
| Key Responsibilities/ Duties / Tasks | |
| <p>An officer at this grade will undertake the following duties and responsibilities:</p> <ol style="list-style-type: none"> i. Photocopying, scanning and binding documents; ii. Preparing and serving tea; iii. Opening and closing the office daily; iv. Utilizing kitchen and basic office consumables; v. Organizing office errands; vi. Preparing boardrooms for meetings; vii. Moving office furniture and arranging office space for staff; viii. Assessing and reporting on areas requiring general maintenance and repair; ix. Collecting and collating data for updating records as appropriate; and x. Supporting development of reports as appropriate. | |
| Knowledge, Experience and qualifications required | |
| <p>For appointment to this grade, an officer must have the following qualifications:</p> <ol style="list-style-type: none"> i. Kenya Certificate of Secondary Education (KCSE) mean grade of D (Plain) or its equivalent qualification; and ii. proficiency in Computer applications. | |