



VACANCIES

The Ethics and Anti-Corruption Commission (EACC) is established under Section 3 of the Ethics and Anti-Corruption Commission Act No. 22 of 2011, pursuant to article (79) of the Constitution of Kenya. The Mandate of the Commission is to combat and prevent corruption through law enforcement, preventive measures, education and promotion of standards and best practices of Integrity, Ethics and Anti-Corruption.

The Commission invites applications from suitably qualified persons to fill positions of Operations Assistant II – Huduma Centre (Mandera).

OPERATIONS ASSISTANT II – HUDUMA CENTRE (MANDERA), JOB GRADE - EACC "10" (1 POST) REF: EACC/ID/OAII/1

(This post targets candidates from Mandera County only)

Reporting to the EACC Head of North Eastern Regional Office - Garissa

Duties and responsibilities include:

- Receiving complaints/ information brought to the Commission;
- Analysing and classifying the complaints and information;
- Interviewing and providing advice to the clients;
- Preparing appropriate memoranda and correspondences;
- Maintaining and updating complaints/ reports database;
- Distributing IEC material;
- Collecting and preparing corruption intelligence briefs.

Requirements for appointment:

For appointment to this grade, a candidate must have:

- Minimum working experience of 3 years;

- Diploma in Criminology, Communications, Law, Education, Engineering, Business Management, Business Administration, Governance or its equivalent qualification from a recognized institution;
- Certificate in computer application skills;
- Certificate in Investigations lasting not less than three (3) months from a recognised institution will be an added advantage;
- Demonstrated integrity and professional competence as reflected in work performance and results.

Important Notice:

In addition to the qualifications set above applicants must further obtain clearances from the following:

- **Ethics and Anti-Corruption Commission (EACC)**
- **Kenya Revenue Authority (KRA)**
- **Criminal Investigation Department (CID)**
- **Higher Education Loans Board (HELB)**
- **Registration and good standing in relevant Professional Bodies**

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, clearances and testimonials.

All applications must be made online and will be acknowledged via an email. Shortlisted candidates will be contacted for further guidance.

To be considered applications should be received not later than 6th July, 2018 at 5.00pm

EACC is an equal opportunity employer committed to diversity. Persons with Disability are encouraged to apply. Canvassing of any nature will lead to automatic disqualification.