



OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

OUR MISSION

“To provide an impartial, effective and efficient prosecution service to all Kenyans”

VACANCIES

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:-

DEPUTY DIRECTOR OF PUBLIC PROSECUTIONS - ONE (1) POST V/NO. 122/2018

Basic Salary Scale: Kshs.120,270 - Kshs.180,660 p.m. DPP 3 (JG ‘S’)

Terms of Service: Permanent and Pensionable

Benefits:

House Allowance: Kshs. 60,000(Nairobi), Kshs. 56,000 (Mombasa, Kisumu, Nakuru, Nyeri Eldoret, Thika, Kisii, Malindi, Kitale), Kshs. 52,000 (Other former municipalities)

Non Practicing Allowance: Kshs. 40,000 p.m.

Responsibility Allowance: Kshs. 12,000 p.m.

Entertainment Allowance: Kshs. 7,500 p.m.

Commuter Allowance: Kshs. 20,000 p.m.

Prosecutorial Allowance: Kshs. 55,000 p.m.

Leave Allowance: Kshs. 10,000 p.a.

Robe Allowance: Kshs. 5,000 p.a.

Medical Insurance Cover: As covered by the medical Insurance Cover for ODPP staff

Group Life Insurance Cover: As covered by Group Life Medical Insurance Cover for ODPP staff

Car loan: Up to Kshs. 4 Million

Mortgage Scheme: Up to Kshs. 20 Million

a) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of eighteen (18) years relevant experience from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than eighteen (18) years in any law **OR** served for three (3) years at the level of Senior Assistant Director of Public Prosecutions DPP 4/ JG 'R' or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an Advocate of High Court of Kenya;
- (v) A Certificate in Computer Applications from a recognised institution;
- (vi) Demonstrated managerial, administrative and professional competence in work performance;
- (vii) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of Legal affairs;
- (viii) Demonstrated merit and ability as reflected in work performance and results; and
- (ix) Be a member of a recognized professional body.

NOTE: Possession of a Masters degree in law or any other social science from a recognized institution and a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Knowledge of relevant legislations;
- (ii) Knowledge of Parliamentary business and development of cabinet memos
- (iii) Thorough understanding of national goals, policies and objectives and ability to relate them to proper management of prosecution services;
- (iv) Litigation and Prosecutorial skills;
- (v) Legislation drafting and reform skills
- (vi) Policy formulation and Strategy implementation skills;
- (vii) Research skills;
- (viii) Leadership skills;
- (ix) Organizational, managerial and administrative skills;
- (x) Budgeting skills
- (xi) Resource management skills;
- (xii) Analytical skills;
- (xiii) Arbitration skills;
- (xiv) Negotiation skills;
- (xv) ICT skills
- (xvi) Interpersonal and communication skills; and
- (xvii) Problem solving skills.

c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Ability to articulate, interpret and implement national and international policies and development goals;
- (ii) Ability to get on well with diverse workforce;
- (iii) Honesty and integrity;
- (iv) Positive working attitude;
- (v) Ability to give and take instructions;
- (vi) Creativity and innovativeness;
- (vii) Self driven; and
- (viii) Results oriented.

d) Duties and Responsibilities

An officer at this level will be responsible professionally to the DPP directly and administratively to the DPP through the Secretary, Public Prosecutions.

The officer will head any of the following Departments namely:-

- (i) Department of Offences against the Person;
- (ii) Department of Economic, International and Emerging Crimes;
- (iii) Department of County Affairs and Regulatory Prosecution; or
- (iv) Such other Departments as may be established in the ODPP.

Specifically, duties and responsibilities at this level will entail:-

- (i) Overall supervision and management and the day to day operations of the Department
- (ii) Exercising Constitutional and other legislative Prosecutorial powers and functions for and on behalf of the DPP;
- (iii) Providing positive, technical, professional and managerial leadership to the Department
- (iv) Leading in designing, development and implementation of strategies, systems, plans and policies necessary to enable the Department to deliver services to the Government and the Public effectively, efficiently and fairly;
- (v) Developing and monitoring implementation of departmental budgets to ensure sufficient allocation of resources, in order for the ODPP strategic plan to be implemented efficiently along quality standards and timelines;
- (vi) Developing and implementing the sectorial policies, to ensure the availability of guidelines that enhance delivery of services that are aligned to the constitution requirements, that is in line with best practice, and that meets set quality standards;
- (vii) Developing and promoting linkages with the governance, law and justice sectors, to ensure ODPP receives the necessary support in the delivery of quality public prosecution services that meet stakeholder expectations;
- (viii) Coordinating the operations of the departments to ensure the operations are in line with the strategic direction of ODPP in the delivery of public prosecution services, and that there is delivery against timelines and quality standards;

- (ix) Initiating national and sectoral legal policy reforms in the Office of the Director of Public Prosecutions, to ensure ODPP is guided by sound frameworks that enhance the quality of service delivered;
- (x) Participating in relevant committees to support the implementation of the ODPP mandate.
- (xi) Undertaking confiscation and asset forfeiture proceedings to deter criminals from benefiting from proceeds of crime;
- (xii) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process;
- (xiii) Supervising departmental performance and Counsel directly reporting to the post for effective and efficient delivery of services that support the achievement of the ODPP objectives;
- (xiv) Handling prosecutions of complex cases, to ensure the judgments arrived at are informed by the Constitution of Kenya guidelines, legal policy, and best practice, in order to garner the trust of stakeholders on the ability of ODPP to deliver quality public prosecution services;
- (xv) Coordinating legal research in the department, to ensure the prosecution process is well informed, which enhances the quality of prosecution services offered to the stakeholders;
- (xvi) Offering general legal advice to the government of Kenya and investigative agencies, to ensure the decisions made by the government and the agencies are well informed and meet stakeholder expectations, and for ODPP to enhance relationships with key stakeholders;
- (xvii) Organizing and conducting workshops, conferences and seminars, to ensure ODPP reaches all the relevant stakeholders in the communication of information on the services offered by ODPP;
- (xviii) Coordinating and supervising the collection and analysis of criminal data, to ensure the information captured is correct and useful in the delivery of public prosecution services, for ODPP to garner the support of the relevant stakeholders on the ability of ODPP to deliver on public prosecutions;and
- (xix) Reviewing country/periodic reports and ensuring compliance with the regional and international instruments.

**SENIOR ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS – TWO (2) POSTS
V/NO. 123/2018**

Basic Salary Scale: Kshs.109,089 - Kshs.144,928 p.m. DPP 4 (JG ‘R’)

Terms of Service: Permanent and Pensionable

Benefits:

House Allowance: Kshs. 50,000(Nairobi), Kshs. 35,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Malindi, Kitale), Kshs. 25,000 (Other Former Municipalities), Kshs. 20,000 (Other Areas)

Non Practicing Allowance: Kshs. 20,000 p.m.

Responsibility Allowance: Kshs. 10,000 p.m.

Entertainment Allowance: Kshs. 7,200 p.m.

Commuter Allowance:	Kshs. 16,000 p.m.
Prosecutorial Allowance:	Kshs. 55,000 p.m.
Leave Allowance:	Kshs. 10,000 p.a.
Robe Allowance:	Kshs. 5,000 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
Car loan:	Up to Kshs. 3 Million
Mortgage Scheme:	Up to Kshs. 15 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of Eighteen (18) years relevant experience from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than Eighteen (18) years in any law **OR** served for Three (3) years at the level of Assistant Director of Public Prosecutions DPP 5/ JG 'Q' or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an Advocate of the High Court of Kenya;
- (v) A Certificate in Computer Applications from a recognised institution;
- (vi) Demonstrated merit and ability as reflected in work performance and results; and
- (vii) Be a member of a recognized professional body.

NOTE: Possession of a Masters degree in law or any other social science from a recognized institution and a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation and Prosecutorial skills;
- (ii) Legislation and reform skills
- (iii) Policy formulation and implementation skills;
- (iv) Research skills;
- (v) Thorough understanding of national goals, policies and objectives and ability to relate them to proper management of prosecution services;
- (vi) Knowledge of criminal justice system;
- (vii) Knowledge of relevant legislation;
- (viii) Knowledge of professional standards;
- (ix) Leadership skills;
- (x) ICT skills;
- (xi) Budgeting skills;
- (xii) Analytical skills;
- (xiii) Resource management skills;
- (xiv) Interpersonal and communication skills.
- (xv) Negotiation skills; and
- (xvi) Problem solving skills;

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Ability to articulate, interpret and implement national and international policies and development goals;
- (ii) Honesty and integrity
- (iii) Ability to work under pressure;
- (iv) Ability to build and lead cohesive teams;
- (v) Creativity and innovativeness;
- (vi) Results oriented; and
- (vii) Self driven.

(d) Duties and Responsibilities

An officer at this level may be deployed to head any of the divisions at the Headquarters or a County Office. Specifically, duties and responsibilities at this level will entail:-

- (i) Implementing division's policies and procedures, to ensure the availability of guidelines that enhance delivery of service that is aligned to the Constitution requirements, in line with best practice, and that meet set quality standards.
- (ii) Ensure the division operations are directed to the achievement of the ODPP service delivery objectives;
- (iii) Monitoring the utilization of the division's allocated funds, to ensure the resources are spent without wastage, and to garner the trust of stakeholders in the ability of ODPP to deliver quality public prosecution services;
- (iv) Monitoring the implementation of the division's strategy, to ensure the deliverables of the strategy are met against set timelines and quality standards;
- (v) Developing, implementing and coordinating division's work plans, to assist in the efficient and effective implementation of the division's strategy, to ensure the divisions deliverables are meet within the set timelines and quality standards;
- (vi) Conducting prosecutions in line with the set policies, procedures and laws, to ensure the rulings delivered meet stakeholder expectations on time and quality standards;
- (vii) Coordinating legal research, to ensure the decisions made on cases to be prosecuted are well informed and support justice in the delivery of service by ODPP;
- (viii) Advising ministries and departments on legal issues, to ensure the ministries and departments are compliant with all the relevant laws, to reduce exposure to fines, litigations and penalties that arise from non-compliance;
- (ix) Monitoring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity, in order for ODPP to garner the trust of stakeholders on the ability of ODPP to deliver quality public prosecution services;

- (x) Reviewing legislation, legal documents, opinions and briefs, to determine the responsibility of ODPP on various relationships entered into, to support compliance and hence reduce exposure to legal risks;
- (xi) Developing proposals for reforms on emerging legal issues, to advice management and relevant stakeholders on the need to introduce changes that enhance service delivery;
- (xii) Coordinating the operations of the division, to ensure the operations are directed at the achievement of the objectives of the division strategy; and
- (xiii) Developing and managing the performance of the staff in the division, for the department to deliver quality public prosecution services in line with the ODPP objectives.

ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS – ONE (1) POSTS

V/NO. 124 /2018

Basic Salary Scale: Kshs. 89,748 - Kshs. 120,270 p.m. DPP 5 (JG ‘Q’)

Terms of Service: Permanent and Pensionable

Benefits

House Allowance: Kshs. 45,000 (Nairobi), Kshs. 28,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Malindi, Kitale), Kshs. 21,000 (Other Former Municipalities), Kshs. 16,800 (Other Areas)

Non Practicing Allowance: Kshs. 20,000 p.m.

Prosecutorial Allowance: Kshs. 45,000 p.m.

Responsibility Allowance: Kshs. 4,000 p.m.

Commuter Allowance: Kshs. 14,000 p.m.

Entertainment Allowance: Kshs. 1,700 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 Life Insurance Cover for ODPP staff

Car loan: Up to Kshs. 3 Million

Mortgage Scheme: Up to Kshs. 15 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of Fifteen (15) years from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than fifteen (15) years in any law **OR** served for Three (3) years at the level of Senior Principal Prosecution Counsel DPP 6/ JG’P’ or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an Advocate of the High Court of Kenya;
- (v) A Certificate in computer applications from a recognised institution;
- (vi) Shown merit and ability as reflected in work performance and results; and

- (vii) Be a member of a recognized professional body.

NOTE: Possession of a Masters degree in law or any other social science from a recognized institution and a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation and Prosecutorial skills;
- (ii) Legislative drafting and law reform skills
- (iii) Policy implementation skills;
- (iv) Research skills;
- (v) Knowledge of criminal justice system;
- (vi) Knowledge of relevant legislation;
- (vii) Knowledge of professional standards;
- (viii) Leadership skills;
- (ix) ICT skills;
- (x) Analytical skills;
- (xi) Interpersonal and communication skills;
- (xii) Organizational, managerial and decision making skills;
- (xiii) Resource management skills;
- (xiv) Negotiation skills; and
- (xv) Problem solving skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Ability to work under pressure;
- (iii) Ability to build and lead cohesive teams;
- (iv) Ability to take and give instructions;
- (v) Creativity and innovativeness;
- (vi) Results oriented;
- (vii) Self driven; and
- (viii) Professionalism

(d) Duties and Responsibilities

An officer at this level may be deployed to head a legal Section or work at any of the Departments at the Headquarters or a County Office. Specifically, duties and responsibilities will entail:-

- (i) Coordinating the development and implementation of work plans that assist in the implementation of the section strategy that enhances efficiency and effectiveness in the delivery of justice;
- (ii) Monitoring the delivery of service by the staff in the section, in line with the approved section and individual work plans, to ensure high quality standards are maintained, and that service meets set timelines;

- (iii) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process;
- (iv) Supervising of the section's performance management for efficient and effective service delivery;
- (v) Undertaking prosecutions to ensure justice on cases forwarded is delivered in a timely manner;
- (vi) Undertaking research, analysing research data and compiling reports on relevant information gathered, to ensure the prosecution services offered are well informed and are of high quality, and to enhance on the efficiency and effectiveness in the delivery of service;
- (vii) Preparing preliminary legal documents/instruments, opinions and briefs, in line with the ODPP quality standards, to ensure proper preparedness for prosecution cases that enhances the quality of judgements delivered;
- (viii) Monitoring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity, in order for ODPP to garner the trust of stakeholders on the ability of ODPP to deliver quality public prosecution services;
- (ix) Advising ministries, departments, and agencies on legal policy issues, to ensure full compliance with the law and the relevant guidelines in the delivery of justice;
- (x) Liaising with the witness protection agency to protect witnesses and screen possible criminal prosecutions forwarded to ODPP by the police, to ensure the delivery of quality and just public prosecution services;
- (xi) Reviewing investigations from various law enforcement agencies, to inform the rulings to be made on cases forwarded to ODPP for ruling;
- (xii) Studying and evaluating case files presented and deciding on whether to prosecute, to ensure all cases are attended to in a timely manner; and
- (xiii) Developing and implementing a schedule that facilitates the delivery of timely service to clients, to ensure relevant stakeholders trust the ability of ODPP to high quality public prosecution services;

PRINCIPAL PROSECUTION COUNSEL – FOUR (4) POSTS V/NO. 125/2018

Basic Salary Scale: Kshs. 48,190 - Kshs. 65,290 p.m. DPP 7 (JG 'N')

Terms of Service: Permanent and Pensionable

Benefits

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)

Non Practicing Allowance: Kshs. 15,000 p.m.

Prosecutorial Allowance: Kshs. 45,000 p.m.

Responsibility Allowance: Kshs. 3,200 p.m.

Commuter Allowance: Kshs. 8,000 p.m.

Entertainment Allowance: Kshs. 1,500 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 the Group Life Insurance Cover for ODPP staff
Car loan:	Up to Kshs. 1.5 Million
Mortgage Scheme:	Up to Kshs. 10 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of Nine (9) years relevant experience from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than Nine (9) years in any law **OR** served for Three (3) years at the level of Senior Prosecution Counsel DPP 8/ JG'M' or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an advocate of the High Court of Kenya;
- (v) A Certificate in computer applications from a recognised institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

NOTE: Possession of a Senior Management Course lasting not less than four (4) weeks from a recognized institution will be an added advantage;

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation skills;
- (ii) Prosecutorial skills;
- (iii) Legislative drafting and law reform skills;
- (iv) Knowledge of the criminal justice system;
- (v) Knowledge and appreciation of laws and professional standards;
- (vi) Research skills;
- (vii) ICT skills;
- (viii) Organizational and administrative skills;
- (ix) Supervisory skills;
- (x) Policy implementation skills;
- (xi) Arbitration skills;
- (xii) Negotiation skills;
- (xiii) Interpersonal and Communication skills; and
- (xiv) Problem solving skills.

(b) Personal Qualities

In addition to the above requirements, an officer must have the following qualities: -

- (i) Ability to get well with a diverse workforce;
- (ii) Honesty and integrity;
- (iii) Positive working attitude;
- (iv) Ability to give and take instructions;
- (v) Ability to work with minimum supervision;

- (vi) Creativity and innovativeness;
- (vii) Ability to build and lead cohesive teams;
- (viii) Ability to work under pressure; and
- (ix) Professionalism.

(d) Duties and Responsibilities

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 entail:-

- (i) Undertaking prosecutions to ensure justice on cases forwarded is delivered in a timely manner;
- (ii) Undertaking research on assigned legal issues and compiling reports on relevant information gathered, to ensure the prosecution services offered are well informed and are of high quality, and to enhance on the efficiency and effectiveness in the delivery of service;
- (iii) Preparing preliminary legal documents/instruments and opinions, in line with the ODPP quality standards, to ensure proper preparedness for prosecution cases that enhances the quality of judgements delivered;
- (iv) Monitoring compliance with principles and values of good governance, human rights, transparency, in order for ODPP to garner the trust of stakeholders on the ability of ODPP to deliver quality public prosecution services
- (v) Ensuring that staff who report to the position are accountable, ethical and have integrity in the delivery of service, to garner the trust of stakeholders on the ability of ODPP to deliver on just public prosecution services;
- (vi) Organising stakeholder consultation in the delivery of public prosecution services, to ensure ODPP receives the necessary support in the management of public prosecutions;
- (vii) Monitoring the implementation of individual work plans, to ensure high quality standards are maintained, and that service meets set timelines;
- (viii) Advising ministries, departments, and agencies on legal policy issues, to ensure full compliance with the law and the relevant guidelines in the delivery of justice;
- (ix) Studying and evaluating case files presented and deciding on whether to prosecute, to ensure all cases are attended to in a timely manner;
- (x) Preparing appropriate documents for appeal review, or revision and related proceedings, to ensure ODPP is well prepared to manage the appeals process in order to deliver timely and quality service;
- (xi) Supervising the delivery of service by the prosecution counsel, to ensure delivery of quality service that meets set timelines; and
- (xii) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process.

SENIOR PROSECUTION COUNSEL – TEN (10) POSTS V/NO. 126/2018

Basic Salary Scale: Kshs. 41,590 - Kshs. 55,840 p.m. DPP 8 (JG 'M')

Terms of Service: Permanent and Pensionable

Benefits

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)

Non Practicing Allowance: Kshs. 15,000 p.m.

Prosecutorial Allowance: Kshs. 45,000 p.m.

Responsibility Allowance: Kshs. 3,200 p.m.

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 Life Insurance Cover for ODPP staff

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of Six (6) years relevant experience from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than Six (6) years in any law **OR** served for three (3) years at the level of Prosecution Counsel I DPP9/ JG'L' or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an advocate of the High Court of Kenya;
- (v) A Certificate in Computer Applications from a recognized institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation skills;
- (ii) Prosecutorial skills;
- (iii) Legislative drafting and law reform skills;
- (iv) Knowledge of the criminal justice system ;
- (v) Knowledge and appreciation of laws and professional standards;
- (vi) Research skills;
- (vii) ICT skills;
- (viii) Interpersonal and Communication skills;
- (ix) Negotiation skills;
- (x) Organizational and administrative skills;
- (xi) Supervisory skills;

- (xii) Persuasive skills;
- (xiii) Arbitration skills;
- (xiv) Policy implementation skills; and
- (xv) Problem solving skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Ability to get well with the diverse workforce;
- (ii) Honesty and integrity;
- (iii) Positive working attitude;
- (iv) Ability to build and lead cohesive teams;
- (v) Ability to give and take instructions;
- (vi) Ability to work under pressure;
- (vii) Ability to work with minimum supervision; and
- (viii) Creativity and innovativeness.

(d) Duties and Responsibilities

An officer at this level may be deployed at any of the Departments at the Headquarters or County Offices. Specifically, duties and responsibilities will entail:-

- (i) Undertaking prosecutions to ensure justice on cases forwarded is delivered in a timely manner;
- (ii) Undertaking research on assigned legal issues to ensure the prosecution services offered are well informed and are of high quality, and to enhance on the efficiency and effectiveness in the delivery of service;
- (iii) Preparing preliminary legal documents/instruments and legal briefs in line with the ODPP quality standards, to ensure proper preparedness for prosecution cases that enhances the quality of judgements delivered;
- (iv) Representing the state in appeals filed in court to ensure the delivery of timely and just ruling;
- (v) Liaising with the police where necessary to ensure sufficient collection of evidence that supports timely and just rulings;
- (vi) Advising the police in the management of suspected criminal incidents to ensure the information provided to ODPP assists in the delivery of justice to the stakeholders;
- (vii) Handling applications filed in court on behalf of the state, to ensure the applications are attended to in line with the court policies and guidelines;
- (viii) Preparing reports on outcome of appeals, to ensure appropriate strategies are developed and implemented to manage the challenges encountered;
- (ix) Training prosecutors to ensure the availability of competencies that are necessary in the management of prosecution cases;
- (x) Instructing the police to carry out investigations on reported cases, to ensure sufficient information is availed to assist in the just prosecution of the cases;
- (xi) Studying and evaluating case files presented and making decisions whether to charge or not to ensure quality and timely delivery of service;
- (xii) Advising investigative agencies on criminal matters to ensure quality delivery of service; and

- (xiii) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process;

PROSECUTION COUNSEL I –THIRTEEN (13) POSTS V/NO. 127/2018

Basic Salary Scale: Kshs. 35,910 - Kshs. 45,880 p.m. DPP 9 (JG ‘L’)

Terms of Service: Permanent and Pensionable

Benefits

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)

Non Practicing Allowance: Kshs. 15,000 p.m.

Prosecutorial Allowance: Kshs. 45,000 p.m.

Responsibility Allowance: Kshs. 3,200 p.m.

Commuter Allowance: Kshs. 6,000 p.m.

Leave Allowance: Kshs. 6,000 p.a.

Medical Insurance Scheme: As covered by the Medical Insurance Cover for ODPP staff

Group Life Insurance Cover: As covered by Group Life Insurance for ODPP staff

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) A cumulative number of Three (3) years relevant experience from the date of admission as an Advocate of the High Court of Kenya **OR** practiced for not less than Three (3) years in any law **OR** served for Three (3) years at the level of Prosecution Counsel II DPP10/JG‘K’ or relevant and equivalent level in the wider public service or private sector;
- (ii) Bachelor of Laws (LLB) degree from a recognized university;
- (iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iv) Admission as an advocate of the High Court of Kenya;
- (v) A certificate in Computer Applications from a recognised institution; and
- (vi) Demonstrated merit and ability as reflected in work performance and results.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation skills;
- (ii) Prosecutorial skills;
- (iii) Legislative drafting and law reform skills;
- (iv) Research skills;
- (v) Knowledge of the criminal justice system;
- (vi) Knowledge and appreciation of laws, professional standards
- (vii) ICT skills;

- (viii) Interpersonal and communication skills;
- (ix) Organisational and administration skills;
- (x) Supervisory skills;
- (xi) Problem solving skills; and
- (xii) Report writing skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Ability to get well with a diverse workforce;
- (ii) Honesty and integrity;
- (ii) Positive working attitude
- (iii) Ability to give and take instructions;
- (iv) Ability to work with minimum supervision;
- (v) Creativity and innovativeness;
- (vi) Professionalism; and
- (vii) Team player.

(d) Duties and Responsibilities

An officer at this level may be deployed at any of the Departments at the Headquarters or County Offices. Specifically, duties and responsibilities will entail: -

- (i) Undertaking prosecutions to ensure justice on cases forwarded is delivered in a timely manner;
- (ii) Undertaking research on assigned legal issues and compiling data to ensure the prosecution services offered are well informed and are of high quality, and to enhance on the efficiency and effectiveness in the delivery of service;
- (iii) Liaising with the police and other law enforcement agencies where necessary to ensure sufficient collection of evidence that supports timely and just rulings;
- (iv) Conducting appeals, applications and revisions in all courts and preparing reports on the outcome of the appeals and applications, to ensure the challenges faced in the delivery of service are identified and strategies developed and implemented to minimise recurrences;
- (v) Preparing briefs on different legal cases as assigned in a manner that meets the legal quality standards set, to ensure favourable rulings on cases forwarded by ODPP;
- (vi) Training prosecutors to ensure the availability of competencies that are necessary in the management of prosecution cases;
- (vii) Advising investigative agencies on criminal matters to ensure quality delivery of service;
- (viii) Preparing legal documents to be filled in court, to ensure ODPP is fully prepared for the court cases submitted, and to support compliance with the requirements of the court;
- (ix) Screening police files and advise on possible prosecution, to support the commitment of the Kenya Police in the maintenance of security and justice, and to ensure timely prosecution of cases;
- (x) Studying and evaluating case files presented and making decisions whether to charge or not; and
- (xi) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process.

PROSECUTION COUNSEL II – FOURTY EIGHT (48) POSTS V/NO. 128/2018

Basic Salary Scale: Kshs. 31,020 - Kshs. 41,590 p.m. DPP 10 (JG ‘K’)

Terms of Service: Permanent and Pensionable

Benefits

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 Insurance Cover for ODPP staff

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for appointment

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

- (i) Bachelor of Laws (LL.B) degree from a recognized university;
- (ii) Postgraduate Diploma in Legal Studies from the Council of Legal Education;
- (iii) Admission as an advocate of the High Court of Kenya; and
- (iv) A certificate in computer application skills from a recognised institution.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Litigation skills;
- (ii) Prosecutorial skills;
- (iii) Legislative drafting and law reform skills;
- (iv) Knowledge of the criminal justice system
- (v) Research skills;
- (vi) ICT skills;
- (vii) Supervisory skills;
- (viii) Interpersonal and Communication skills;
- (ix) Organisational and administrative skills;
- (x) Problem solving skills; and
- (xi) Report writing skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Ability to get well with the diverse workforce;
- (ii) Honesty and Integrity;
- (iii) Positive working attitude;

- (iv) Ability to work with minimum supervision;
- (v) Creativity and innovativeness;
- (vi) Ability to work under pressure;
- (vii) Ability to work well with teams; and
- (viii) Professionalism.

(d) Duties and Responsibilities

This is the entry and training 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 more senior and experienced officer. Specifically, duties and responsibilities will entail:-

- (i) Undertaking prosecutions of all assigned criminal and other cases to ensure justice on cases forwarded is delivered in a timely manner;
- (ii) Undertaking research on assigned legal issues and compiling data to ensure the prosecution services offered are well informed and are of high quality, and to enhance on the efficiency and effectiveness in the delivery of service;
- (iii) Conducting appeals, applications and revisions in all courts and preparing reports on the outcome of the appeals and applications, to ensure the challenges faced in the delivery of service are identified and strategies developed and implemented to minimise recurrences;
- (iv) Advising investigative agencies on criminal matters to ensure quality delivery of service;
- (v) Preparing of the status reports on cases prosecuted to ensure effectiveness in service delivery;
- (vi) Undertaking negotiations and entering into plea agreements on behalf of DPP.
- (vii) Liaising with the police and other law enforcement agencies where necessary to ensure sufficient collection of evidence that supports timely and just rulings;
- (viii) Preparing legal documents to be filled in court, to ensure ODPP is fully prepared for the court cases submitted, and to support compliance with the requirements of the court;
- (ix) Screening police files and advise on possible prosecution, to support the commitment of the Kenya Police in the maintenance of security and justice, and to ensure timely prosecution of cases;
- (x) Studying and evaluating case files presented and making decisions whether to or not to charge; and
- (xii) Facilitating participation of victims, witnesses, complainants and accused persons in the criminal justice system and protection of their rights to ensure a seamless judicial process.

CHIEF FINANCE OFFICER – ONE (1) POST V/NO. 129/2018

Basic Salary Scale: Kshs. 109,089 - Kshs. 144,928 p.m. DPP 4 (JG ‘R’)

Terms of Service: Permanent and Pensionable

Benefits:

House Allowance: Kshs.50, 000 (Nairobi), Kshs. 35,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 25,000 (Other Former Municipalities), Kshs. 20,000 (Other Areas)

Commuter Allowance: Kshs. 16,000 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 the Group Life Insurance Cover for ODPP staff

Car loan: Up to Kshs. 3 Million

Mortgage Scheme: Up to Kshs. 15 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Deputy Chief Finance Officer or in a comparable and relevant position in the Public Sector or Private sector for a minimum period of two (2) years;
 - (ii) Bachelor’s degree in any of the following disciplines: Commerce (Finance Option), Economics, Business Administration, Business Management or Finance from a university recognized in Kenya;
- OR**
- Any other Bachelor’s degree from a university recognized in Kenya plus Certified Public Accountant III(CPA III) qualification;
 - (iii) Possession of Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or in a financial related discipline from a recognized university;
 - (iv) Certificate in computer applications from a recognized institution;
 - (v) Ability in management of public financial resources;
 - (vi) Demonstrated merit and ability as reflected in work performance and results.
 - (vii) Be a member of a recognized professional body; and

NOTE: Possession of a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage;

(a) Core Skills/Competencies

In addition to the above to the above requirements an officer must have the following skills;

- (i) Policy formulation and implementation skills;
- (ii) Knowledge of the Government budgeting cycle and any developments;
- (iii) Knowledge of national goals, policies and objectives;

- (iv) Knowledge of the prevailing Public financial management laws and regulations;
- (v) Knowledge of Integrated Financial Management Information System (IFMIS) Application;
- (vi) ICT skills;
- (vii) Accounting and financial management skills;
- (viii) Knowledge on IFRS-International Financial Reporting Standards;
- (ix) Knowledge on IPSAS-International Public Sector Accounting Standards;
- (x) Project Management skills;
- (xi) Organisational and managerial skills;
- (xii) Leadership skills;
- (xiii) Interpersonal and Communication skills; and
- (xiv) Negotiation skills;

(a) Personal Qualities

In addition to the above requirements an officer must have the following qualities:-

- (i) Ability to articulate, interpret and implement national policies;
- (ii) Creativity and innovativeness;
- (iii) Honesty and integrity;
- (iv) Ability to work under pressure;
- (v) Ability to build and lead cohesive teams;
- (vi) Results oriented; and
- (vii) Self driven.

(b) Duties and responsibilities

An officer at this level will head the Finance division and he/she will be responsible directly to the Director of Public Prosecutions professionally and administratively to the Deputy Director of Central Facilitation Services for efficient and effective management of the division. Specifically, duties and responsibilities at this level will entail:-

- (i) Developing sound financial management policies to guide in finance operations, reporting and strategy, in order to attain high quality standards and facilitate compliance with the relevant regulations;
- (ii) Developing the overall financial management strategy to ensure alignment of the ODPP strategy with the overall National Development strategy;
- (iii) Leading ODPP in the Medium Term Expenditure Framework (MTEF) Sector Resource allocation process;
- (iv) Preparing of ODPP Public Expenditure Review report;
- (v) Preparing the ODPP overall budget, to ensure sufficient allocation of resources required for the implementation of the ODPP overall strategy;
- (vi) Advising the Accounting Officer on all financial management matters for ODPP for informed decision making in the management of resources;
- (vii) Undertaking organization risk management in the ODPP to ensure pro-activeness in the management of risk at the office for minimal disruption to the delivery of public prosecution services;

- (viii) Ensuring ODPP prepares and submits to the National Treasury annual work plans, procurement plans and cash flow to assist in the implementation of the finance strategy along quality standards and timelines;
- (ix) Systematically schedule expenditures consistent with the work plans to support successful implementation of programmes;
- (x) Preparing of the ODPP's Annual Report, chapter on Finance;
- (xi) Coordinating the preparation of expenditure schedules to ensure resources are availed in a timely manner;
- (xii) Monitoring the implementation of the financial management strategies, policies and standards to ensure the delivery of quality financial services that are compliant with the set regulations;
- (xiii) Monitoring the cash flow forecasts for ODPP to ensure the availability of funds for the day to day activities of the institution;
- (xiv) Reviewing reports on monthly utilization of budgets and make recommendations on the budget variances to ensure efficiency in utilization of the ODPP resources;
- (xv) Monitoring ODPP compliance with all statutory requirements on finance management , to safeguard ODPP from penalties and any other risks associated with non – compliance;
- (xvi) Coordinating supplier performance management through the analysis of value delivered against signed contracts and services provided by suppliers, in order to achieve value for money for ODPP
- (xvii) Approving the expenditure budgets submitted by department heads in line with the laid down budgetary allocations, to enhance efficiency in the utilization of resources;
- (xviii) Reviewing reports on monthly utilization of budgets and making recommendations on the budget variances to ensure efficiency in utilization of the ODPP resources; and
- (xix) Participating in relevant committees to support the implementation of the ODPP mandate.

**SENIOR ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT – ONE (1)
POST V/NO. 130/2018 RE-ADVERTISEMENT**

Basic Salary Scale: Kshs. 109,089 - Kshs. 144,928 p.m. DPP 4 (JG 'R')

Terms of Service: Permanent and Pensionable

Benefits:

House Allowance: Kshs.50,000 (Nairobi), Kshs. 35,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 25,000 (Other Former Municipalities), Kshs. 20,000 (Other Areas)

Commuter Allowance: Kshs. 16,000 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 the Group Life Insurance Cover for ODPP staff

Car loan: Up to Kshs. 3 Million

Mortgage Scheme: Up to Kshs. 15 Million

(c) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Assistant Director of Human Resource Management or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of two (2) years;
- (ii) A Bachelor's degree in Sociology, Public/Business Administration, Human Resource Management/Staff Management or any other relevant qualification from a recognized institution;
- (iii) Post graduate diploma in Staff/Human Resource Management or its equivalent from a recognized institution;
- (iv) A Masters degree in Human Resource/Staff Management, Business Administration or Public Administration or their equivalent qualifications from a recognized institution;
- (v) A certificate in Computer application skills from a recognized institution;
- (vi) Demonstrated a high degree of professional and administrative competence, and a thorough understanding of the existing and emerging Human Resource Management practices/techniques;
- (vii) Demonstrated a thorough understanding of National and ODPP goals, policies and development objectives; and
- (viii) Be a member of a recognized professional body.

NOTE: Possession of a Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution will be an added advantage.

(d) Core Skills /Competences

In addition to the above requirements an officer must have the following skills:-

- (i) Knowledge of professional standards;
- (ii) Knowledge and thorough understanding of national and Office of the Director of Public Prosecutions goals, policies and development objectives;
- (iii) Knowledge on relevant legislation;
- (iv) Policy formulation and implementation skills;
- (v) Planning skills;
- (vi) Research skills;
- (vii) Analytical skills;
- (viii) Negotiation skills;
- (ix) Performance management skills;
- (x) Budgeting skills;
- (xi) Problem solving skills;
- (xii) Leadership skills;
- (xiii) ICT skills;
- (xiv) Interpersonal and communication skills; and
- (xv) Organizational and administrative skills.

(e) Personal Qualities

In addition to the above requirements an officer must have the following qualities:-

- (i) Ability to articulate and interpret national and international policies and development goals;
- (ii) Creativity and innovativeness
- (iii) Honesty and integrity;
- (iv) Ability to work under pressure;
- (v) Ability to build and lead cohesive teams;
- (vi) Professionalism;
- (vii) Self driven; and
- (viii) Results oriented;

(f) Duties and responsibilities

An officer at this level will head the Human Resource Management division and he/she will be responsible directly to the Director of Public Prosecutions professionally and administratively to the Deputy Director of Central Facilitation Services for efficient and effective management of the division. Specifically, duties and responsibilities at this level will entail:-

- (i) Forecasting the human resource needs as per the objectives and functions of the organization and planning in order to ensure adequate staff with the required skills and competencies for efficient and effective service delivery;
- (ii) Developing and overseeing implementation of human resource management policies, and procedures to ensure the availability of guidelines that enhance delivery of service that is aligned to the constitution requirements, that is in line with best practice, and that meets set quality standards;
- (iii) Monitoring and evaluating the effectiveness of human resource management policies, guidelines, procedures, and standards to inform timely review;
- (iv) Providing professional advice on human resource management policies, procedures and practices to ensure compliance with regulations;
- (v) Coordinating the development and review of career progression guidelines and succession management strategies to ensure availability of competencies required at all times, to support effective and efficient delivery of public prosecution services;
- (vi) Coordinating preparation of Advisory Board Papers and implementation of Board decisions in a timely manner in order to enhance the delivery of service at ODPP;
- (vii) Providing leadership at the divisional level to ensure effective contribution to the achievement of organizational strategic objectives;
- (viii) Coordinating the preparation and implementation of Personnel Emolument budget for staff of ODPP to ensure sufficient allocation for delivery of timely and quality service;
- (ix) Developing and monitoring the implementation of the human resource management strategy derived from the ODPP strategic plan to ensure the deliverables of the strategy are met against set timelines and quality standards;

- (x) Coordinating labour relations management at ODPP through the interpretation of labour laws, advise on collective bargaining and negotiations with the union, to ensure minimal disruptions to the operations of public prosecution services that result from disgruntled employees;
- (xi) Coordinating recruitment of staff and proper placement to ensure achievement of ODPP strategic objectives;
- (xii) Coordinating the implementation of performance management system in ODPP to ensure quality and timely service delivery;
- (xiii) Promoting strategic alliances with inter-agencies and other institutions to provide relevant services and resources on human resource management for enhanced organizational performance;
- (xiv) Coordinating the management of human resource records to ensure ODPP is compliant with the guidelines on records management, and to support the availability of staff information that is critical in the management of human resources;
- (xv) Coordinating the preparation of quarterly and annual divisional reports and sharing with the management for informed decision making to enhance organisational performance;
- (xvi) Coordinating the management of staff compensation and benefits to ensure a motivated workforce;
- (xvii) Participating in relevant committees to support the implementation of the ODPP mandate.
- (xviii) Mentoring and coaching staff in the division to enhance performance.

SENIOR LIBRARIAN I – ONE (1) POST V/NO. 131/2018

Basic Salary Scale: Kshs. 41, 590-55840 p.m DPP 8 (JG ‘M’)

Terms of Service: Permanent and Pensionable

Benefits

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. 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 Life Insurance Cover for ODPP staff

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have;

- (i) Served in the grade of Senior Librarian II or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Two (2) years;
- (ii) A Bachelor’s degree in either Library Studies or Information Science or their equivalent qualification from a recognized institution;

- (iii) Demonstrated administrative and managerial capability in organizing an Information centre/library; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.
- (v) A Certificate in Computer Applications from a recognized institution

OR

- (i) Served in the grade of Senior Librarian II or in a comparable and relevant position in the Public Service or Private Sector for minimum period of two (2) years;
- (ii) A Kenya Certificate of Secondary Education (KCSE) mean grade C or its equivalent qualification with at least a C in Mathematics, English and Kiswahili respectively;
- (iii) A Diploma in Library or Information Science or equivalent qualifications from a recognized institution
- (iv) Demonstrated administrative and managerial capability in organizing an Information centre/library; and
- (v) Demonstrated merit and ability as reflected in work performance and results.
- (vi) A Certificate in Computer Applications from a recognized institution

(b) Core Skills/Competencies

In addition to the above requirements an Officer must have the following skills;

- (i) Cataloguing skills;
- (ii) Classification skills;
- (iii) Interpersonal and communication skills;
- (iv) Organisational and administrative skills;
- (v) ICT skills;
- (vi) Problem solving skills;
- (vii) Supervisory skills;
- (viii) Analytical skills; and
- (ix) Time management skills.

(c) Personal Qualities

In addition to the above requirements an Officer must have the following qualities;

- (i) Honesty and Integrity;
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure;
- (iv) Ability to lead and manage teams;
- (v) Respectful;
- (vi) Flexible;
- (vii) Results oriented; and
- (viii) Self driven.

(d) Duties and Responsibilities

An Officer at this level will be answerable to Principal Librarian for assigned Library function. Specifically, duties and responsibilities entail:-

- (i) Monitoring the preparation of the selection list for the acquisition of new publications, to ensure the acquired publications are current and are in line with the planned for reading materials in line with the section strategy;

- (i) Classifying library materials in line with the adopted classification scheme, to facilitate ease in the arrangement of reading materials at the library, and to enhance ease in access;
- (ii) Coordinating the development of traditional catalogues or electronic catalogues, to enhance ease in access of the materials by the users;
- (iii) Supervising the preparation of library material indexes and abstracts through a library database or manually, to enhance ease in access of the materials;
- (iv) Editing of library reports and other document as requested, to ensure the information provided meets quality standards, and to enhance efficiency in the management of library services; and
- (v) Conducting periodic checks on the effectiveness of library records management, to ensure all libraries at headquarters and counties have relevant information materials.

SENIOR SUPPLY CHAIN MANAGEMENT OFFICER II –ONE (1) POST V/NO. 132/2018

Basic Salary Scale: Kshs. 35,910 - Kshs. 45,880 p.m. DPP 9 (JG ‘L’)

Terms of Service: Permanent and Pensionable

Benefits

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 Scheme: As covered by the Medical Insurance Cover for ODPP staff

Group Life Insurance Cover: As covered by Group Life Insurance for ODPP staff

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Supply Chain Management Officer I or in a comparable and relevant position in the Public service or Private sector for a minimum period of Two (2) years;
- (ii) A Bachelors Degree in any of the following: - Commerce, Business Administration (Supplies Management Option), Economics, Procurement and Supplies Management or their equivalent from a recognized Institution;
- (iii) A certificate in computer application from a recognized institution;
- (iv) Demonstrated merit and ability as reflected in work performance and results; and
- (v) Be a member of the Kenya Institute of Supply Chain Management ; and

(b) Core Skills/Competencies

In addition to the above requirements an officer must have the following skills:-

- (i) Knowledge of procurement systems and procedures;
- (ii) Verification skills;
- (iii) Interpersonal skills;
- (iv) Organisational skills
- (v) Resource management skills;
- (vi) Records management skills;
- (vii) Interpersonal and communication skills;
- (viii) Problem solving skills; and
- (ix) Supervisory skills.

(a) Personal Qualities

An officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure;
- (iv) Ability to lead and manage teams;
- (v) Ability to give and take instructions;
- (vi) Ability to get on well with diverse workforce;
- (vii) Self driven; and
- (viii) Results oriented.

(b) Duties and Responsibilities

An officer at this level will be responsible to the Senior Supply Chain Management Officer I for the assigned Supply Chain Management function. Specifically, duties and responsibilities at this level will entail:-

- (i) Coordinating the collection, collation and analysis of data from user departments and making appropriate recommendations to ensure user requirements are addressed;
- (ii) Assisting in the monitoring of the implementation of existing supply chain management policies and procedures, and recommending strategies to address the identified gaps;
- (iii) Conducting of market surveys to ensure the information garnered supports the strategies implemented for enhanced service delivery;
- (iv) Providing input in the preparation of procurement plans to ensure the plans are aligned with the needs of ODPP in the delivery of the overall ODPP strategy;
- (v) Providing support in the management of inventory and stock control to ensure minimal disruptions to the ODPP operations due to stock outs;
- (vi) Preparing, publishing and distributing procurement and disposal documentation that includes invitations to tender, pre-qualification documents, and invitations of expressions of interest, to ensure ODPP attracts the attention of qualified suppliers to choose from;
- (vii) Assisting with the coordination of opening of tender documents, to ensure full compliance the Public Procurement Act;

- (viii) Performing secretariat duties to the Asset Disposal Committee to ensure the committee is facilitated in the delivery of quality service; and
- (ix) Managing the performance of the Supply Chain Management Officer I and ensuring the officer is trained and developed in order to enhance performance.

ACCOUNTANT I – ONE (1) POST V/NO. 133/2018

Basic Salary Scale: Kshs. 31,020 - Kshs. 41,590 p.m. DPP 10 (JG ‘K’)

Terms of Service: Permanent and Pensionable

Benefits

House Allowance: Kshs. 16,500 (Nairobi), Kshs. 12,800 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 9,600 (Other Former 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

Car loan: Up to Kshs. 1.5 Million

Mortgage Scheme: Up to Kshs. 10 Million

(a) Requirements for Appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Accountant II or in a comparable and relevant position in the Public Service or Private Sector for a minimum of two (2) years;
- (ii) Passed Part III of Certified Public Accountants (CPA) Examination or its approved equivalent qualifications;
- (iii) A certificate in computer applications from a recognized institution; and
- (iv) Demonstrated merit and ability as reflected in work performance and results.

OR

- (i) Bachelor’s degree in Commerce (Finance or Accounts Option), Business Administration (Accounts Option) from a recognized institution or any other relevant equivalent qualification and passed part II of Certified Public Accountants (CPA) Examination;
- (ii) A certificate in Computer Applications from a recognized institution.

(b) Personal Qualities

In addition to the above requirements an officer must have the following qualities;

- (i) Honesty and integrity;
- (ii) Ability to get on well with the diverse workforce;
- (iii) Good knowledge in the professional field of specialization;
- (iv) Creativity and innovativeness;
- (v) Team player; and
- (vi) Ability to take and execute instructions.

(a) Core Skills/Competencies

In addition to the above requirements an officer must have the following skills;

- (i) Demonstrated knowledge of relevant professional standards including Generally Accepted Accounting Principles (GAAP) and International Accounting Standards (IAS);
- (ii) Budgeting skills;
- (iii) ICT skills;
- (iv) Accuracy skills;
- (v) Organizational skills;
- (vi) Analytical skills;
- (vii) Interpersonal and communication skills;
- (viii) Organizational and supervisory skills;
- (ix) Problem solving skills;
- (x) Resource management skills; and
- (xi) Records management skills.

(b) Personal Attributes

In addition to the above requirements an officer must have the following attributes;

- (i) Honesty and integrity;
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure;
- (iv) Ability to work well with teams;
- (v) Ability to take and execute instructions.
- (vi) Results oriented; and
- (vii) Self driven.

(c) Duties and Responsibilities

An officer at this level will be responsible to the Senior Accountant 11 for the effective management of the assigned Accounts function. Specifically duties and responsibilities will entail;

- (i) Verifying vouchers and committal documents for integrity and accuracy, to ensure finance decisions made are well informed and in line with the ODPP policies and procedures on resource management;
- (ii) Preparing simple management reports as requested to support in decision making in the delivery of service;
- (iii) Collecting and filing the accounting records in line with the ODPP records management policy, to ensure the safety of information and easy retrieval of records when required for decision making purposes;
- (iv) Facilitating cash withdraws as requested, to enhance delivery of service by the ODPP staff;
- (v) Preparing Authority to Incur Expenditure (AIE) funding reports, to support the identification of gaps in resource utilisation and the development of appropriate strategies that support cost management;

- (vi) Paying merchants and suppliers in a timely manner and in line with the ODPP policies and procedures, to maintain supplier relations that support the ODPP operations;
- (vii) Receiving all money payable to ODPP and taking action as appropriate in line with the ODPP policy and procedure on resource management, to ensure efficiency in the utilisation of resources;
- (viii) Preparing bank reconciliation statements to provide information on the available resources for ODPP;
- (ix) Preparing financial accounts for use by management in the development of strategies that enhance efficiency in the use of resources;
- (x) Processing and paying of employees' salaries in line with the ODPP timelines and guidelines, to ensure compliance with the labour laws and to meet employee expectations;
- (xi) Writing withholding Value Added Tax certificate requisitions of exchequer from The National Treasury, to ensure compliance by ODPP with the tax guidelines;
- (xii) Maintenance of imprest registers to ensure proper control and accountability of government funds;
- (xiii) Facilitating Auditors with all audit requirements to ensure the smooth audit process;
- (xiv) Approving of requisitions in the IFMIS system to facilitate end to end procurement process;
- (xv) Issuance of accountable documents to ensure prudent and efficient management of funds; and
- (xvi) Maintenance of recurrent, deposit and development cash books to ensure cash management.

RECORDS MANAGEMENT OFFICER II- ONE (1) POST V/NO.134 /2018

Basic Salary Scale: Kshs. 24,662 - Kshs. 29,918 p.m. DPP 11 (JG 'J')

Terms of Service: Permanent and Pensionable

Benefits

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 the Group Life Insurance Cover for ODPP staff

Car loan: Up to Ksh. 800,000

Mortgage Scheme: Up to Ksh. 6 Million

(a) Requirements for appointment

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

- (i) A Bachelors Degree in Information Science/Records Management or

- any relevant Social Sciences from a recognized institution; and
- (ii) A Certificate in Computer Applications from a recognized institution.

OR

- (i) Served in the grade of Records management Officer III or in a comparable and relevant position in the Public Service for a minimum period of two (2) years;
- (ii) A Diploma in Records/Information/library Science/Archives Management or equivalent qualifications from a recognized institution;
- (iii) A Certificate in Computer Applications from a recognized institution; and
- (iv) Demonstrated professional competence and achievement of performance targets and results as reflected in the performance appraisal.

(d) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) ICT skills
- (ii) Monitoring and Evaluation Skills;
- (iii) Knowledge of relevant legislation;
- (iv) Interpersonal and communication skills;
- (v) Organisational skills;
- (vi) Problem solving skills
- (vii) Planning skills;
- (viii) Supervisory skills; and
- (ix) Report writing skills.

(e) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Ability to work under pressure;
- (iii) Ability to work well with teams;
- (iv) Self driven;
- (v) Creativity and innovativeness; and
- (vi) Results oriented.

(f) Duties and Responsibilities

An Officer at this level will be responsible to Records Management Officer I for assigned records management function. Specifically, duties and responsibilities entail:-

- (i) Receiving and dispatching letters and files in a timely manner and in line with the records management policies and procedures, to ensure timely communication that enhances service delivery by ODPP;
- (ii) Receiving, marking, and filing letters that have been actioned by officers, to ensure the letters are securely stored and easy to trace and retrieve when required;
- (iii) Maintaining file movement registers to ensure the files can be traced when required, and to enhance the security and confidentiality of documents;

- (iv) Maintaining security and safety of records in the registry to minimise wear and tear of stored documents, and to protect the ODPP information that can expose risks to ODPP if accessed by unauthorised persons;
- (v) Maintaining proper records of inventory to facilitate ease in retrieval of records when required;
- (vi) Implementing the set quality standards in records management to enhance efficiency and effectiveness in the delivery of service; and
- (vii) Supervising the Records Management Officer III to ensure high motivation and performance, and to assist in the development of the Officer in line with the needs of ODPP.

**INFORMATION COMMUNICATION TECHNOLOGY OFFICER II- ONE (1) POST
V/NO. 135/2018**

Basic Salary Scale: Kshs. 24,662 - Kshs. 29,918 p.m. DPP 11 (JG 'J')

Terms of Service: Permanent and Pensionable

Benefits

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 the Group Life Insurance Cover for ODPP staff

Car loan: Up to Ksh. 800,000

Mortgage Scheme: Up to Ksh. 6 Million

(a) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) A Bachelors degree in computer science, information communication technology, electronics engineering or any other ICT related discipline with a base in information communication technology from a recognized institution.

OR

- (i) Served in the grade of Information Communication Technology Officer III or in an equivalent and relevant position in the Public Service for a minimum period of Two (2) years;
- (ii) A Diploma in Computer Science/Information Communication Technology; or its equivalent qualification from a recognized institution; and
- (iii) Demonstrated merit and ability as reflected in performance and results.

(b) Core Skills/Competences

In addition to the above requirements an Officer must have the following skills;

- (i) ICT skills;
- (ii) Knowledge of professional standards;

- (iii) Communication skills;
- (iv) Interpersonal skills;
- (v) Organisational skills;
- (vi) Analytical skills;
- (vii) Resource management skills;
- (viii) Problem solving skills; and
- (ix) Supervisory skills.

(c) Personal Attributes

In addition to the above requirements an Officer must have the following attributes;

- (i) Honesty and integrity
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure
- (iv) Ability to work well with teams
- (v) Ability to take instructions;
- (vi) Results oriented and
- (vii) Self driven.

(d) Duties and Responsibilities

An Officer at this level will be responsible to the Information Technology Officer I for assigned Information Communication Technology function. Specifically duties and responsibilities will entail;

- (i) Providing technical support to all users in the organization, to ensure minimal disruptions to the operations of ODPP in the delivery of public prosecutions;
- (ii) Configuring and installing new hardware devices, to ensure full utilization of the
- (iii) organization resources, and to enhance efficiency in operations;
- (iv) Developing software applications based on the analysis of the ODPP requirements, to enhance efficiency in the delivery of service;
- (v) Training new users in the use of hardware and software, to ensure the users are comfortable in the use of the resources, and to reduce time wastage;
- (vi) Participating in the provision of specifications for new system acquisition, to support the procurement of systems that meet the needs of ODPP, and provide feedback on the performance of the system to ensure enhancements as appropriate;
- (vii) Conducting system backup and data restoration when systems fail, to ensure safety of information from loss and corruption;
- (viii) Troubleshooting faults in the network, software, hardware, to ensure weaknesses are identified and appropriate solutions developed and implemented, to enhance value for money for ODPP; and
- (ix) Managing the network, internet configurations and device sharing, to ensure the user departments at ODPP are connected at all times, in order to enhance efficiency in business operations due to minimal disruptions to connectivity.

PERSONAL SECRETARY II- TWO (2) POSTS V/NO. 136/2018

Basic Salary Scale: Kshs. 24,662 - Kshs. 29,918 p.m. DPP 11 (JG 'J')

Terms of Service: Permanent and Pensionable

Benefits

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 the Group Life Insurance Cover for ODPP staff

Car loan: Up to Ksh. 800,000

Mortgage Scheme: Up to Ksh. 6 Million

(a) Requirements for appointment

For appointment to this grade an officer must have:-

- (i) Served in the grade of Personal Secretary III, DPP 12 or in a comparable and relevant position in the Public or Private sector for a minimum period of Two (2) years;
- (ii) The following qualifications from the Kenya National Examinations Council or equivalent qualifications from a recognized institution:
 - Typewriting III (minimum 50 w.p.m)/Computerized Document Processing III)
 - Shorthand III (100 w.p.m);
 - Secretarial Duties II;
 - Office Management III/Office Administration and Management III;
 - Business English III/Communications II;
 - Commerce II;
- (iii) A Certificate in Computer Applications from a recognized institution (Ms word, windows, Ms excel, Ms Access and Internet);
- (iv) Demonstrated merit and ability as reflected in the work performance and results.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) ICT skills;
- (ii) Typing skills;
- (iii) Record management skills;
- (iv) Shorthand skills;
- (v) Interpersonal and Communication skills;
- (vi) Organisational and supervisory skills;
- (vii) Problem solving skills;
- (viii) Report writing skills;
- (ix) Planning and coordination skills;

- (x) Customer Care skills;
- (xi) Problem solving skills; and
- (xii) Public Relations skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure;
- (iv) Ability to work well with teams;
- (v) Ability to work with diverse workforce;
- (vi) Results oriented; and
- (vii) Self driven.

(d) Duties and Responsibilities

This position is critical in providing work surroundings that is conducive to office visitors, facilitating work of the office one is assigned to, and giving professional support to Secretarial Staff at lower levels in handling unprecedented office matters. Specifically duties and responsibilities will entail;

- (i) Monitoring the usage of resources in the office for proper utilization of resources to ensure cost effectiveness;
- (ii) Ensuring smooth communication and coordination of activities within the ODPP and with stakeholders to ensure a strong positive image;
- (iii) Supervising junior staff to ensure smooth flow of work within the ODPP;
- (iv) Safeguarding the image of the ODPP through provision of high quality customer service;
- (v) Drafting letters as instructed to ensure timely communication by the supervisor as required in the delivery of service;
- (vi) Dispatching letters and documents as required in a timely manner, to support the operations of the division;
- (vii) Preparing documents as requested to ensure optimal time utilisation by the
- (viii) ODPP staff in the delivery of service;
- (ix) Filing documents for the assigned divisions to ensure the security, safety from tear, and accessibility of the documents when required;
- (x) Binding documents as requested to ensure the documents are easy to use and store, and enhance the image of ODPP;
- (xi) Organizing meetings and availing required documents as requested to ensure the meetings happen in a timely manner and that they are fruitful;
- (xii) Requisitioning of office stationery to ensure the assigned divisions are supported in the delivery of service, receive the stationery, and manage the storage to ensure proper utilisation of ODPP resources;
- (xiii) Receiving calls to the assigned divisions to ensure timely communication of information that is critical in the delivery of service

- (xiv) Receiving and directing telephone and fax messages for the office in a timely manner, to ensure the office is equipped with the information necessary for the delivery of service;
- (xv) Attending to visitors and clients in line with the set protocol, to ensure the office presents a positive image of ODPP;
- (xvi) Establishing and maintaining effective communication strategies for the office to enhance the speed and quality of information flow between the office and other ODPP offices;
- (xvii) Maintaining inventory of office supplies to support cost management for the office;
- (xviii) Coordinating and arranging for meetings, workshop and conferences to preparedness for the meetings;
- (xix) Managing both incoming and outgoing files and mail to ensure information is communicated in a timely manner, and to track the movement of documents that is critical in the management of the security of information;
- (xx) Managing the delivery of files and mail to the relevant staff in line with the ODPP policies and procedures, to ensure the document movement is easy to track and to enhance information confidentiality;
- (xxi) Managing the cleanliness of the office to facilitate conducive working environment and to enhance the image of ODPP;
- (xxii) Managing office machines for functional and minimal disruptions to the operations of the office; and
- (xxiii) Responding to routine correspondence.

PROSECUTION CLERK IV – NINE (9) POSTS V/NO. 137/2018

Basic Salary Scale: Kshs. 12,510 - Kshs. 16,080 p.m. DPP 14 (JG 'F')

Terms of Service: Permanent and Pensionable

Benefits

House Allowance: Kshs. 4,500 (Nairobi), Kshs. 3,730 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 3000 (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 Group Life Insurance Cover for ODPP staff

Car loan: Up to Ksh. 600,000

Mortgage Scheme: Up to Ksh. 4 Million

(a) Requirements for appointment

For appointment to this grade a candidate must have:-

- (i) Kenya Certificate of Secondary Education (K.C.S.E) mean grade C (Plain) with at least a C (plain) in English and Kiswahili respectively, or its equivalent; and
- (ii) A Certificate in Computer Applications from a recognised institution.

NOTE: Possession of Process Server Certificate will be an added advantage.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Computer skills;
- (ii) Knowledge of professional standards
- (iii) Knowledge of relevant Legislation;
- (iv) Organisational skills;
- (v) Interpersonal and Communication skills;
- (vi) Time management skills; and
- (vii) Problem solving skills.

(c) Personal Qualities

In addition to the above requirements an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Creativity and innovativeness;
- (iii) Ability to work under pressure;
- (iv) Ability to work well with teams;
- (v) Positive working attitude;
- (vi) Ability to take instructions; and
- (iv) Ability to work with minimum supervision

(d) Duties and Responsibilities:

This is the entry and training level to the this cadre. Specifically, duties and responsibilities will entail:-

- (i) Authorizing court process server to ensure timely delivery of court documents in readiness for court proceedings;
- (ii) Compiling case returns in a timely manner to ensure delivery of service along set standards;
- (iii) Compiling statistical data required to facilitate informed decisions on cases submitted;
- (iv) Preparing of quarterly and annual report on the clerical services provided, to ensure challenges are identified and appropriate strategies implemented to address the challenges;
- (v) Maintaining court diary and departmental hearing diary to ensure efficiency and effectiveness in the management of court time, for enhanced service delivery;
- (vi) Obtaining daily case list to assist in the preparation of plans for the management of cases to be presented before the court;
- (vii) Obtaining court attendance schedules to ensure the prosecution counsel are well informed on their court schedules to ensure minimal disruptions to the prosecution plan;
- (viii) Retrieving case files and authorities to ensure availability of information required for informed decisions on cases before the court to be made;
- (ix) Filing court documents to ensure the documents are safe from wear, secure from unauthorised access, and to support ease in accessibility of the documents;

- (x) Preparing exhibits and commissioning documents to support the decisions of the court on the cases presented;
- (xi) Servicing the documents issued by prosecution counsel in line with the court procedures to ensure the documents provide sufficient evidence in the delivery of justice;
- (xii) Conducting service of other process sent from ODPP to court to provide a chance for the respondents to respond;

CLERICAL OFFICER II - TWO (2) POSTS V/NO. 138/2018

Basic Salary Scale: Kshs. 12,510 - Kshs. 16,080 p.m. DPP 14 (JG 'F')

Terms of Service: Permanent and Pensionable

Benefits

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

Car loan: Up to Ksh. 600,000

Mortgage Scheme: Up to Ksh. 4 Million

(a) Requirements for appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C Plain or equivalent qualification from a recognized institution;
- (ii) A Certificate in computer applications skills from a recognized institution.

(b) Core Skills/Competencies

In addition to the above requirements, an officer must have the following skills:-

- (i) Computer skills;
- (ii) Communication skills;
- (iii) Interpersonal skills;
- (iv) Organisational skills; and
- (v) Problem solving skills.

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Ability to take instructions;
- (iii) Creativity and innovativeness;
- (iv) Ability to multi-task;
- (v) Results oriented;
- (vi) Ability to care for resources;
- (vii) Ability to work under pressure; and
- (viii) Ability to work well with teams.

(d) Duties and Responsibilities:

This is the entry and training level to the this cadre. Specifically, duties and responsibilities will entail:-

- (i) Drafting simple correspondences to ensure faster communication in response to the operational needs of ODPP;
- (ii) Compiling simple statistical records to ensure data required for decision making is readily available;
- (iii) Preparing and distributing agenda for meetings as requested, to ensure proper communication of the agenda that enhances meeting preparedness;
- (iv) Verifying the draft pension claims to ensure the claim forms are accurately filled, to support efficiency in the management of the pension process;
- (v) Verifying leave information to ensure accuracy in approvals;
- (vi) Maintaining stores, records and equipment inventory in accordance with ODPP procedures and regulations;
- (vii) Preparing estimates of expenditure for general office services to ensure proper planning in procurement; and
- (viii) Keeping invoices, receipts and other records under safe custody;

OFFICE ASSISTANT III – TWO (2) POSTS V/NO. 139/2018

Basic Salary Scale: Kshs. 10,380 - Kshs. 11,370 p.m. DPP 16 (JG ‘D’),

Terms of Service: Permanent and Pensionable

Benefits

House Allowance:	Kshs. 4,125 (Nairobi), Kshs.3,375 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Kitale, Malindi), Kshs. 2,750 (Other Former Municipalities), Kshs. 2,375 (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 Ksh. 600,000
Mortgage Scheme:	Up to Ksh. 4 Million

(a) Requirements for appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Education (KCE) Division IV or Kenya Certificate of Secondary Education (K.C.S.E) Mean Grade D (Plain).

(b) Core Skills/Competecies

In addition to the above requirements, an officer must have the following skills:-

- (i) Communication skills;
- (ii) Interpersonal skills; and
- (iii) Organisational skills

(c) Personal Qualities

In addition to the above requirements, an officer must have the following qualities:-

- (i) Honesty and integrity;
- (ii) Results oriented;
- (iii) Ability to take instructions;
- (iv) Ability to work under pressure;
- (v) Creativity and innovativeness;
- (vi) Ability to work with teams;
- (vii) Ability to multi-task; and
- (viii) Ability to care for resources.

(d) Duties and Responsibilities:

This is the entry point to the Office Assistants cadre. Specifically, duties and responsibilities entail:-

- (i) Cleaning the office in line with the set cleaning procedures and standards, to ensure compliance with the Occupational Safety and Health Act, and to enhance the attractiveness of the working environment;
- (ii) Preparing and serving tea to staff in a timely manner and within the set hygiene and quality standards, to ensure staff are energised, and have convenience in the utilisation of time;
- (iii) Arranging the office equipment and furniture to ensure the office is organised and that there is efficiency in the utilisation of space;
- (iv) Dispatching mail within and outside the office, to ensure timely communication that enhances efficiency in the ODPP operations;
- (v) Performing general gardening including landscaping, lawn scarping, cutting grass, weeding and pruning to ensure the Office compound is neat; and
- (vi) Maintaining general cleanliness around the office by collection and disposal of litter to ensure staff health and safety.

Interested and qualified candidates are invited to make their applications by completing **ONE** application form **ODPP 1**. The form may be downloaded from the ODPP's Website www.odpp.go.ke or picked from Nairobi Headquarters and County Offices.

The candidates should attach **COPIES** of the following documents to their application form:

- **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**
- **Detailed Curriculum Vitae and**
- **Clearance certificate from the following bodies :-**
 - i. **Law Society of Kenya for Lawyers**
 - ii. **Higher Education Loans Board**
 - iii. **Kenya Revenue Authority**
 - iv. **Criminal Investigation Department**

- v. **Ethics and Anti-Corruption Commission**
- vi. **Any other Professional bodies to which the candidate is a member**

Only shortlisted candidates will be contacted.

Shortlisted candidates shall be required to produce **ORIGINALS** of their **National Identity Card, academic and professional certificates, original transcripts and testimonials, letters of appointment to their current substantive posts and previous post, detailed curriculum vitae and clearance certificates during the interviews.**

Completed application forms should be sent to:

**The Secretary
Advisory Board
Office of the Director of Public Prosecutions
NSSF Building 19th Floor, Block 'A'
P.O. Box 30701 - 00100
NAIROBI**

So as to reach the Office of the Director of Public Prosecutions **on or before 7th February, 2018.**

Women, persons with disability and those from marginalized Communities are encouraged to apply.

**MRS. DORCAS ODUOR, OGW
SECRETARY PUBLIC PROSECUTIONS**

