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:

SENIOR RESEARCH OFFICER – FIVE (5) POSTS V/NO. 181/2018

Basic Salary Scale: Kshs. 47,516 – Kshs. 75,027. DPP 7 (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, Malindi, Kitale) 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 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) Served satisfactorily in the grade of Research Officer I JG ‘L’ or in a comparable and relevant position in the Wider Public Service or Private Sector for a minimum period of three (3) years;

(ii) Bachelor of Laws (LL.B) degree from a recognized university;

(iii) Postgraduate Diploma in Legal Studies from the Council of Legal Education; and

(iv) Admission as an advocate of the High Court of Kenya; and

(v) Demonstrated merit and ability as reflected 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) Research skills;
(vi) ICT skills;
(vii) Supervisory skills;
(viii) Interpersonal and Communication skills;
(ix) Organisational and administrative skills;
(x) Problem solving skills;
(xi) Data analysis 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 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**

An officer at this level may be deployed to work at any of the Legal Departments at Headquarters. Specifically duties and responsibilities at this level will entail:-

(i) Undertaking research on legal issues that arise from prosecution within the various departments at ODPP, to ensure the prosecution services offered are well informed and are of high quality, to enhance on the efficiency and effectiveness in the delivery of service.

(ii) Analysing research data and compiling reports to ensure information is readily available and in an easy to use manner to enhance efficiency

(iii) Attending inter and intra-collaborative meetings with various stakeholders in the criminal justice system, to garner the support of stakeholders in the delivery of timely public prosecution services.

(iv) Participating in the formulation of internal policy documents, to ensure ODPP has guidelines that support the operations of the institution, and to enhance compliance with the constitution and other relevant guidelines that influence the operations of ODPP.

(v) Writing legal opinions and briefs to assist the prosecution counsel understand the cases, to ensure efficiency in the prosecution.
(vi) Working in liaison with other law enforcement agencies to create an enabling justice system that provides timely and just rulings on cases.

(vii) Advising on various legal policy issues to ensure the decisions made in the delivery of public prosecution services are well informed. Undertaking research on assigned legal issues and compiling reports to ensure the prosecution services offered are well informed and are of high quality.

(viii) Contributing to the writing of the Annual Progress Report of the ODPP, to ensure the report is delivered within the set timelines and quality standards; and

(ix) Mentoring and Coaching staff working under him/her to develop staff and enhance performance.

**RESEARCH OFFICER I – FIVE (5) POSTS V/NO. 182/2018**

**Basic Salary Scale:** Kshs. 40,301-Kshs. 69,330 DPP 9 (JG ‘9’)

**Terms of Service:** Permanent and Pensionable

**Benefits:**

- **House Allowance:** Kshs. 28,000 (Nairobi), Kshs. 22,000 (Mombasa, Kisumu, Nakuru, Nyeri, Eldoret, Thika, Kisii, Malindi, Kitale) 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 Cover:** 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, 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; and

(iii) Admission as an advocate of the High Court of Kenya; and

(iv) Demonstrated merit and ability as reflected 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) Research skills;
(vi) ICT skills;  
(vii) Supervisory skills;  
(viii) Interpersonal and Communication skills;  
(ix) Organisational and administrative skills;  
(x) Problem solving skills;  
(xi) Data analysis skills; and  
(xii) Report writing skills.

(c) **Personal Qualities**  
In addition to the above requirements, an officer must have the following qualities:-  
(i) Honesty and integrity;  
(ii) Ability to get well with the diverse workforce;  
(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**  
An officer at this level may be deployed to work at any of the Legal Departments at Headquarters. Specifically duties and responsibilities at this level will entail.  
(i) Undertaking research on legal issues that arise from prosecution within the various departments at ODPP, to ensure the prosecution services offered are well informed and are of high quality, to enhance on the efficiency and effectiveness in the delivery of service;  
(ii) Analysing research data and compiling reports to ensure information is readily available and in an easy to use manner to enhance efficiency;  
(iii) Attending Court to carry out prosecutorial duties, to ensure justice on cases forwarded is delivered in a timely manner;  
(iv) Attending inter and intra-collaborative meetings with various stakeholders in the criminal justice system, to garner the support of stakeholders in the delivery of timely public prosecution services;  
(v) Preparing legal opinions and briefs on cases to be prosecuted to facilitate the process;  
(vi) Working in liaison with other law enforcement agencies to create an enabling justice system that provides timely and just rulings on cases;  
(vii) Advising on various legal policy issues to ensure the decisions made in the delivery of public prosecution services are well informed; and  
(viii) Contributing to the writing of the Annual Progress Report of the ODPP, to ensure the report is delivered within the set timelines and quality standards.
**Terms of Service:** Permanent and Pensionable

**Benefits:**

<table>
<thead>
<tr>
<th>Allowance</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>House Allowance</td>
<td>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)</td>
</tr>
<tr>
<td>Non Practicing Allowance</td>
<td>Kshs. 15,000 p.m.</td>
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<tr>
<td>Prosecutorial Allowance</td>
<td>Kshs. 45,000 p.m.</td>
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<tr>
<td>Responsibility Allowance</td>
<td>Kshs. 2,500 p.m</td>
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<tr>
<td>Commuter Allowance</td>
<td>Kshs. 5,000 p.m</td>
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<tr>
<td>Leave Allowance</td>
<td>Kshs. 6,000 p.a.</td>
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<td>Medical Insurance Cover</td>
<td>As covered by the Medical Insurance Cover for ODPP staff</td>
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<tr>
<td>Group Life Insurance Cover</td>
<td>As covered by Group Life Insurance for ODPP staff</td>
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<tr>
<td>Car loan</td>
<td>Up to Kshs. 1.5 Million</td>
</tr>
<tr>
<td>Mortgage Scheme</td>
<td>Up to Kshs. 10 Million</td>
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</tbody>
</table>

**Requirements for appointment**

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

- Bachelor of Laws (LL.B) degree from a recognized university;
- Postgraduate Diploma in Legal Studies from the Council of Legal Education; and
- Admission as an advocate of the High Court of Kenya.

**Core Skills/Competencies**

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

- Litigation skills;
- Prosecutorial skills;
- Legislative drafting and law reform skills;
- Knowledge of the criminal justice system;
- Research skills;
- ICT skills;
- Supervisory skills;
- Interpersonal and Communication skills;
- Organisational and administrative skills;
- Problem solving skills; and
- Report writing skills.

**Personal Qualities**

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

- Honesty and integrity;
- Ability to get well with the diverse workforce;
- Positive working attitude;
- 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.

(h) 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 decidisions whether to or not to charge; and
(i) 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.

NOTE:
Applicants conversant with speaking the following foreign languages will have an added advantage;

French, Chinese, Spanish, Russian and Arabic together with applicants with qualifications in Finance and Accounting, Economics, and Information Communication Technology from recognized Institutions.
Proof of qualification in the above specified disciplines should be submitted alongside the application.

ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT—ONE (I) POST V/NO. 184/2019

Basic Salary Scale: Kshs. 98,281 - Kshs. 137,980 pm. DPP 4 (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)
Commuter Allowance: Kshs. 14,000 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 Senior Principal Human Resource Management Officer Job Group ‘P’ or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of two (2) years;
(ii) Bachelors 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) Masters degree in Human Resource/Staff Management, Business Administration or Public Administration or their equivalent qualifications from a recognized institution;
(v) Demonstrated a thorough understanding of National and ODPP goals, policies and development objectives.

NOTE: Possession of a Strategic Leadership Development course lasting not less than six (6) weeks from a recognized institution will be an added advantage.
(b) Core Skills /Competences

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

(i) Knowledge of professional standards;
(ii) Knowledge of national and Office of the Director of Public Prosecutions goals, policies and development objectives;
(iii) Knowledge of relevant legislation;
(iv) Policy formulation and implementation skills;
(v) Leadership skills;
(vi) Planning skills;
(vii) Monitoring and evaluation skills;
(viii) Research skills;
(ix) Analytical skills;
(x) Negotiation skills;
(xi) Performance management skills;
(xii) Budgeting skills;
(xiii) Problem solving skills;
(xiv) Resource mobilization skills;
(xv) ICT skills.
(xvi) Communication and interpersonal skills; and
(xvii) Organizational and administrative 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 build and lead cohesive teams;
(v) Professionalism;
(vi) Self driven; and
(vii) Results oriented;

(d) Duties and responsibilities

An officer at this level will be responsible to the Senior Assistant Director Human Resource Management Division for the assigned Human Resource Management function. Specifically duties and responsibilities at this level will entail:-

(i) Coordinating implementation of human resource policies, procedures and guidelines to ensure delivery of service is aligned to the constitution requirements and meets set quality standards;
(ii) Overseeing the implementation of the divisional strategy and work plan, to ensure the operations of the division are aligned with the departmental strategy;
(iii) Overseeing preparation and implementation of the divisional budget to ensure sufficient allocation and efficiency in resource utilization;
Implementing of human resource plans to ensure adequate staff with the required skills and competencies for efficient and effective delivery of prosecution services;

Providing professional advice on human resource management policies, guidelines and procedures to ensure compliance with regulations;

Advising on collective bargaining and negotiations with the union, to ensure minimal disruptions to the operations of public prosecution services that result from disgruntled employees;

Overseeing implementation of career progression and succession management strategies to ensure availability of competencies required at all times;

Overseeing payroll administration and authorizing of payments of salaries and allowances to ODPP staff to ensure a motivated workforce for enhanced organisational performance;

Preparing Advisory Board papers and implementing board decisions in a timely manner to enhance the delivery of service at ODPP;

Monitoring and evaluating the effectiveness of human resource management policies, guidelines, procedures, and standards to inform timely review;

Monitoring the development of skills inventory for divisional staff to ensure gaps in competences are identified and addressed through appropriate training programmes to ensure quality service delivery;

Researching on human resource practices for review and adoption of best practices in order to enhance service delivery;

Overseeing recruitment of staff and proper placement to ensure achievement of ODPP strategic objectives;

Overseeing development and implementation of performance management system in the division to ensure quality and timely service delivery;

Analysing of staff establishment, and providing recommendations to ensure ODPP has the right competencies at the right positions at all times for effective and efficient delivery of service;

Overseeing the development and review of the ODPP career progression guidelines and advising on appropriate changes to ensure the guidelines are based on best practice;

Ensuring proper maintenance and security of human resource records, to ensure full compliance with the Employment Act;

Overseeing preparation of the agenda for the Human Resource Advisory Committee and ensuring timely implementation of decisions to enhance staff motivation;

Coordinating the preparation of quarterly and annual divisional reports and sharing with the management for informed decision making to enhance organisational performance;

Participating in relevant committees to support the implementation of the ODPP mandate; and

Supervising, coaching and mentoring staff under him/her to enhance motivation and performance;
PRINCIPAL ACCOUNTANT – ONE (1) POST V/NO. 185/2019
Basic Salary Scale: Kshs. 54,626 - Kshs. 78,661 p.m. DPP 6 (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)
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 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) Served in the grade of Senior Accountant I Job Group ‘N’ or in a comparable and relevant position for a minimum of two (2) years in the Public Service or Private Sector;
(ii) Bachelors degree in Commerce (Finance or Accounts Option), Business Administration (Accounts Option) or any other equivalent qualifications from a recognized institution;
(iii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications from a recognized institution;
(iv) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)
(v) 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) Knowledge of relevant professional standards including Generally Accepted Accounting Principles (GAAP) and International Accounting Standards (IAS);
(ii) Knowledge of budget process;
(iii) ICT skills;
(iv) Accuracy skills;
(v) Leadership skills;
(vi) Communication and interpersonal skills;
(vii) Organizational skills;
(viii) Negotiation skills;
(ix) Problem solving skills;
(x) Supervisory skills.
(xi) Resource management skills; and
(xii) Records 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 build and lead cohesive teams;
(v) Ability to get on well with the diverse workforce; and
(vi) Results oriented.

(d) **Duties and Responsibilities**
An officer at this level will be responsible to the Chief Accountant for the assigned accounts function. Specifically duties and responsibilities at this level will entail:-

(i) Coordinating the implementation of the divisional strategy, to ensure division services support enhanced quality of the public prosecution services;
(ii) Coordinating the preparation of annual individual and division work plan for the division to ensure delivery of service that is aligned with the divisional and organisational strategy;
(iii) Implementing of accounting policies, guidelines, procedures and standards and evaluating of their effectiveness to inform review;
(iv) Participating in the preparation and implementation of the divisional budget to ensure sufficient allocation of resources for the division strategy;
(v) Authorising payment vouchers to ensure timely payments to suppliers, and to ensure payments are done in line with the ODPP policies and procedures;
(vi) Monitoring the ODPP liquidity to ensure availability of funds critical for the delivery of service;
(vii) Coordinating the payment of user department vouchers in line with the ODPP procedures to ensure the payments are legitimate and that there are sufficient resources that can cover the payments;
(viii) Checking daily cash balance to ensure the maintenance of approved limits that support business operations, and that limit wastage of resources;
(ix) Verifying the expenditure authenticity to ensure integrity in the utilization of the ODPP resources;
(x) Ensuring implementation of financial regulations and procedures, Treasury letters and instructions;
(xi) Participating in preparation of management financial reports which includes; monthly expenditure returns, bank reconciliation statements and cash flow statements;
(xii) Monitoring compliance with accounting policies, procedures and standards to minimize exposure to risks associated with non-compliance;
(xiii) Providing technical support to the user departments to ensure the departments are adequately supported in the implementation of departmental strategies;

(xiv) Preparing of quarterly and annual divisional reports shared with management for informed decision making to enhance organizational performance;

(xv) Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity to ensure the ability of division to deliver quality accounting services;

(xvi) Participating in the budget planning, preparation and implementation;

(xvii) Controlling recurrent, development and donor funded budgets;

(xviii) Coordinating preparation of divisional procurement plan to ensure effective facilitation of staff to meet individual targets and achieve organizational;

(xix) Preparing financial statements in accordance with government guidelines;

(xx) Participating in relevant committees to support the implementation of the ODPP mandate;

(xxi) Supervising, Coaching and mentoring staff under him/her to ensure high motivation and performance, and staff development in line with the needs of ODPP;

**ECONOMIST/STATISTICIAN 1 –ONE (1) POST V/NO.186/2019**

**Basic Salary Scale:** Kshs. 40,301 - Kshs. 69,330 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 Cover: 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 Economist II/Statistician 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 Bachelors degree in Economics or Economics and Mathematics, or its equivalent qualification from a recognized institution;

(iii) Demonstrated professional ability, initiative and competence in organizing, directing and executing work at this level; and

(iv) Demonstrated merit and ability as reflected in work performance and results.
(b) Core Skills/Competences
In addition to the above requirements an officer must have the following skills:
(i) Knowledge of budgeting process;
(ii) Research skills;
(iii) ICT skills;
(iv) Analytical skills;
(v) Communication and interpersonal skills;
(vi) Organizational and administrative skills.
(vii) Supervisory skills; and
(viii) 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 build and lead cohesive teams;
(v) Results oriented; and
(vi) Self driven.

(c) Duties and Responsibilities
An officer at this level will be responsible to the Senior Economist 11 Job Group ‘K’ for the assigned planning and monitoring function. Specifically duties and responsibilities at this level will entail:-

(i) Conducting economic analysis on ODPP to determine the financial capability of the institution, in order to advise on the resources required for the implementation of the ODPP strategy;
(ii) Assisting in the preparation of the annual work plans to ensure efficiency in the implementation of the division strategy;
(iii) Consolidating the ODPP development plans and forward to the Senior Economist for review, to ensure the plans capture the strategic objectives of ODPP in the delivery of service;
(iv) Reviewing development policies and strategies prepared by Economist II to ensure alignment with the ODPP overall strategic objectives;
(v) Conducting statistical data analysis to ensure the data enhances the quality of decisions made at ODPP in the delivery of public prosecution services;
(vi) Providing input into the development of the divisional budget, and ensure the allocation of sufficient resources necessary for the implementation of the divisional strategy, to ensure the strategy is implemented in a timely manner and within the set quality standards;
(vii) Participating in the institutional performance management process, to ensure all operations at ODPP are directed towards the achievement of the ODPP overall objectives on service delivery;

(viii) Monitor the implementation of the ODPP strategic plan, to ensure delivery within timelines and quality standards;

(ix) Preparing reports as required from time to time, to support decisions that are informed in the delivery of service;

(x) Participating in public expenditure review to garner expertise in expenditure management, and to support the process;

(xi) Monitoring the performance of staff working under him/her and ensure the staff are trained and developed in order to enhance performance; and

(xii) Supervising, mentoring and coaching the staff working under him/her for staff development and enhanced performance.

SENIOR LIBRARIAN II–ONE (1) POST V/NO. 187/2019

Basic Salary Scale: Kshs. 40,301 - Kshs. 69,330 p.m.DPP9 (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 Cover: 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

Requirements for Appointment

(i) Served in the grade of Librarian Job Group ‘K’ 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 equivalent qualification from a recognized institution;

OR

(i) Served in the grade of Librarian Job Group ‘K’ or in a comparable and relevant position in the Public Service or Private Sector for a 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; and

(iv) Demonstrated merit and ability as reflected in work performance and results.
Duties and Responsibilities

An officer at this level will be responsible to the Senior Librarian I for the assigned library function. Specifically duties and responsibilities will entail:-

(i) Implementing library programs in line with the divisional strategy to ensure the library services support the achievement of the overall ODPP strategy in the delivery of public prosecution services;
(ii) Creating awareness of the library services available for the ODPP staff, and training the users in the use of the services;
(iii) Facilitating user departments in the use of library reference services in the performance of work, to enhance efficiency in the delivery of public prosecution services;
(iv) Coordinating timely staff clearance of fines that result from the use of library services to support increased uptake of the library services;
(v) Supervising the delivery of library services by staff under him/her, to ensure the services are delivered in a timely manner and meet the set quality standards;
(vi) Compiling library reports to ensure timely submission; and
(vii) Mentoring and coaching staff working under him/her to ensure staff development and enhanced performance.

Core Skills/Competencies

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

(i) ICT skills;
(ii) Cataloguing skills
(iii) Classification skills
(iv) Communication and interpersonal skills
(v) Analytical skills;
(vi) Problem solving skills;
(vii) Organizational skills;
(viii) Supervisory skills; and
(ix) Time management skills.

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; and
(vi) Flexible.
HUMAN RESOURCE MANAGEMENT OFFICER 1 – ONE (1) POSTS V/NO. 188/2019
Basic Salary Scale: Kshs. 32,810 - Kshs. 65,766 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 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 Human Resource Management Officer II Job Group ‘J’ or in a comparable and relevant position in the Public Service or Private Sector for a minimum period of Two (2) years;
(ii) Bachelors degree in either, Sociology, Public/Business Administration, Human Resource /Staff Management or any other relevant qualification from a recognized university/ institution;
(iii) Demonstrated the achievement of performance targets and results as reflected in the performance appraisal.

(b) Core Skills / Competences
In addition to the above requirements an officer must have the following skills;

(i) Knowledge of relevant legislations
(ii) Knowledge of professional standards
(iii) Supervisory skills;
(iv) Report writing skills ;
(v) ICT skills;
(vi) Communication skills;
(vii) Interpersonal skills;
(viii) Problem solving skills;
(ix) Organizational, and administrative skills; and
(x) Records management 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 with minimum supervision;
(iii) Ability to build and lead cohesive teams;
(iv) Creativity and innovativeness;
(v) Professionalism; and
(vi) Ability to work under pressure.

(d) Duties and responsibilities

An officer at this level will be responsible to the Senior Human Resource Management Officer 11, for the assigned Human Resource Management function. Specifically, duties and responsibilities at this level will entail:-

(i) Verification of information relating to recruitment, appointment, transfers, human resource management records and complement control for informed decision making;
(ii) Generating the monthly payroll in line with the ODPP policies and procedures, to ensure the staff financial needs are met through timely payment;
(iii) Participating in the preparation of the agenda for the Human Resource Advisory Committee and implementation of decisions to enhance staff motivation and performance;
(iv) Participating in the implementation of Advisory Board decisions to enhance efficiency and effectiveness in the management of public prosecutions;
(v) Processing appointment letters and payroll numbers for new staff, to ensure timely filling of vacant positions to support public prosecution operations;
(vi) Processing of staff confirmations, promotions, transfers, allowances, discipline cases, leave applications and pension claims in line with ODPP policies and procedures to enhance staff motivation and organizational performance;
(vii) Updating staff establishment to ensure the information captured is accurate and complete, in order to enhance efficiency in the delivery of the human resource strategy;
(viii) Responding to letters as appropriate to ensure staff needs are addressed in a timely and effective manner;
(ix) Maintaining updated staff records to support decision making in human resource matters; and
(x) Supervising, mentoring and coaching staff working under him/her to ensure staff development and enhanced performance.

**PROSECUTION CLERK IV – SIXTY FIVE (65) POSTS V/NO. 189/2019**

**Basic Salary Scale:** Kshs. 12,510 - Kshs. 16,080p.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, Malindi, Kitale), Kshs. 3,000 (Other Former Municipalities), Kshs. 2,700 (Other Areas)
- **Commuter Allowance:** Kshs. 3,000 p.m.
- **Leave Allowance:** Kshs. 4,000 p.a
Medical Insurance Cover: As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover: As covered by 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 **OR** 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.

(a) **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
(vii) Ability to work with minimum supervision

(d) **Duties and Responsibilities:**
This is the entry and training level to 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 developed and 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; and

(xii) Conducting service of other process sent from ODPP to court to provide a chance for the respondents to respond;

**DRIVER III – TWO (2) POSTS V/NO. 190/2019**

**Basic Salary Scale:** Kshs. 12,527 - Kshs. 16,727 p.m. DPP 13 (JG ‘D’)

**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
- **Group Life Insurance Cover:** As covered by Group Life Insurance for ODPP staff
- **Car loan:** Up to Kshs. 600,000
- **Mortgage Scheme:** Up to Kshs. 4 Million

(a) **Requirements for Appointment**

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

(i) Kenya Certificate of Secondary Education mean grade D plain or its equivalent qualification from a recognized institution

(ii) A valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive;

(iii) Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBT), or any other recognized institution;

(iv) Passed Suitability Test for Driver Grade III

(v) Passed Practical Test for Drivers conducted by the ODPP;
(vi) An annual certificate of eye examination;
(vii) A valid Certificate of Good Conduct from the Kenya Police; and
(viii) At least two (2) years driving experience

(b) **Core Skills / Competences**
In addition to the above requirements an officer must have the following skills:
(i) Interpersonal skills;
(ii) Communication skills
(iii) Organisational skills; and
(iv) 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 well with diverse workforce;
(iii) Ability to work under pressure;
(iv) Ability to care for resources;
(v) Ability to work well with teams;
(vi) Respectful; and
(vii) Ability to take instructions.

(d) **Duties and responsibilities**
An officer at this level may be deployed to any of the Departments at the
Headquarters or County Offices. Specifically duties and responsibilities will entail:-

(i) Transporting authorized staff to designated locations in a safe and timely manner, to support the ODPP staff in the performance of work;
(ii) Monitoring the cleanliness and routine maintenance of the institution’s vehicles assigned, to enhance the image of the institution, and to make the vehicles user friendly;
(iii) Reporting the accidents and incidents to the Supervisor, to ensure appropriate strategies are developed to minimize on the accidents and incidents, and on the associated costs;
(iv) Recording distances travelled throughout the month and fuel costs incurred for proper record keeping, and to assist in the management of transport costs;
(v) Collecting daily schedules from the supervisor and reporting back on unforeseen changes in the set schedule, to assist in the delivery of transport services against set timelines and quality standards; and
(vi) Managing work tickets for self and for other drivers, to assist the supervisor in the allocation of work to the drivers, to enhance efficiency in the management of fuel costs, and to monitor the performance of the drivers against set targets and quality standards.
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](http://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 10th Floor, Block ‘A’  
P.O. Box 30701 - 00100  
NAIROBI

So as to reach the Office of the Director of Public Prosecutions on or before Monday, 18th February, 2019.

Persons with disability and those from marginalized communities are encouraged to apply.

[Signature]

NOORDIN M. HAJI, CBS, OGW  
DIRECTOR OF PUBLIC PROSECUTIONS