



TEMPORARY EMPLOYMENT OPPORTUNITIES IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

The Office of the Registrar of Political Parties is established by the Political Parties Act, 2011 as an independent State Office within the meaning of Article 260 of the Constitution of Kenya, 2010. The mandate of the Office is to register, regulate, supervise Political Parties and administer the Political Parties Fund.

The Office is seeking to recruit, County and Constituency monitors on short term contract to monitor pre-election and post-election activities of political parties including compliance with the Constitution of Kenya, 2010 and Political Parties Act, 2011. The positions are tenable at the County and Constituency level respectively.

| NO. | DESIGNATION | GRADE | NO. OF POSTS | ADVERT NO. | TERMS OF SERVICE |
|-----|----------------------|-------|--------------|------------|---------------------|
| 1. | County Monitor | N/A | 55 | RPP/7/2022 | Short term contract |
| 2. | Constituency Monitor | N/A | 290 | RPP/9/2022 | Short term contract |

Detailed and comprehensive job descriptions and requirements for the positions are available at ORPP website, www.orpp.or.ke

How to Apply;

1. Interested and qualified persons are requested to make their applications by completing two copies of ORPP job application form. The application form can be downloaded from the ORPP website, www.orpp.or.ke
2. Candidates should submit their applications together with a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents so as to reach the Office on or before **11th March, 2022**.
3. Applications should be addressed to:

The Registrar of Political Parties, Lion Place, 4th Floor
Karuna Close, Waiyaki Way, Westlands
P. O. Box 1131-00606
NAIROBI



1. COUNTY MONITOR

Duties and responsibilities

- (i) Monitor compliance of political parties to ensure compliance with the Constitution of Kenya, 2010, Political Parties Act, 2011 and Political Parties Code of Conduct;
- (ii) Liaising with relevant government agencies in monitoring the election;
- (iii) Providing training support to political parties at the county level;
- (iv) Liaising with the registration department on verified political parties' membership list;
- (v) Verifying membership status for aspirants;
- (vi) Supervise constituency monitors and consolidate monitoring reports from the constituencies;
- (vii) Preparing monthly reports on election monitoring activities at the County;

Requirements for appointment, to this position, one must:

- (i) Have Bachelors' degree in any of the following fields: Law:- Political Science, Social Science or its equivalent from a recognized university;
- (ii) Have Certificate in computer applications;
- (iii) Be a Kenyan citizen;
- (iv) Have analytical skills;
- (v) Be competent in report writing;
- (vi) Meet the requirements of Chapter Six of the Constitution; and
- (vii) Be a resident of the County.

2. CONSTITUENCY MONITOR

Duties and responsibilities

- (i) Monitor compliance of political parties to the Constitution of Kenya, 2010 and Political Parties Act, 2011 and the Political Parties Code of Conduct at the Constituency;
- (ii) Liaise with relevant government agencies in the implementation of Political Parties Code of Conduct;
- (iii) Report findings during campaigns and elections including elections outcomes/petitions to the County Monitor;
- (iv) Prepare monthly reports on pre-election and post-election activities of political parties; and
- (v) Sensitize political parties and candidates on the political parties Code of Conduct and other relevant laws.

Requirements for appointment to this position, one must:

- (i) Have bachelors' degree in any of the following fields: - Law; Political Science, Social Science or its equivalent from a recognized university;
- (ii) Certificate in computer applications;
- (iii) Be a Kenyan citizen;
- (iv) Have analytical skills;
- (v) Be competent in report writing;
- (vi) Meet the requirements of Chapter Six of the Constitution of Kenya, 2010; and
- (vii) Resident of the Constituency.

