



Republic of Kenya

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P.O Box 1131-00606
Sarit Centre, Nairobi.

REF: RPP/ORG/42/42 (18)

Date: 10th November, 2020

RE: VACANCIES IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

The Office of the Registrar of Political Parties (ORPP) is established by the Political Parties Act, 2011 as an independent State Office within the meaning of article 260 of the Constitution. The function of the Office is to register, regulate, supervise Political Parties and administer the Political Parties Fund. The Office invites applications from suitably qualified applicants to fill the following vacant positions in its establishment

NO.	DESIGNATION	GRADE	NO. OF POSTS	ADVERT NO.
1.	Director, Compliance	ORPP 3	1	ORPP/1/2020
2.	Assistant Director, Registration	ORPP 4	1	ORPP/2/2020
3.	Senior Administration Officer	ORPP 5	1	ORPP/3/2020
4.	Registration Officer	ORPP 6	1	ORPP/4/2020
5.	Compliance Officer	ORPP 6	1	ORPP/5/2020
6.	Legal Officer	ORPP 6	1	ORPP/6/2020
7.	Finance Officer	ORPP 6	1	ORPP/7/2020
8.	Human Resource Management Officer	ORPP 6	1	ORPP/8/2020
9.	Librarian	ORPP 6	1	ORPP/9/2020
10.	Office Administrator/ Secretary	ORPP 6	3	ORPP/10/2020
11.	Accountant II	ORPP 7	1	ORPP/11/2020
12.	Assistant Communication Officer	ORPP 7	1	ORPP/12/2020
13.	Customer Service Assistant	ORPP 7	2	ORPP/13/2020
14.	Clerical Officer	ORPP 8	1	ORPP/14/2020
15.	Driver	ORPP 9	3	ORPP/15/2020
16.	Office Assistant/support staff	ORPP 10	1	ORPP/16/2020

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 national identity card//valid passport, copies of academic certificates, testimonials and any other relevant supporting documents so as to reach the Office on or before 25th November, 2020.
- 3 Applications in a sealed envelopes clearly be marked with the position applied for, should be sent by post/hand delivered/emailed/addressed to:

The Registrar of Political Parties,
Lion Place, 1st Floor

Karuna close, Waiyaki Way, Westlands
P.O Box 1131-00606,
NAIROBI.
Email: careers@orpp.or.ke

Office of the Registrar of Political Parties (ORPP) is an equal opportunity employer. Persons with disabilities are encouraged to apply. Only shortlisted candidates will be contacted, canvassing will lead to automatic disqualification.

VACANCIES IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES

1. DIRECTOR COMPLIANCE, GRADE ORPP 3

(a) Duties and Responsibilities

The Director Compliance will be responsible to the Assistant Registrar, Compliance and Regulation for efficient and effective operations of compliance and regulation functions. Duties and responsibilities at this level will include:

- (i) developing policies, strategies procedures, and systems for compliance and regulation of political parties;
- (ii) providing advice on all matters relating to surveillance and inspection of all registered political parties;
- (iii) advising political parties on the conformity of their constitutions to the Political Parties Act;
- (iv) liaising with relevant authorities to undertake prosecution for non-compliance under the political Parties Act;
- (v) Developing and implementing guidelines and procedures for investigation into offences instigated by political parties against the requirements of the Political Parties Act.
- (vi) Develop and issue guidelines on sanctions for noncompliance to inform the parties on key areas of compliance and the respective sanctions for non-compliance
- (vii) Spearhead continuous improvement initiatives for the division through the development of new regulations and guidelines or enhancement of existing ones to support the full implementation of the Political Parties Act
- (viii) Preparing annual work plans, performance reports, budgets and procurement plans for the division
- (ix) Allocate duties, supervise and conduct performance appraisals for staff under his/her supervision direction.

(b) Requirements

For appointment to this post, one must have:

- (i) Served in the grade of Assistant Director, Compliance for a minimum period of three (3) years or in a comparable and relevant position in public or private sector for accumulative period of at least twelve(12) years;
- (i) Degree in any of the following fields: Laws (LLB) and admitted to the roll of advocates; Public Administration, Political Science or its equivalent from a recognised institution;
- (ii) Masters in any of the following fields: Law, Public Administration, Political Science or any other related social science from a recognised institution;
- (iii) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (iv) Proficiency in computer application skills;

- (v) been a person of high moral character and integrity and has satisfied the requirements of Chapter Six of the Constitution; and
- (vi) demonstrated professional competence, integrity and achievement of performance targets and results as reflected in the performance appraisal

(c) Terms of Service

The successful candidate will serve for a three (3) year contract renewable once subject to satisfactory performance.

2. ASSISTANT DIRECTOR, REGISTRATION, GRADE ORPP 4

(a) Duties and Responsibilities

An officer at this level will be responsible to the Director, Registration and Documentation for management and coordination of registration and documentation functions. The Specific duties and responsibilities include:

- (i) developing and implementing strategies and policies for registration and deregistration of political parties;
- (ii) developing manuals, guidelines and statutory forms for verification and scrutiny of application documents for provisional and full registration of political parties in line with the Political Parties Act (PPA);
- (iii) developing procedures for verification and scrutiny of changes to constitutive documents and particulars of political parties;
- (iv) preparing all statutory documents on registration for publication in the Kenya Gazette and advertisement in the newspaper as provided for in law;
- (v) registering political parties and all their particulars including name, symbols and colours, officials, members, and offices;
- (vi) developing guidelines and manuals for verification and scrutiny of coalition and merger agreements deposited at the office of the Registrar of Political Parties;
- (vii) ensuring publication of all statutory documents on registration;
- (viii) maintaining a depository of all coalition documents and communicating to relevant institutions including Parliament and County Assemblies;
- (ix) developing and implementing the section's work plans, budgets and procurement plans
- (x) Supervising section staff and conduct staff appraisal.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- (i) Served in the grade of Senior Registration Officer for a minimum period of three (3) years or in a comparable and relevant position in the public or private sector for accumulative period of nine (9) years;
- (ii) Bachelors Degree in any of the following disciplines: Law, Public Administration, Political Science or equivalent qualification from a recognised institution;
- (iii) Masters Degree in any of the following disciplines: Law, Public Administration, Political Science or any other equivalent or related qualification from a recognised institution;
- (iv) Membership to a relevant professional body in good standing;
- (v) Certificate in Leadership Course lasting not less than six (6) weeks from a recognized institution;
- (vi) Proficiency in computer application skills; and
- (vii) Meet the requirements of Chapter Six of the Constitution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

3. SENIOR ADMINISTRATIVE OFFICER, GRADE ORPP 5

(a) Duties and Responsibilities

The officer at this level will be responsible to the Assistant Director, Administration for the following functions

- (i) Interpretation and execution of administrative policies, standards and procedures
- (ii) Developing and implementing security policies and procedures and;
- (iii) Coordinating security activities for the office;
- (iv) Coordinating office transport services
- (v) Providing logistical support for Office operations
- (vi) Safeguarding ORPP's assets;
- (vii) Supervising Contracted Services; and
- (viii) Developing plans and budget for the division;

(b) Requirements

For appointment to this post, one must:

- (i) Served in the grade of Administrative Officer for a minimum period of three (3) years or in a comparable and relevant position in the public or private sector for accumulative period of six (6) years;
- (ii) Bachelor's degree in any of the following disciplines: Social Sciences, Administration, Management or its equivalent qualification from a recognised institution;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Proficiency in computer application skills;
- (v) Membership to a professional body;
- (vi) Met the requirements of Chapter Six of the Constitution; and
- (vii) Shown merit and ability as reflected in work performance and results.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

4. REGISTRATION OFFICER, GRADE ORPP 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The specific duties and responsibilities will entail:

- (i) Implementing procedures and guidelines for provisional and full registration of Political Parties
- (ii) Participating in development of checklist for provisional and full registration;

- (iii) Ensuring all applications for provisional and full registration are reviewed in accordance with the PPA;
- (iv) Updating of change of particulars of a political parties;
- (v) Participating in preparation of all statutory documents for publication in the Kenya Gazette and advertisement in the newspaper as provided for in law;
- (vi) Ensuring that the timelines with regard to registration as provided for under the Act is strictly observed;
- (vii) Ensuring that any information required by the Register from the Applicant with regard to change of particulars or registration is timely provided by the client;
- (viii) Scrutinizing and making corrections on registration documents as presented by applicants in readiness for approval;
- (ix) Compiling status reports on the registration of political parties;
- (x) Assessing applications for registration and providing formal and effective communications to clients with regard to the same;
- (xi) Developing notifications and other relevant statutory documents in relation to registration and changes; and
- (xii) Scrutinising the coalition agreements as deposited to the office to be in line with the Act.

(b) Requirements

For appointment to this grade, an officer must have:

- (i) Bachelors Degree in any of the following disciplines: Law, Public Administration, Political Science or its equivalent from a recognised institution; and
- (ii) Certificate in computer application skills from a recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

5. COMPLIANCE OFFICER, GRADE ORPP 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The specific duties will entail:

- (i) Implementing strategies and policies for compliance and regulation of political parties;
- (ii) Implementing guidelines and procedures for tracking compliance by political parties to the law;
- (iii) Publishing statutory documents and sources of funds of political parties;
- (iv) Investigating offences under the act;
- (v) Implementing and issuing guidelines on sanctions for noncompliance to political parties;
- (vi) Liaising with other agencies to ensure adherence to the law by political parties;
- (vii) Monitoring political party nominations and campaigns to ensure adherence to PPA and other relevant laws;
- (viii) Liaising with IEBC on adherence to the Election Campaign Finance Act and other relevant laws; and
- (ix) Assisting in development of regulations for the better implementation of the Political Parties Act (PPA).

(b) Requirements

For appointment to this grade, a candidate must have:

- (i) Bachelor degree in any of the following fields: Laws (LLB) and admitted in the roll of advocates; Political Science, Government and Public Administration or any other related Social science from a recognized institution;
- (ii) Diploma in Legal Education from the Kenya School of Law; and
- (iii) Certificate in Computer Application Skills from a recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

6. LEGAL OFFICER, GRADE ORPP 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. The specific duties and responsibilities entail:

- (i) Monitoring the progressing of cases and making recommendations for improvement where necessary;
- (ii) Conducting legal research on a wide variety of issues;
- (iii) Drafting position papers and draft legal opinions on a wide variety of legal issues;
- (iv) Representing ORPP in court matters ;
- (v) Drafting responses, submissions and legal briefs for ongoing matters in the Political Parties Dispute Tribunal;
- (vi) Drafting of legal publications and subsequent gazettelements;
- (vii) Preparing sectional reports on the activities of the legal services department; and
- (viii) Drawing up and amending contracts/drafting of legal documents; and
- (ix) Legal representation for Office.

(b) Requirements

- (i) Bachelors of Laws degree (LLB) from a recognized institution;
- (ii) Postgraduate Diploma in Law from the Kenya School of Law; and
- (iii) Admission as an Advocate of the High Court of Kenya

(c) Terms of Service

The successful candidate will serve on pensionable terms.

7. FINANCE OFFICER, GRADE ORPP 6

(a) Duties and Responsibilities

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail;

- (i) Compiling and formatting of financial estimates;
- (ii) Taking initial action on budget monitoring;
- (iii) Preparing reports and briefs on budgetary policy issues.
- (iv) Gathering, compiling and analysing information on commitment and expenditure trends;

- (v) Compiling information required on budget monitoring and expenditure control including expenditures on salaries and allowances; and
- (vi) Initial processing of reallocations within the budget.

(b) Requirements

- (i) Bachelor's Degree in any of the following fields: Finance, Economics, Commerce or a financial related discipline from a recognized institution;
- (ii) Computer application skills

(c) Terms of Service

The successful candidate will serve on pensionable terms.

8. HUMAN RESOURCE MANAGEMENT OFFICER, GRADE ORPP 6

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a senior officer. Duties and responsibilities at this level will entail:

- (i) Implementing human resource management policies, regulations, procedures and systems;
- (ii) Carrying out human resource services in the area of recruitment, promotion, discipline, training, development and placement;
- (iii) Administering employee welfare schemes
- (iv) Handling staff members' medical cover;
- (v) Developing personnel emolument budget estimates
- (vi) Collating and preparing staff performance evaluation reports
- (vii) Maintaining staff complement control and IPPD payroll system; and
- (viii) Managing employee exit plans.

(b) Requirements

- (i) Bachelor's degree in any of the following disciplines:- Human Resource Management, Public Administration, Social sciences or its equivalent qualification from a recognized institution; and
- (ii) Three years' experience as a human Resource Management Officer in a Public or Private Institution
- (iii) Membership to a professional body;
- (iv) Certificate in Computer Application Skills from a recognized institution;
- (v) Certified Human Resource Profession course from Institute of Human Resource Management.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

9. LIBRARIAN, GRADE ORPP 6

(a) Duties and Responsibilities at this level will entail:-

- (i) Coordinating implementation for library programs and activities;
- (ii) Coordinating storage, circulation, preservation and conservation of information resources and registration of library users;
- (iii) Cataloguing, classifying, indexing and abstracting information resources;
- (iv) Ensuring entry of metadata in the database;
- (v) Managing users' credentials;
- (vi) Digitizing information resources;
- (vii) Editing and ensuring security of data;
- (viii) Conducting user education and information literacy programme;
- (ix) Retrieving information; and
- (x) Tagging online information resources.

(b) Requirements

- (i) Bachelors Degree in Library Studies, Library and Information Science or equivalent qualification from a recognized institution;

OR

- (ii) Bachelor's degree with Library Option, in any of the following disciplines: Education, Information Science, Information Studies, Science and Technology in Information Science or equivalent qualification from a recognized institution;
- (iii) Certificate in Computer Application Skills from the recognized qualifications; and
- (iv) Shown merit and ability as reflected in work performance and results.

10. OFFICE ADMINISTRATOR, GRADE ORPP 6

(a) Duties and Responsibilities

- (i) Prepare responses to simple routine correspondences;
- (ii) Receive and process correspondences and make follow-up on action;
- (iii) Process and format documents for printing;
- (iv) Maintain office diary and protocol;
- (v) Handle telephone calls and appointments;
- (vi) Ensure security of office records, documents and equipment;
- (vii) Attend to visitors/clients;
- (viii) Plan and schedule meetings;
- (ix) Arranging conference rooms for meetings and trainings, drafting letters;
- (x) Minute taking and report writing;
- (xi) Hotel reservations and flight booking; and
- (xii) Any other functions as may be assigned from time to time.

(b) Requirements

For appointment to this one must have:-

- (i) Served in the grade of Office Administrator II or a comparable and relevant position in the public or private sector for a minimum period of three (3) years;

- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council;
- (iii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Public Relations and Customer Care from a recognized institution;
- (v) Certificate in Computer Application Skills from a recognized Institution; and

OR

- (i) Business Education Single and Grade Certificates (BES &GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects;
 - a) Shorthand III (minimum 120 w.p.m.);
 - b) Typewriting III (50 w.p.m.);
 - c) Certificate in Computerized Document Processing III;
 - d) Business English III/Communications II;
 - e) Commerce II;
 - f) Office Practice II; and
 - g) Office Management III/Office Administration and Management III.
- (ii) Certificate in Secretarial Management Course lasting not less than four (4) weeks from a recognized institution;
- (iii) Certificate in Public Relations and Customer Care from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized Institution; and
- (v) Shown merit, ability and competence as demonstrated in work performance and results.

OR

- (i) Bachelor's degree in any of the following: Secretarial Studies or Business and Office Management from a recognized institution or it's equivalent;
- (ii) Certificate in Public Relations and Customer Care from a recognized institution;
- (iii) Certificate in Computer Application Skills from a recognized Institution; and

(c) Terms of Service

The successful candidate will serve on pensionable terms.

11. ACCOUNTANT II, GRADE ORPP 7

(a) Duties and responsibilities

An officer at this level will be responsible for performing a variety of accounting work of limited scope and under the guidance of a senior officer. Specifically, work will involve:-

- (i) Preparation and verification of vouchers in accordance with the laid down rules and regulations;
- (ii) Balancing of cashbooks and imprest and advances ledgers;
- (iii) Maintaining of deposits and imprest ledgers;
- (iv) Collection of revenue (AIA); and
- (v) Data entry and routine accounting work.

(b) Qualifications

For Appointment to this Position one must have:

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C and at least a C in English/ Kiswahili, and Mathematics;
- (ii) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- (iii) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK)

(c) Terms of Service

The successful candidate will serve on pensionable terms.

12. ASSISTANT COMMUNICATION OFFICER (GRAPHIC DESIGNER AND IN-HOUSE PRODUCTION), GRADE ORPP 7

The officer will be expected to compile multimedia content for publication/ upload and dissemination.

(a) Duties and responsibilities include;

- (i) Perform duties related to corporate photography and videography;
- (ii) Edit and produce photos, videos, corporate documentaries and related productions;
- (iii) Prepare draft material for corporate branding;
- (iv) Monitor media reports related to the ORPP using appropriate monitoring tools;
- (v) Create multi-media content for dissemination on social media platforms;
- (vi) Preparation of camera -ready publications;
- (vii) Collate and analyse customer feedback data;
- (viii) Propose graphic design of ORPP internal and external publications;
- (ix) Input updated information on the ORPP website;
- (x) Perform other duties as may be assigned.

(b) Requirements

For appointment to this position one must have:

Diploma in graphic design or a related discipline from a recognized institution / an accredited university.

Functional skills:-

- (i) Photography;
- (ii) Videography;
- (iii) Thorough understanding of editing and production suite;
- (iv) Photography, video, documentary production and editing;
- (v) Conversant with media/communication monitoring tools;

(c) Terms of Service

The successful candidate will serve on pensionable terms.

13. CUSTOMER SERVICE ASSISTANT, GRADE ORPP 7

a) Duties and Responsibilities

This will be the entry and training grade for this cadre. Duties and responsibilities will entail:

- (i) Receiving, guiding and directing visitors to designated offices and areas;
- (ii) Compiling daily records of visitors;
- (iii) Providing relevant information to visitors;
- (iv) Responding to visitors basic queries;
- (v) Recording physical visitors and quests protocols;
- (vi) Managing visitors passes.
- (vii) Compiling weekly reports on customers compliments/complaints; and
- (viii) Proposing strategies for enhancing customer satisfaction.

(b) Requirements

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

- (i) Diploma in any of the following disciplines:, Customer Service, Public Relations, Communication Management, Front Office or its equivalent qualification from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

14. CLERICAL OFFICER, GRADE ORPP 8

(a) Duties and Responsibilities

An officer at this level may be deployed in any of the Office functional areas to undertake clerical duties. The specific duties and responsibilities will include:

- (i) Compiling statistical records;
- (ii) Sorting, filing and dispatching letters;
- (iii) Maintaining an efficient filing system;
- (iv) Processing appointments, promotions, discipline, transfers and other related duties in human resource management;
- (v) Computing financial or statistical records based on routine or special sources of information;
- (vi) Preparing payment vouchers; and
- (vii) Compiling data and drafting simple letters.

(b) Requirements

- i. Kenya Certificate of Secondary Education mean grade C- (Minus) or its equivalent from a recognized institution; and
- ii. Certificate in Computer Application Skills from a recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

15. DRIVER, GRADE ORRP 9

(a) Duties and responsibilities:

- (i) Driving motor vehicles in the authorized grade;
- (ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- (iii) Ensuring that work tickets are authorized;
- (iv) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensuring safety of passengers and/or goods therein;
- (vi) Adhering to the ORPP's transport policies and guidelines; and
- (vii) Maintaining daily cleanliness of the vehicle.

(b) Requirements

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent qualifications from a recognized institution;
- (ii) Valid driving licence free from any current endorsement(s) for class (s) of vehicle (s) the officer is required to drive;
- (iii) Passed Occupational Trade Test III for Drivers;
- (iv) Suitability Test for Drivers Grade III conducted by the Ministry of Transport and Infrastructure;
- (v) Valid Certificate of Good Conduct from the Kenya Police Service; and
- (vi) Certificate in First-Aid course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

16. OFFICE ASSISTANT/SUPPORT STAFF, GRADE ORPP 10

(a) Duties and responsibilities:

- (i) Ensure cleanliness of ORPP offices
- (ii) Provide Support Services which Include distribution of Correspondence
- (iii) Dispatch mail to the post office and other destinations
- (iv) Prepare and serve tea to staff and other office stakeholders as instructed
- (v) Undertake day to day errands as may be required
- (vi) Assist in photocopying and documentation tasks
- (vii) Participate in basic filling of documents

(b) Requirements for appointment

For appointment to this grade a candidate must have:-

- (i) Kenya Certificate of Secondary Education Mean Grade D or any other equivalent qualification from a recognized institution;

(ii) Certificate in Computer Application Skills from a recognized institution.

(c) Terms of Service

The successful candidate will serve on pensionable terms.

NOTE

Shortlisted applicants will be required to present originals of the following documents: a) National identity card or passport; b) Academic and professional certificates and transcripts; c) Any other relevant supporting documents and testimonials; and d) Clearances from the following bodies to demonstrate compliance with Chapter (6) of the Constitution of Kenya 2010:

1. Kenya Revenue Authority;
2. Ethics and Anti-Corruption Commission;
3. Higher Education Loans Board;
4. Any of the Registered Credit Reference Bureau; and
5. Directorate of Criminal Investigations