



OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

OUR MISSION

"To provide an impartial, innovative, efficient and effective prosecution service"

ADVERTISEMENT

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:

PROSECUTION COUNSEL DPP 7- ONE HUNDRED AND FORTY (140) POSTS
V/NO. 1/2026
Basic Salary Scale: Kshs.80,766 p.m. - Kshs.126,266 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.28,000 p.m.
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 Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 Million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor of Laws (LL.B) degree from a recognized university;
2. Postgraduate Diploma in Legal Studies from the Council of Legal Education;
3. Admission as an advocate of the High Court of Kenya;
4. Member of the Law Society of Kenya in good standing; and
5. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at any of the Regional, County or Sub County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

- (i) Conducting criminal and related proceedings in relation to cases instituted before courts of law;
- (ii) Analysing of judgments, and preparation of appropriate documents for appeal, review, or revision and related proceedings where necessary;
- (iii) Conducting pre-trial, in-trial and post-trial prosecution strategies;
- (iv) Advising government departments and agencies on criminal matters;
- (v) Conducting the prosecution of criminal cases;
- (vi) Drafting pleadings;
- (vii) Ensuring prudent management of resources;
- (viii) Participating in the development and implementation of annual work plans, procurement plans and budgets;
- (ix) Collecting, collating, analysing and submitting of criminal statistical data and reports;
- (x) Liaising with the police and other law enforcement agencies; and
- (xi) Conducting legal research on the files allocated to them.

ACCOUNTANT DPP 8- FIVE (5) POSTS V/NO. 2/2026
Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's degree in Business Administration Finance option or Accounting or its equivalent qualification from a recognized institution;
2. Certified Public Accountant – CPA Part II or its equivalent qualifications; and
3. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at the Regional or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:



- (i) Implementing accounting policies, standards, systems, strategies and procedures for the Office;
- (ii) Monitoring effectiveness of accounting policies guidelines, procedures and standards;
- (iii) Facilitating expenditure control;
- (iv) Preparing payment vouchers both for staff claims, imprest warrants and suppliers;
- (v) Invoicing of all payment vouchers;
- (vi) Invoicing of AIEs for all ODPP spending units;
- (vii) Filing of all vouchers both for payments, receipts, imprest and surrenders of imprest;
- (viii) Custodian of voucher stamping stamps;
- (ix) Maintaining various voucher movement registers;
- (x) Filing, storing and retrieval of official documents for the accounts division;
- (xi) Processing of invoice payment through the Integrated Financial and Management Information System (IFMIS); and
- (xii) Filing and storage of accounts documents.

SUPPLY CHAIN MANAGEMENT OFFICER DPP 8- FOUR (4) POSTS

V/NO. 3/2026

Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's degree in Procurement and Supply Management, Business Administration, Commerce, Logistics, Purchasing and Supplies Management or equivalent qualifications from a recognized university; **OR** Bachelor's degree in Management/Social Sciences with a Postgraduate Diploma in Supply Chain Management or its approved equivalent from a recognized institution;
2. Member of a professional body of Supply Chain Management Officers' i.e. Kenya Institute of Supplies Management or Chartered Institute of Procurement and Supply;
3. Practicing license from Kenya Institute of Supplies Management or Chartered Institute of Procurement and Supply; and
4. Meet Chapter Six (6) of the constitution of Kenya 2010.



DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at the Regional or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

- (i) Implementing strategies, policies, guidelines, procedures and manuals that safeguard integrity of the procurement processes of the Office;
- (ii) Conducting market survey;
- (iii) Researching on emerging issues and best practices in Procurement and make appropriate recommendations;
- (iv) Providing input to opening, evaluation, inspection and acceptance, negotiation and disposal Committees;
- (v) Collecting, collating of data from the internal and external stakeholders and make appropriate recommendations thereof;
- (vi) Receiving and maintaining of inventory, stores and assets;
- (vii) Receiving the approved stores requisition, issue stores based on first in first out (FIFO);
- (viii) Updating procurement records accordingly;
- (ix) Monitoring the movement of stores;
- (x) Preparing requisitions for stock replenishment;
- (xi) Safeguarding all goods in the stores; and
- (xii) Preparing periodic status reports.

RESEARCH OFFICER DPP 8- FIVE (5) POSTS V/NO. 4/2026

Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's Degree in any of the following disciplines: Law, Science, Sociology, Criminology, Psychology or any other relevant qualifications from a recognized institution.
2. Membership to any professional body as per the discipline;
3. Certificate of competence in word processing (Ms word, word perfect), spreadsheet (Ms excel, lotus), database management (Ms Access, Dbase, Oracle, Sequential Query Languages - SQL) operating systems (windows), desktop publishing (PageMaker, Photoshop) and Statistical Packages (SPSS) from a recognized institution; and
4. Meet Chapter Six (6) of the constitution of Kenya 2010.



DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at any of the Departments at the Headquarters, Regional or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

1. Analyzing of court cases and legislation that have been declared unconstitutional and making proposals for review;
2. Conducting intensive research including academic literature reviews and empirical research;
3. Preparing of a law digest for easy accessibility and reference to the laws;
4. Implementing multi-disciplinary research approaches to inform public prosecution practice;
5. Preparing and presenting concept papers and proposals from prioritized activities; and
6. Collecting and collating of relevant authorities touching on criminal law and keeping a compendium of the same.

AUDIT OFFICER DPP 8- TWO (2) POSTS V/NO. 5/2026

Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's degree in Business Administration (BA)-Accounting/ Finance Option or Bachelor of Science (BSC)-Auditing and Consultancy/Finance option from a recognized Institution or its equivalent qualification from a recognized institution;
2. Certified Public Accountant – CPA part II or equivalent qualifications; and
3. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at the Headquarters or Regional Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

- (i) Implementing audit and risk strategy, policies, Audit Framework, procedures and programmes;
- (ii) Implementing the Internal Audit Charter for ODPP;
- (iii) Analyze the utilization of software and data analytical tools to enhance the efficiency of the audit process;



- (iv) Vouching transactions in audit investigation in ODPP;
- (v) Collecting audit evidence on major audit issues identified;
- (vi) Undertaking the review of internal control systems in operation, to ensure system weaknesses are identified and solutions developed;
- (vii) Verifying the existence and safety of ODPP assets and recommend appropriate solutions to gaps identified;
- (viii) Reviewing issuance of Authority to Incur Expenditure against budgetary allocations and identifying any weakness in the controls;
- (ix) Preparing engagement work plans and work programmes;
- (x) Undertaking routine cashbook checks to identify weaknesses in the current utilization of procedures and policies on cash management at ODPP;
- (xi) Verifying board of survey reports at the closure of the financial year;
- (xii) Undertaking routine cashbook checks to identify weaknesses in the current utilization of procedures and policies on cash management at ODPP;
- (xiii) Verifying board of survey reports at the closure of the financial year; and
- (xiv) Implementing control systems to ensure the accuracy, correctness and funding availability of AIEs issued to ODPP field stations.

INFORMATION COMMUNICATION TECHNOLOGY OFFICER DPP 8- FIVE (5)
POSTS V/NO. 6/2026
Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

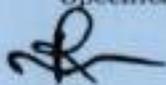
REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's degree in Computer Science or any other Information Communication Technology related discipline from a recognized institution;
2. Programming skills and development of ICT systems using Python, Perl, PHP or any other language will be an added advantage; and
3. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level will be deployed to work at the Regional or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:



- (i) Providing technical support to end users for all hardware and software to facilitate ease in the use of information technology in the operations of ODPP for enhancement of efficiency;
- (ii) Maintaining ODPP Information Communication Technology systems to minimize system breakdowns that disrupt operations;
- (iii) Preparing ICT equipment maintenance reports to ensure the maintenance is monitored for cost management purposes;
- (iv) Providing technical support to all users in the organization, to ensure minimal disruptions to the operations of ODPP in the delivery of public prosecutions;
- (v) Configuring and install new hardware devices, to ensure full utilization of the organization resources, and to enhance efficiency in operations;
- (vi) 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;
- (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) Supporting the network, internet configurations and device sharing, to ensure the user departments at ODPP are connected at all times.

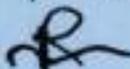
PUBLIC AFFAIRS & CORPORATE COMMUNICATION OFFICER DPP 8- FIVE
(5) POSTS V/NO. 7/2026
Basic Salary Scale: Kshs.69,394 p.m. - Kshs.112,094 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.16,500 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 the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.1.5 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Bachelor's degree in any of the following disciplines: Communication, Journalism, Public Relations, Digital Media or its equivalent qualification from a recognized institution; **OR** Bachelor's Degree in Social Science with a Post Graduate Diploma in Communications/ Public Relations/ Journalism for general degree holders;
2. Skills in Graphic Design and Videography will be an added advantage;
3. Membership to Public Relations Society of Kenya or any other relevant professional body; and
4. Meet Chapter Six (6) of the constitution of Kenya 2010.



DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed to work at Regional or County Offices under the guidance of a senior and experienced officer. Specifically, duties and responsibilities will include:

- (i) Implementing and reviewing Public Affairs and Corporate Communication and customer care policies, standards, systems, strategies, manuals, programmes and procedures for the Office;
- (ii) Providing support in the development, implementation and review of the departmental work plans, budget and procurement plans;
- (iii) Monitoring effectiveness of Public Affairs and Corporate Communication policies, guidelines, procedures and standards;
- (iv) Implementing ODPP service delivery charter;
- (v) Collecting and collating information for updating the content for the website and digital media platforms;
- (vi) Providing support in branding ODPP events;
- (vii) Participating in Partnerships, Corporate Social Responsibility programmes and Community Engagements;
- (viii) Providing input in the production of documentaries, bulletins and newsletters to sensitize, inform and educate stakeholders and the public on the ODPP mandate;
- (ix) Reporting on court proceedings;
- (x) Photographing and sharing photos of ODPP events and activities; and
- (xi) Collating and compiling information for preparation of quarterly and annual reports for the office.

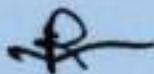
CLERICAL OFFICER: DPP II – TWENTY-FIVE (25) POSTS V/NO. 8/2026
Basic Salary Scale: Kshs.41,345 p.m.- Kshs.69,345 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.4,500 p.m.
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
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.600,000

REQUIREMENTS FOR APPOINTMENT

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

1. Kenya Certificate of Secondary Education (KCSE) grade C Plain;
2. Certificate in Computer Applications from a recognized institution; and
3. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.



DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed at County and Sub county offices. Specifically, duties and responsibilities will include:

- i. Maintaining an efficient filing system;
- ii. Posting different entries in relevant ledgers and requisitions as per the ODPP procedures and provide information used to monitor the utilisation of resources in the institution;
- iii. Drafting simple correspondences as advised;
- iv. Compiling simple statistical records based on routine or special sources of information;
- v. Receipt and record entry and exit of office information material;
- vi. Sort and distribute incoming mail;
- vii. Entry of data in computer regarding prosecution cases;
- viii. Update and maintain databases as directed to ensure accuracy and up-to-date information;
- ix. Confirm the mention and hearing notices, fixing hearing and mentions dates with the courts;
- x. Give feedback on issues observed in the delivery of work;
- xi. Open and retrieve files as directed; and
- xii. Operate photocopiers, scanners, personal computers and voicemail systems.

OFFICE ASSISTANT III: DPP 13 – TWENTY-SIX (26) POSTS V/NO. 9/2026
Basic Salary Scale: Kshs.29,585 p.m.- Kshs.54,085 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.4,500 p.m.
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
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.600,000

REQUIREMENTS FOR APPOINTMENT

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

1. Kenya Certificate of Secondary Education mean grade of D+; and
2. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

This is the entry grade for this cadre. An officer at this level may be deployed at County and Sub county offices. Specifically, duties and responsibilities will include:

- i. Preparing and serving tea to staff;
- ii. Maintaining general cleanliness;



- iii. Collecting and disposing waste;
- iv. Arranging the office equipment and furniture;
- v. Dispatch mails within and outside the office; and
- vi. Assist in preparation of office and court documents.

MODE OF APPLICATION

Interested and qualified persons are requested to make their applications **ONLINE (no hard copy applications will be accepted)** through the provided link on the ODPP website www.odpp.go.ke careers page or <https://jobs.prosecutions.go.ke/> attaching **COPIES** of the following documents:

- **National Identity Card;**
- **Academic and Professional Certificates and Transcripts;**
- **Any supporting documents and testimonials; and**
- **Detailed Curriculum Vitae.**

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. Details of academic and professional certificates not obtained by closure of the advert should not be included. It is an offence to provide incorrect information in the application.
- (ii) Only shortlisted and successful candidates will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Office of the Director of Public Prosecutions is committed to implementing the provisions of Article 232 (i) of the Constitution. Therefore, **Persons with disability, Intersex, those from marginalized and minority communities are encouraged to apply.**
- (v) Shortlisted candidates shall be required to produce originals of their National Identification Card, academic and professional certificates & transcripts, letters of appointment to their current substantive and previous post, and detailed Curriculum Vitae during the interviews.
- (vi) It is a criminal offence to present fake certificates or documents.
- (vii) Successful candidates will be deployed to any of the following stations with staff shortfalls: Mumias, Khwisero, Tongaren, Amagoro, Sirisia, Loitoktok, Kilgoris, Port Victoria, Manga, Borabu, Nyatike, Nyakach, Tamu, Nyando, Kombewa, Ndiwa, Homabay, Mbita, Oyugis, Kendu Bay, Usigu, Madiany, Bondo, Yala, Tongaren, Kipkelion, Sion Sigowet, Wamba, Baragoi, Marigat, Kobujoi, Chesoi, Chepkorio, Konyao, Sigor, Lokichar, Lokitaung, Kikima, Matiliku, Masinga, Mutitu, Zombe, Mwingi, Kyuso, Mutomo, Marimanti, Maua, Tigania, Garbatula, Masalani, Kabiyeet, Kaloleni, Mandera, Wajir, Marsabit, Kakuma and Turkana.

Applications should reach the Office on or before **30th March, 2026 by 5.00 pm (East African Time).**



RENSON M. INGONGA, CBS, OGW
DIRECTOR OF PUBLIC PROSECUTIONS