



OFFICE OF THE DIRECTOR OF PUBLIC PROSECUTIONS

OUR MISSION

“To provide an impartial, innovative, efficient and effective prosecution service”

INTERNAL 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:

SENIOR ASSISTANT DIRECTOR ACCOUNTS DPP 4– ONE (1) POST

V/NO.12/2026

Basic Salary Scale: Kshs.217,105 p.m. - Kshs.300,265 p.m.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.50,000 p.m.
Commuter Allowance:	Kshs.16,000 p.m.
Leave Allowance:	Kshs.10,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.3 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Served in the grade of Assistant Director Accounts for at least three (3) years **OR** a minimum period of twelve (12) years relevant work experience, three (3) of which must have been in a Middle Management position in a comparable and relevant position in the Public or Private Sector;
2. Bachelor's Degree in Business Administration (Finance option or Accounting) or its equivalent qualification from a recognized institution.
3. Master's Degree in Business Administration (Finance option or Accounting) or its equivalent qualification from a recognized institution;
4. Certified Public Accountant – CPA Part III (K) or its equivalent qualifications.
5. Member of ICPAK or any other recognized professional body and in good standing;

6. Certificate in Strategic Leadership and Development Programme (SLDP) lasting not less than six (6) weeks from a recognized institution; and
7. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for:

- (i) Coordinating and guiding the development and implementation of accounting policies, standards, systems, strategies and procedures for the Office;
- (ii) Monitoring effectiveness of accounting policies, guidelines, procedures and standards to inform review;
- (iii) Coordinating the preparation of divisional budget, annual individual and divisional work plan, procurement plans and reports for the Accounts Division;
- (iv) Coordinating performance management process within the Division in liaison with the Human Resource Management Division;
- (v) Coaching, mentoring, training and development of staff in the Division;
- (vi) Reviewing expenditure levels;
- (vii) Overseeing processing of payroll payments in a timely manner;
- (viii) Monitoring the ODPP liquidity to finance approved expenditure;
- (ix) Interpreting financial regulations and procedures, Treasury circulars and letters;
- (x) Coordinating preparation of annual financial statements in a timely manner;
- (xi) Monitoring compliance with accounting policies, procedures and standards to minimize exposure to risks associated with non-compliance;
- (xii) Coordinating consolidation of responses to audit queries and implementation status report on action recommended by the Public Accounts Committee and Public Investments Committee relating to ODPP;
- (xiii) Overseeing implementation of financial regulations and procedures, Treasury circulars and letters and ensuring that expenditures are within the voted allocations;
- (xiv) Monitoring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- (xv) Coordinating preparation of management financial reports which includes, monthly expenditure returns, bank reconciliation statements and cash flow statements;
- (xvi) Providing support in developing and implementation of risk management framework that protects ODPP from risks associated with resources utilization; and
- (xvii) Participating in executive, internal, and external committees to support the implementation of ODPP mandate.

Terms of Service:	Permanent and Pensionable
Benefits:	
House Allowance:	Kshs.45,000 p.m.
Commuter Allowance:	Kshs.12,000 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
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.3 million

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Served in the grade of Principal Accountant for at least three (3) years **OR** a minimum period of nine (9) years relevant work experience, three (3) of which must have been in a Supervisory position in a comparable and relevant position in the Public or Private Sector.
2. Bachelor's degree in Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution;
3. Master's degree in Business Administration (Finance or Accounting option) or equivalent qualification from a recognized institution.
4. Certified Public Accountant – CPA Part III (K) or its equivalent qualifications;
5. Member of ICPAK or any other recognized professional body and in good standing;
6. Senior Management Course lasting not less than four (4) weeks; and
7. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible for:

- (i) Supervising the development and implementation of accounting policies, standards, systems, strategies and procedures for the Office;
- (ii) Monitoring effectiveness of accounting policies, guidelines, procedures and standards;
- (iii) Coordinating the preparation of divisional budget, annual individual and divisional work plan, procurement plans and reports for the Accounts Division;
- (iv) Implementing risk management;
- (v) Overseeing expenditure control;
- (vi) Undertaking payroll processing in a timely manner;
- (vii) Reviewing the ODPP liquidity levels to finance approved expenditure;
- (viii) Interpreting financial regulations and procedures, Treasury circulars and letters;
- (ix) Preparing annual financial statements;
- (x) Implementing financial regulations and procedures, Treasury circulars and letters;
- (xi) Preparing financial management reports which include, monthly expenditure returns, bank reconciliation statements and cash flow statements;

- (xii) Facilitating preparation of financial statements;
- (xiii) Monitoring operations to ensure compliance with accounting policies, procedures and standards;
- (xiv) Coordinating performance management within the division in liaison with the Human Resource Management division;
- (xv) Coaching, mentoring, training and development of staff in the Division;
- (xvi) Providing technical support to the user departments;
- (xvii) Facilitating consolidation of responses to audit queries and implementation status report on action recommended by the Public Accounts Committee and Public Investments Committee relating to ODPP; and
- (xviii) Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity.

MODE OF APPLICATION

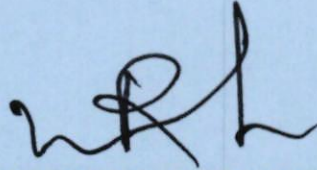
Interested and qualified persons are requested to make their applications **ONLINE (no hard copy applications will be accepted)** through the provided link on the ODPP website www.odpp.go.ke careers page or <https://jobs.prosecutions.go.ke/> attaching **COPIES** of the following documents:

- **National Identity Card;**
- **Academic and Professional Certificates and Transcripts;**
- **Any supporting documents and testimonials;**
- **Letter of appointment to their current substantive post;**
- **Letter of appointment to their previous post; 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.

Applications should reach the Office on or before **28th April, 2026** by **5.00 pm (East African Time)**.

A handwritten signature in black ink, appearing to be 'RM Ingonga', written in a cursive style.

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