



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:

PRINCIPAL ACCOUNTANT DPP 6– TWO (2) POSTS V/NO.14/2026

Terms of Service:	Permanent and Pensionable
Basic Salary:	As per the Scale
Benefits:	As per the Scale

REQUIREMENTS FOR APPOINTMENT

For appointment to this grade, a candidate must have:

1. Served in the grade of Senior Accountant for at least three (3) years **OR** a minimum period of six (6) 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 options or equivalent qualification from a recognized institution;
3. Certified Public Accountant – CPA Part III (K) or its equivalent qualifications;
4. Member of ICPAK or any other recognized professional body and in good standing;
5. Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
6. Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Senior Assistant Director Accounts in performing Accounts functions. 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) Preparing financial reports, annual individual and Divisional work plans for the Accounts Division;
- iv) Implementing expenditure controls;
- v) Processing of payroll in a timely manner;
- vi) Monitoring the ODPP liquidity to finance approved expenditure;
- vii) Preparing annual financial statements and cash flow statements;
- viii) Implementing financial regulations and procedures, Treasury circulars and letters;
- ix) Approving payments on IFMIS systems;
- x) Approving Journal Entries in the system;
- xi) Preparing information that facilitates audit;
- xii) Posting and balancing of imprest registers;
- xiii) Analyzing the imprest register to come up with outstanding imprest not surrendered; and
- xiv) Undertaking mentorship, coaching, training and development of staff under their supervision.

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:

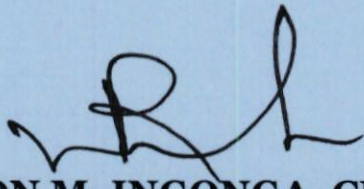
- **National Identity Card;**
- **Academic and Professional Certificates and Transcripts;**
- **Any supporting documents and testimonials;**
- **Letter of appointment to their current substantive post;**
- **Letter of appointment to their previous post; and**
- **Detailed Curriculum Vitae.**

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 **10th June, 2026 by 5.00 pm (East African Time)**.

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

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