



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 OF PUBLIC PROSECUTIONS DPP 4 – TWENTY-SEVEN (27) POSTS V/NO.19/2026

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:

- (i) Twelve (12) years relevant work experience from the date of admission as an Advocate of the High Court of Kenya **OR** served for three (3) years at the level of Assistant Director of Public Prosecutions **OR** a Middle Management position in a comparable and relevant position in the Public or Private Sector;
- (ii) Bachelor's degree in Law from a recognized institution;
- (iii) Post graduate diploma in legal studies from council of legal education;
- (iv) Admission as an advocate of the High court of Kenya;
- (v) Member of the Law Society of Kenya in good standing;
- (vi) Master's degree in Law or any other relevant qualification from a recognized Institution will be an added advantage;
- (vii) Strategic Leadership Development Programme from a recognized institution lasting not less than six (6) weeks;
- (viii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (ix) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director of Public Prosecutions in performing Prosecutions functions at the ODPP Headquarters or at the County. Specifically, duties and responsibilities will include:

- (i) Overseeing the day-to-day operations at the County;
- (ii) Conducting criminal and related proceedings in cases instituted before courts of law;
- (iii) Analysing judgments and preparation of appropriate documents for appeal, review, or revision and related proceedings where necessary;
- (iv) Guiding and supervising Prosecution Counsel in the County in devising and executing pre-trial, in-trial and post-trial prosecution strategies;
- (v) Drafting pleadings;
- (vi) Promoting and strengthening collaborative partnerships and networks with other criminal justice agencies and stakeholders;
- (vii) Ensuring timely preparation and submission of quarterly, annual and statutory reports;
- (viii) Supervising the exercising of delegated powers by various agencies;
- (ix) Advising government departments and agencies on criminal matters at the County level;
- (x) Liaising with the ODPP Sub-County offices and Region on implementation of the ODPP mandate;
- (xi) Coordinating and conducting the prosecution of complex criminal cases;
- (xii) Overseeing performance management;
- (xiii) Ensuring prudent management of resources;
- (xiv) Coordinating the development and implementation of County annual work plans, procurement plans and budgets;
- (xv) Coordinating the collation, analysis and submission of criminal statistical data; and
- (xvi) Implementing Public Prosecution policies, strategies, systems, plans, guidelines and procedures.

SENIOR ASSISTANT DIRECTOR ADMINISTRATION DPP 4 – TWO (2) POSTS V/NO.20/2026

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:

- (i) Served in the grade of Assistant Director Administration for at least three (3) years **OR** a minimum period of twelve (12) years 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;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration/Business Administration, Business Management, Human Resource Management or its equivalent qualification from a recognized institution; **OR** Bachelor's degree in Social Sciences with a Post Graduate Diploma in either Public Administration, Human Resource Management or its equivalent from a recognized institution;
- (iii) Administrative Officers Examination;
- (iv) Membership to a recognized professional body and in good standing;



- (v) Master's degree in any of the following disciplines: Public Administration/Business Administration, Business Management, Human Resource Management, or its equivalent qualification from a recognized Institution will be an added advantage;
- (vi) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (viii) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Administration in performing Administration functions at the ODPP Headquarters or at the Prosecution Training Institute (PTI). Specifically, duties and responsibilities will include:

- (i) Coordinating development, implementation and review of the Administration policies, strategies and programmes;
- (ii) Planning and forecasting for Administration needs as per the ODPP mandate;
- (iii) Overseeing the development and implementation of the divisional work plan, budget, annual reports and ensure prudent utilization of resources;
- (iv) Providing advice on Administration matters;
- (v) Coordinating management of leased properties;
- (vi) Coordinating fleet management;
- (vii) Coordinating hospitality and accommodation services;
- (viii) Promoting general safety and security;
- (ix) Ensuring compliance with relevant legal and regulatory framework governing Administrative services;
- (x) Coordinating management of Occupational, Health and Safety regulations, standards, procedures and guidelines;
- (xi) Coordinating management of outsourced services;
- (xii) Coordinating management of infrastructure and assets;
- (xiii) Coordinating the implementation of performance management of staff in the division;
- (xiv) Monitoring and evaluating the implementation of the Administration policies, strategies and programmes;
- (xv) Ensuring proper maintenance, security and confidentiality of Administrative records;
- (xvi) Providing input in executive, internal, and external committees to support the implementation of ODPP mandate; and
- (xvii) Providing mentorship, coaching, training and development of staff in the Division.

SENIOR ASSISTANT DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY DPP 4 – ONE (1) POST V/NO.21/2026

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:

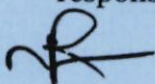


- (i) Served in the grade of Assistant Director, Information Communication Technology for at least three (3) years **OR** a minimum period of Twelve (12) years work experience, three (3) of which must have been in a Middle Management position in a comparable and relevant position in the Public or Private Sector;
- (ii) Bachelor's degree in computer science or any other Information Communication Technology related discipline from a recognized institution;
- (iii) Professional certification in any of the following: CCNA, CCNP, CISA, ITIL, PRINCE2, CompTIA+, MCSE, ORACLE Certified Professional, AWS, Programming, or any other relevant equivalent qualification from a recognized institution;
- (iv) Programming skills and development of ICT systems using Python, Perl, PHP or any other language will be an added advantage;
- (v) Master's degree in computer science or any other Information Communication Technology related discipline from a recognized institution will be an added advantage;
- (vi) Strategic Leadership Development Programme Certificate lasting not less than six (6) weeks from a recognized institution;
- (vii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (viii) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Information Communication Technology in performing ICT functions. Specifically, duties and responsibilities will include:

- (i) Coordinating the development and implementation of the ODPP's ICT strategy;
- (ii) Supervising the development, implementation and maintenance of computerized prosecution processes, case management system, network Infrastructure administration and upgrading of network systems;
- (iii) Supervising the implementation of frameworks and systems to improve delivery of prosecution services through use of ICT systems that include but not limited to the Uadilifu Case management system, digital tracking of documents, Virtual Court sessions (virtual meetings) and document management systems;
- (iv) Participating in the preparation, implementation and monitoring of Divisional budget and Procurement Plans;
- (v) Supervising the implementation and monitoring of the ICT projects that are supported by the Government of Kenya;
- (vi) Supervising the development and implementation of ICT disaster and risk management framework and strategies;
- (vii) Supervising development of staff in the Division;
- (viii) Supervising development and implementation of ICT user training programs and materials;
- (ix) Coordinating the implementation of monitoring, evaluation, review and reporting of the ICT policies, programmes and processes;
- (x) Supervising preparation of specifications of software and hardware to be procured in support of the ODPP operations;
- (xi) Monitoring compliance with all regulations, procedures, policies and quality standards in the delivery of services;
- (xii) Developing and coordinating the implementation of the ICT infrastructure that is responsive to the needs of ODPP;



- (xiii) Participating in the review of service level agreements and other contracts for the ICT Division;
- (xiv) Supervising compliance with principles and values of good governance, transparency, accountability, ethics and integrity; and
- (xv) Providing mentorship, coaching, training and development to staff in the Division.

**SENIOR ASSISTANT DIRECTOR STRATEGY AND PLANNING DPP 4 – ONE (1)
POST V/NO.22/2026**

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:

- (i) Served in the grade of Assistant Director strategy and Planning 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;
- (ii) Bachelor's degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or any other equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body in good standing;
- (iv) Master's degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics, or any other equivalent qualification from a recognized institution will be an added advantage;
- (v) Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- (vi) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (vii) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Strategy & Planning in performing Strategy & Planning functions. Specifically, duties and responsibilities will include:

- (i) Coordinating the development, implementation and review of the overall ODPP strategic plan;
- (ii) Coordinating development of Departmental strategic plans;
- (iii) Coordinating the development and implementation of ODPP work plans, Divisional work plan and divisional budget;
- (iv) Providing advice on current economic issues that affect ODPP;



- (v) Coordinating the identification of ODPP priorities to be incorporated in the criminal justice sector and National development agenda/ plan;
- (vi) Supervising preparation, implementation and reporting on the Medium-Term Plans and Sectorial plans;
- (vii) Coordinating the preparation of the Medium-Term Expenditure Framework (MTEF) Budget and mobilization of financial resources;
- (viii) Coordinating development, implementation and reporting of performance management system for ODPP;
- (ix) Supervising the development and implementation of Monitoring and Evaluation (M&E) framework for the ODPP and the monitoring and evaluation of strategies, policies and programmes in ODPP and identify gaps in their implementation;
- (x) Providing guidance in the preparation of periodic reports and reviewing the reports;
- (xi) Conducting project feasibility and implementation to create an enabling environment;
- (xii) Guiding the collection, collation, processing, administration, analysis and dissemination of criminal case data to facilitate decision making;
- (xiii) Supervising the preparation of ODPP Annual progress report;
- (xiv) Guiding Departments in preparations of plans, policies and strategies;
- (xv) Undertaking economic analysis of crime in Kenya to facilitate evaluation of public prosecutions policies and programmes;
- (xvi) Coordinating the preparation of national development plans;
- (xvii) Coordinating research in the Division to inform policy;
- (xviii) Supervising preparation of Sub- Sector Reports and Programme Based Budget (PBB);
- (xix) Coordinating the performance management within the Division in liaison with Human Resource Management;
- (xx) Mentoring, coaching, training and development of staff within the Division; and
- (xxi) Providing input in relevant committees to support the implementation of the ODPP mandate.

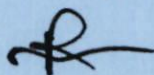
SENIOR ASSISTANT DIRECTOR PUBLIC AFFAIRS AND CORPORATE COMMUNICATION DPP 4 – ONE (1) POST V/NO.23/2026

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:

- (i) Served in the grade of Assistant Director Public Affairs and Corporate Communication 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;
- (ii) 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;
- (iii) Membership to Public Relations Society of Kenya or any other relevant professional body;



- (iv) Master's degree in any of the following disciplines: communication, journalism, public relations or social science or its equivalent qualification from a recognized institution will be an added advantage;
- (v) Strategic Leadership Development Course lasting not less than six (6) weeks from a recognized institution; and
- (vi) Demonstrated professional competence and administrative capabilities in work performance and results.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Public Affairs and Corporate Communication in performing Public Affairs and Corporate Communication functions. Specifically, duties and responsibilities will include:

- (i) Supervising the development, implementation monitoring and review of Public Affairs and Corporate Communication and customer care policies, standards, systems, strategies, manuals, programmes and procedures for the Office;
- (ii) Supervising the development, implementation and review of the departmental work plans, budgets, procurement plans;
- (iii) Supervising research on various public communication issues in ODPP and development of appropriate interventions;
- (iv) Supervising the execution of communication processes, strategies and messages during crisis;
- (v) Verifying information before dissemination to internal and external stakeholders;
- (vi) Providing technical support in branding of ODPP events and offices;
- (vii) Facilitating the review, implementation, monitoring and evaluation of the ODPP service delivery charter;
- (viii) Facilitating customer satisfaction surveys to identify stakeholder needs;
- (ix) Facilitating the development of content for the website and digital media platforms;
- (x) Inviting media for coverage of ODPP events and activities;
- (xi) Facilitating designing, printing and dissemination of documentaries, bulletins and newsletters and Information Education Communication (IEC) materials to sensitize, inform and educate stakeholders and the public on the ODPP mandate;
- (xii) Managing customer relations and protocol services;
- (xiii) Implementing Partnerships, Corporate Social Responsibility programmes and Community Engagements in line with the ODPP mandate;
- (xiv) Supervising compliance with principles and values of good governance, transparency, accountability, ethics and integrity in compliance with the Constitution;
- (xv) Providing technical support in the production of documentaries, bulletins and newsletters;
- (xvi) Supervising performance management within the department;
- (xvii) Coaching, mentoring, training and development of staff in the department; and
- (xviii) Providing Secretariat service to ODPP editorial committee, Digital communication committee and Service delivery charter review & implementation committee.

ASSISTANT DIRECTOR OF PUBLIC PROSECUTIONS DPP 5 – FORTY-ONE (41) POSTS V/NO.24/2026

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:

- (i) Nine (9) years relevant work experience from the date of admission as an Advocate of the High Court of Kenya **OR** served for three (3) years at the level of Principal Prosecution Counsel **OR** a Supervisory position in a comparable and relevant position in the Public or Private Sector;
- (ii) Bachelor's degree in Law from a recognized institution;
- (iii) Post graduate diploma in legal studies from council of legal education;
- (iv) Admission as an advocate of the High court of Kenya;
- (v) Member of the Law Society of Kenya in good standing;
- (vi) Master's degree in Law or any other relevant qualification from a recognized Institution will be an added advantage;
- (vii) Senior Management Course lasting not less than four (4) weeks;
- (viii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (ix) 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 of Public Prosecutions in performing Prosecution functions at the Headquarters, Region or County level. Specifically, duties and responsibilities will include:

- (i) Overseeing the day-to-day operations at the Sub-County or Section in a Division;
- (ii) Conducting criminal and related proceedings in relation to cases instituted before courts of law;
- (iii) Analysing judgments, and preparation of appropriate documents for appeal, review, or revision and related proceedings where necessary;
- (iv) Guiding and supervising Prosecution Counsel in the County in devising and executing pre-trial, in-trial and post-trial prosecution strategies;
- (v) Drafting pleadings;
- (vi) Promoting and strengthening collaborative partnerships and networks with other criminal justice agencies and stakeholders;
- (vii) Ensuring timely preparation and submission of quarterly, annual and statutory reports;
- (viii) Advising government Departments and Agencies on criminal matters at Sub-County level;
- (ix) Coordinating and conducting the prosecution of complex criminal cases at the Sub-County level;
- (x) Overseeing performance management at the Sub-County level;
- (xi) Ensuring prudent management of resources;
- (xii) Coordinating the development and implementation of Sub-County annual work plans, procurement plans and budgets;
- (xiii) Coordinating the collation, analysis and submission of criminal statistical data;
- (xiv) Implementing Public Prosecution policies, strategies, systems, plans, guidelines and procedures; and
- (xv) Coordinating legal research.



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:

- (i) Served in the grade of Principal Administration Officer for at least three (3) years **OR** a minimum period of nine (9) years work experience, three (3) years in a comparable and relevant position in the Public or Private Sector;
- (ii) Bachelor's degree in any of the following disciplines: Public Administration/Business Administration, Business Management, Human Resource Management or its equivalent qualification from a recognized institution; **OR** Bachelor's degree in Social Sciences with a Post Graduate Diploma in either Public Administration, Human Resource Management or its equivalent from a recognized institution;
- (iii) Administrative Officers Examination;
- (iv) Membership to a recognized professional body and in good standing;
- (v) Master's degree in any of the following disciplines: Public Administration/Business Administration, Business Management, Human Resource Management, or its equivalent qualification from a recognized Institution will be an added advantage;
- (vi) Senior Management Course lasting not less than four (4) weeks;
- (vii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (viii) 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 Administration in performing Administration functions. Specifically, duties and responsibilities will include:

- (i) Supervising development, implementation and review of the Administration policies, strategies and programmes;
- (ii) Projecting planning and forecasting for Administration needs as per the ODPP mandate;
- (iii) Supervising the development and implementation of the divisional work plan, budget, annual reports and ensure prudent utilization of resources;
- (iv) Providing advice on Administration matters;
- (v) Supervising management of leased properties;
- (vi) Supervising coordination of fleet management;
- (vii) Monitoring hospitality and accommodation services;
- (viii) Ensuring compliance with relevant legal and regulatory framework governing administrative services;
- (ix) Monitoring management of Occupational, Health and Safety regulations, standards, procedures and guidelines;
- (x) Monitoring management of outsourced services;
- (xi) Monitoring management of infrastructure and assets;
- (xii) Coordinating the implementation of performance management of staff in the division;



- (xiii) Monitoring and evaluating the implementation of the Administration policies, strategies and programmes;
- (xiv) Supervising proper maintenance, security and confidentiality of administrative records;
- (xv) Providing input in executive, internal, and external committees to support the implementation of ODPP mandate;
- (xvi) Providing mentorship, coaching, training and development of staff in the division; and
- (xvii) Participating in the mainstreaming of cross cutting government programmes including HIV/AIDS, gender, disability and alcohol and drug abuse.

**ASSISTANT DIRECTOR INFORMATION COMMUNICATION TECHNOLOGY
DPP 5 – TWO (2) POSTS V/NO.26/2026**

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

REQUIREMENTS FOR APPOINTMENT

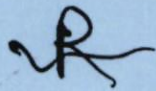
For appointment to this grade, a candidate must have:

- (i) Served in the grade of Principal Information Communication Technology for at least three (3) years **OR** a minimum period of Nine (9) years 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;
- (ii) Bachelor's degree in computer science or any other Information Communication Technology related discipline from a recognized institution;
- (iii) Professional certification in any of the following: CCNA, CCNP, CISA, ITIL, PRINCE2, CompTIA+, MCSE, ORACLE Certified Professional, AWS, Programming, or any other relevant equivalent qualification from a recognized institution;
- (iv) Programming skills and development of ICT systems using Python, Perl, PHP or any other language will be an added advantage;
- (v) Master's degree in computer science or any other Information Communication Technology related discipline from a recognized institution will be added advantage;
- (vi) Senior Management Course lasting not less than four (4) weeks;
- (vii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (viii) 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 Information Communication Technology in performing ICT functions. Specifically, duties and responsibilities will include:

- (i) Supervising the implementation of ODPP's ICT strategy;
- (ii) Monitoring implementation of ODPP ICT Work Plans, Policies and operating procedures;
- (iii) Coordinating maintenance of computerized prosecution processes, case management system, network Infrastructure administration, and upgrading of network systems;
- (iv) Supervising compliance with all regulations, procedures, policies and quality standards in the delivery of services;



- (v) Implementing ICT based delivery of prosecution services to all Kenyans including Uadilifu Case management system, digital tracking of documents, Virtual Court sessions (virtual meetings) and document management systems;
- (vi) Implementing the Divisional budget and Procurement Plans;
- (vii) Monitoring and implementing ICT projects that are supported by the Government of Kenya;
- (viii) Implementing the ICT disaster and risk management framework and strategies;
- (ix) Preparing ICT user training programs and materials;
- (x) Preparing specifications of software and hardware;
- (xi) Providing technical support to end users for all hardware and software;
- (xii) Participating in research on Information Communication Technology and emerging trends;
- (xiii) Preparing quarterly and annual divisional reports and share with the management for informed decision making;
- (xiv) Supervising performance appraisal for staff in the division to enhance performance; and
- (xv) Mentoring, coaching, training and development of staff in the Division.

ASSISTANT DIRECTOR HUMAN RESOURCE MANAGEMENT DPP 5 – THREE
(3) POSTS V/NO. 27/2026

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

REQUIREMENTS FOR APPOINTMENT

For appointment to this position, a candidate must have:

- (i) Served in the grade of Principal Human Resource Management Officer for at least three (3) years **OR** a minimum period of nine (9) years' 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;
- (ii) Bachelor's degree in Human Resource Management, Personnel Management, Business Administration, Industrial Relations or equivalent and relevant qualification from a recognized institution; **OR** Bachelor degree in Social Sciences with a postgraduate Diploma or Higher National Diploma in Human Resource Management or its equivalent from a recognized institution;
- (iii) Master's degree in any of the following disciplines: Human Resource Management, Business Management, Public/Business Administration, Social Sciences or a related and relevant field from a recognized institution will be an added advantage;
- (iv) Certified Human Resource Professional qualification, CHRP (K) or its equivalent from a recognized institution;
- (v) Membership to the relevant and accredited professional body of Human Resource Management Practitioners and in good standing;
- (vi) Valid practicing certificate from the relevant accredited professional body;
- (vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Demonstrated merit and ability as reflected in work performance and results; and
- (ix) Meet the requirements of 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, Human Resource Management in performing Human Resource Management function. Specifically, duties and responsibilities will include:

- (i) Implementing, monitoring and evaluating the human resource management policies, procedures, strategies, standards and programmes;
- (ii) Supervising and implementing performance management strategies and frameworks;
- (iii) Preparing and analysing Divisional reports on the effectiveness of the human resource policies and procedures, and identifying gaps for review and recommendations;
- (iv) Supervising the management of human resource records in the Sections in accordance with relevant laws and regulations;
- (v) Supervising and monitoring employee satisfaction survey to identify issues affecting staff and developing strategies to address them;
- (vi) Monitoring compliance with Occupational Safety and Health Act 2007;
- (vii) Supervising processing of pension claims, leave management and management of staff complaints and grievances;
- (viii) Developing employee wellness programs to address, mental health, alcohol, drug and substance abuse, debriefing and counselling;
- (ix) Supervising human resource audit processes to identify and address gaps to mitigate against risks in the Division;
- (x) Maintaining a skills inventory of the ODPP staff to aid in strategic human resource planning;
- (xi) Providing input in executive, internal, and external committees to support the implementation of ODPP mandate; and
- (xii) Mentoring, coaching, training and development of staff in the Division.

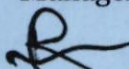
ASSISTANT DIRECTOR SUPPLY CHAIN MANAGEMENT DPP 5 – ONE (1) POST V/NO.28/2026

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:

- (i) Served in the grade of Principal Supply Chain Management Officer for at least three (3) years **OR** a minimum period of nine (9) years' 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;
- (ii) 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;

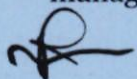


- (iii) Certified Procurement and Supply Professional of Kenya (CPSP-K) qualification, or its approved equivalent from a recognized institution;
- (iv) Member of a professional body of supply chain management officers' i.e. Kenya Institute of Supplies Management or Chartered Institute of Procurement and Supply and in good standing;
- (v) Practicing license from Kenya Institute of Supplies Management;
- (vi) Master's degree in any of the following disciplines: Procurement and supply management, Business Administration; Commerce, Logistics or its equivalent qualifications from a recognized Institution will be an added advantage;
- (vii) Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- (viii) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (ix) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Supply Chain Management in performing Supply Chain Management functions. Specifically, duties and responsibilities will include:

- (i) Supervising the development and implementation of Supply Chain Management strategies, guidelines, policies, procedures, systems and manuals in compliance with the statutory requirements;
- (ii) Providing technical support on best practices in the development and implementation of Divisional work plans, ODPP annual Procurement and Disposal Plans, budget preparation, performance management and quality assurance in the supplies management function;
- (iii) Supervising negotiations pertaining Supply Chain Management for the ODPP as required by the PPAD Act, 2015 and Public Procurement and Asset Disposal Regulations 2020 and other laws;
- (iv) Maintaining and safeguarding of financial instruments of tender security, performance security and bank guarantees issued by suppliers/service providers and monitor their applications;
- (v) Interpreting the Public Procurement and Disposal Act, Regulations and other statutes that impact on Supply Chain Management function;
- (vi) Facilitating the development and maintenance of an updated list of registered suppliers for the ODPP and coordinating the training of suppliers of special Groups on interpretation of budget and the Public Procurement laws;
- (vii) Providing timely professional advice and responding to all procurement related matters;
- (viii) Assessing and mitigating supply chain, strategic and operational risk by ensuring appropriate internal controls are put in place;
- (ix) Ensuring efficiency of systems, processes, Standard Operating Procedures (SOPs);
- (x) Providing technical support in preparation, publishing and distribution of procurement and asset disposal documents including invitation of tender, request for quotation and proposal, registration of suppliers and expression of interest;
- (xi) Facilitating the development and implementation of periodic modern inventory management techniques, provision of goods, services and works;



- (xii) Facilitating the uploading of tenders, expression of interest and any other relevant information to the Public Procurement Information Portal (PIIP) and in the ODPP's website;
- (xiii) Facilitating responses to clarifications on issues raised by bidders and issue addendums and any amendments to tender documents;
- (xiv) Supervising the preparation and reviewing of reports in compliance with all procurement statutory requirements;
- (xv) Providing technical input in executive, internal, and external committees to support the implementation of ODPP mandate;
- (xvi) Facilitating development of new tactical approaches to contracts, as well as new method for their applications, based on market research, PPADA and attendant Regulations; and
- (xvii) Coordinating coaching, mentorship, training and development of staff in the Division.

ASSISTANT DIRECTOR RECORDS MANAGEMENT DPP 5 – THREE (3) POSTS V/NO.29/2026

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

REQUIREMENTS FOR APPOINTMENT

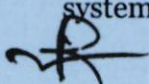
For appointment to this grade, a candidate must have:

- (i) Served in the grade of Principal Records Management Officer for at least three (3) years **OR** a minimum period of nine (9) years work experience, three (3) of which must have been in a supervisory position or in a comparable and relevant position in the Public or Private Sector;
- (ii) Bachelor's degree in Records Management/Information Science or its equivalent from a recognized university; **OR** Bachelor's degree in Social Sciences with a Post Graduate qualification in Records Management/Information Science or its equivalent from a recognized institution;
- (iii) Membership of Kenya association of Records Managers and Archivists (KARMA) or any other relevant professional association and in good standing;
- (iv) Master's degree in Records Management or Information Science from a recognized institution will be an added advantage;
- (v) Senior Management Course lasting not less than four (4) weeks;
- (vi) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (vii) 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 Records Management in performing Records Management functions. Specifically, duties and responsibilities will include:

- (i) Coordinating periodic records survey of ODPP offices;
- (ii) Harmonizing records principles and practices at ODPP offices;
- (iii) Overseeing the assessment of the adherence to the professional records management systems, processes and standards;



- (iv) Coordinating the implementation of policies, strategies and programmes on access and dissemination of information resources;
- (v) Facilitating the transformation of records management by overseeing the switch to electronic record keeping;
- (vi) Ensuring correct interpretation and implementation of the Kenya archives Act Cap 19 and other regulations and policies;
- (vii) Providing expertise in developing, updating and disseminating policies and procedures related to records management;
- (viii) Liaising with other record management organizations to achieve cohesion and best practice;
- (ix) Developing framework to guide staff in the management of records and use of records system;
- (x) Supervising the automation of the records management system at ODPP;
- (xi) Recommending record management measures and initiatives;
- (xii) Supervising the implementation of performance management;
- (xiii) Monitoring divisional staff performance to facilitate the achievement of the ODPP strategy;
- (xiv) Supervising the collection and analysis of criminal data in all ODPP offices;
- (xv) Authorizing the drafting of record disposal schedule; and
- (xvi) Coaching, mentoring, training and development of staff in the Division.

**ASSISTANT DIRECTOR STRATEGY AND PLANNING DPP 5 – ONE (1) POST
V/NO.30/2026**

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:

- (i) Served in the grade of Principal Strategy and Planning Officer 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;
- (ii) Bachelor's degree in any of the following disciplines: - Economics, Statistics, Economics and Mathematics, Economics and Statistics, Economics and Finance or any other equivalent qualification from a recognized institution;
- (iii) Membership to a relevant professional body in good standing;
- (iv) Master's degree in any of the following disciplines: - Economics (Policy Management, Multilateral Trading Systems, Econometrics, Public Finance, Development, Environment, Health, Agriculture, International Trade and Finance, Cooperation and Human Development, Transport, Labour, Industrial), Statistics, Project Planning and Management, Philosophy in Economics, Public Policy, Economics of Development, Rural Economics, or any other equivalent qualification from a recognized institution will be an added advantage;
- (v) Senior Management Course lasting not less than four (4) weeks;



- (vi) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (vii) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Deputy Director Strategy & Planning in performing Strategy & Planning functions. Specifically, duties and responsibilities will include:

- (i) Facilitating the development, implementation, cascading and review of the ODPP strategic plan;
- (ii) Supervising development of departmental strategic plans to ensure activities are appropriately aligned to the overall mission of the ODPP;
- (iii) Coordinating the development and implementation of ODPP work plans and divisional strategy, work plan and budget;
- (iv) Coordinating preparation of Departmental Annual workplans and budgets;
- (v) Providing advice on the current economic issues that affect the ODPP;
- (vi) Coordinating the identification of ODPP priorities to be incorporated in the criminal justice sector and National development agenda;
- (vii) Coordinating preparation and reporting on Medium Term Plans and Sectorial plans;
- (viii) Coordinating the preparation of the Medium-Term Expenditure Framework (MTEF) Budget and mobilization of financial resources;
- (ix) Supervising the development and implementation of Monitoring and Evaluation (M&E) framework for the ODPP;
- (x) Coordinating the development, roll out and reporting of performance management system for ODPP;
- (xi) Supervising monitoring and evaluation of strategies, policies and Programmes in ODPP and identify gaps in their implementation;
- (xii) Coordinating project feasibility and implementation;
- (xiii) Providing technical guidance to ODPP departments in preparations of plans, policies, guidelines and strategies;
- (xiv) Providing support in the review of periodic reports to ensure compliance with national, regional and international policy documents;
- (xv) Undertaking collection, collation, analysis and dissemination of crime statistics;
- (xvi) Undertaking research on the division in order to inform policy;
- (xvii) Supervising the preparation of Sub- Sector Reports and Programme Based Budget (PBB);
- (xviii) Coordinating the development and implementation of performance management system for ODPP;
- (xix) Conducting economic analysis of crime in Kenya to facilitate in evaluation of public prosecutions policies and programmes;
- (xx) Undertaking mentoring, coaching, training and development of staff within the division; and
- (xxi) Providing input in relevant committees to support the implementation of the ODPP mandate.



ASSISTANT DIRECTOR PUBLIC AFFAIRS & CORPORATE COMMUNICATION
DPP 5 – ONE (1) POST V/NO.31/2026

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:

- (i) Served in the grade of Principal Public Affairs and Corporate Communication 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 Middle Management position in a comparable and relevant position in the Public or Private Sector;
- (ii) 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;
- (iii) Membership to Public Relations Society of Kenya or any other relevant professional body;
- (iv) Master's degree in any of the following disciplines: communication, journalism, public relations or social science or its equivalent qualification from a recognized institution will be an added advantage;
- (v) Senior Management Course lasting not less than four (4) weeks;
- (vi) Demonstrated professional competence and administrative capabilities in work performance and results; and
- (vii) 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 Public Affairs & Communication in performing Public Affairs & Communication functions. Specifically, duties and responsibilities will include:

- (i) Facilitating the development, implementation monitoring and review of Public Affairs and Corporate Communication and customer care policies, standards, systems, strategies, manuals, programmes and procedures for the Office;
- (ii) Facilitating the development, implementation and review of the Departmental work plans, budgets, procurement plans;
- (iii) Implementing communication processes, strategies and messages during crisis;
- (iv) Verifying information before dissemination to internal and external stakeholders;
- (v) Managing customer relations and protocol services;
- (vi) Implementing ODPP service delivery charter;
- (vii) Developing content for the website and digital media platforms;
- (viii) Facilitating designing, printing and dissemination of documentaries, bulletins and newsletters and Information Education Communication (IEC) materials to sensitize, inform and educate stakeholders and the public on the ODPP mandate;
- (ix) Implementing Partnerships, Corporate Social Responsibility programmes and Community Engagements in line with the ODPP mandate;
- (x) Providing support in research on various public communication issues in ODPP;
- (xi) Undertaking customer satisfaction survey;



- (xii) Providing content for the website and digital media platforms, Provide Secretariat service to ODPP editorial committee, Digital communication committee, Service delivery charter review & implementation committee;
- (xiii) Mentoring, coaching, training and developing of staff in the division; and
- (xiv) Coordinating performance management within the division in liaison with the Human Resource Management Division.

**PRINCIPAL PUBLIC AFFAIRS & CORPORATE COMMUNICATION OFFICER
DPP 6- TWO (2) POSTS V/NO.32/2026**

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

REQUIREMENTS FOR APPOINTMENT

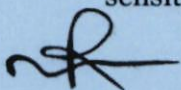
For appointment to this grade, a candidate must have:

- (i) Served in the grade of Senior Public Affairs and Corporate Communication Officer 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.
- (ii) 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;
- (iii) Membership to Public Relations Society of Kenya or any other relevant professional body with good standing;
- (iv) Senior Management Course lasting not less than four (4) weeks;
- (v) Shown merit and ability as reflected in work performance and results; and
- (vi) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Assistant Director Public Affairs & Corporate Communication in performing Communication functions. Specifically, duties and responsibilities will include:

- (i) Facilitating the development, implementation monitoring and review of Public Affairs and Corporate Communication and customer care policies, standards, systems, strategies, manual, programmes and procedures for the Office;
- (ii) Providing support in the development, implementation and review of the departmental work plans, budgets, procurement plans;
- (iii) Branding of ODPP events in order to enhance visibility of the organization;
- (iv) Implementing ODPP service delivery charter;
- (v) Updating the content for the website and digital media platforms;
- (vi) Managing customer relations and protocol services;
- (vii) Facilitating designing, printing and dissemination of documentaries, bulletins and newsletters and Information Education Communication (IEC) materials to sensitize, inform and educate stakeholders and the public on the ODPP mandate;



- (viii) Providing support in Partnerships, Corporate Social Responsibility programmes and Community Engagements in line with the ODPP mandate;
- (ix) Identifying events where the ODPP policies, programmes and projects can be propagated and promoted;
- (x) Identifying and reporting on various public communication issues in ODPP and developing of appropriate interventions;
- (xi) Providing support in customer satisfaction surveys; and
- (xii) Supervising and appraising staff working under them.

PRINCIPAL LIBRARIAN DPP 6–ONE (1) POST V/NO.33/2026

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:

- (i) Served in the grade of Senior Librarian 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.
- (ii) A Bachelor's degree in Library and Information Science or its equivalent from a recognized university; **OR** Bachelor's degree in Social Sciences with a Post Graduate qualification in Library and Information Science or its equivalent from a recognized institution;
- (iii) Membership to an association of Library or Information Professionals;
- (iv) Senior Management Course not lasting than four (4) weeks;
- (v) Shown merit and ability as reflected in work performance and results; and
- (vi) Meet Chapter Six (6) of the constitution of Kenya 2010.

DUTIES AND RESPONSIBILITIES

An officer at this level will be responsible to the Assistant Director Library Services in performing Library Services functions. Specifically, duties and responsibilities will include:

- (i) Coordinating the implementation of library policies, rules and regulations;
- (ii) Coordinating use of library collections and services;
- (iii) Coordinating the selection and acquisition of research and information materials in consultation with users;
- (iv) Implementing e-library and dissemination of information services;
- (v) Developing abstract and index databases;
- (vi) Conducting information searches from electronic databases;
- (vii) Coordinating implementation of knowledge management programmes and strategy;
- (viii) Supervising evaluation of information materials for weeding and disposal;
- (ix) Providing input in development, implementation and review of work plans for the Division;



- (x) Implementing changes in library standards and codes for information retrieval and dissemination;
- (xi) Reviewing and evaluating library resources and services;
- (xii) Coordinating subscription to information resources in response to specific requests;
- (xiii) Coordinating library user education activities;
- (xiv) Monitoring and evaluating utilization of information resources;
- (xv) Coordinating editing of library reports and other documents;
- (xvi) Participating in designing the information storage and retrieval systems; and
- (xvii) Mentoring, coaching and training and development of staff within the division.

MODE OF APPLICATION

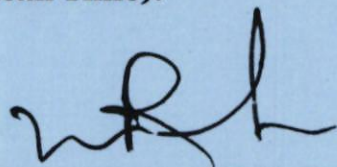
Interested and qualified persons are requested to make their applications **ONLINE (no hard copy applications will be accepted)** through the provided link on the ODPP website www.odpp.go.ke careers page or <https://jobs.prosecutions.go.ke/> attaching **COPIES** of the following documents:

- **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 **24th August, 2026 by 5.00 pm (East African Time).**



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