ADVERTISEMENT FOR VACANT POSITIONS

The Public Procurement Regulatory Authority is established under the Public Procurement and Asset Disposal Act, 2015. The Authority's mission is 'To promote fairness, equity, transparency, competition and cost effectiveness through continuous monitoring, assessment and review of the public procurement and asset disposal system for sustainable development'.

The Authority invites applications from suitably qualified persons for the following positions:

No.	DESIGNATION	REFERENCE NUMBER	GRADE	NUMBER OF POSTS
1	Principal Information Scientist	PPRA/PIS/5/2026	PPRA 5	1
2	Principal Office Administrator	PPRA/POA/5/2026	PPRA 5	1
3	Senior Legal Counsel	PPRA/SLC/6/2026	PPRA 6	2
4	Legal Counsel I	PPRA/LCI/7/2026	PPRA 7	1
5	Records Management Assistant I	PPRA/RMAI/7/2026	PPRA 7	1
6	Accountant II	PPRA/AII/8/2026	PPRA 8	1
7	Compliance Officer II	PPRA/COII/8/2026	PPRA 8	7
8	Corporate Communications Officer II	PPRA/CCOII/8/2026	PPRA 8	1
9	Human Resource Management Officer II	PPRA/HRMOII/8/2026	PPRA 8	1
10	ICT Officer II	PPRA/ICTOII/8/2026	PPRA 8	1
11	Internal Auditor II	PPRA/IAII/8/2026	PPRA 8	1

12	Legal Counsel II	PPRA/LCII/8/2026	PPRA 8	3
13	Planning Officer II	PPRA/POII/8/2026	PPRA 8	1
14	Accounts Assistant III	PPRA/AAIII/9/2026	PPRA 9	1
15	ICT Assistant III	PPRA/ICTAIII/9/2026	PPRA 9	1
16	Compliance Assistant III	PPRA/CAIII/9/2026	PPRA 9	6
17	Internal Audit Assistant III	PPRA/IAAIII/9/2026	PPRA 9	1
18	Assistant Office Administrator III	PPRA/AOAIII/9/2026	PPRA 9	1
19	Records Management Assistant III	PPRA/RMAIII/9/2026	PPRA 9	1
20	Driver III	PPRA/DIII/11/2026	PPRA 11	1
21	Office Assistant III	PPRA/OAIII/12/2026	PPRA 12	1
	TOTAL			**35**

TERMS

1. The terms of engagement are permanent and pensionable subject to performance and retirement age.
2. As a general policy, employees will be required to serve in one Directorate, Department, or Region for three (3) years after which they may be eligible for consideration for job rotation.

HOW TO APPLY

a) Interested and qualified applicants are requested to make their applications ONLINE through the job's recruitment module https://erp.ppra.go.ke. Incomplete applications will not be considered.

b) Shortlisted candidates will be expected to bring the original certificates for verification during the interview.

c) All applications to reach the Authority by the close of business on **Thursday 10th December 2026** at 5.00 P.M East Africa Time (EAT).

Details of job descriptions and specifications can be found on the PPRA website at www.ppra.go.ke/careers.

PPRA is an equal opportunity employer committed to diversity and inclusion. Youth, women, persons with disabilities and candidates from marginalized and

minority communities are encouraged to apply. The principles of affirmative action, gender balance and the national values under Articles 10 and 232 of the Constitution will apply.

Canvassing in any form will lead to automatic disqualification and only shortlisted candidates will be contacted for interviews.

DIRECTOR GENERAL

JOB DESCRIPTIONS AND APPOINTMENT SPECIFICATIONS

1. PRINCIPAL INFORMATION SCIENTIST-(ONE POST)-GRADE PPRA 5-REF. PPRA/PIS/5/2026

Job Title	Principal Information Scientist
Grade	PPRA 5
Corporation/Organization	Public Procurement Regulatory Authority (PPRA)
Directorate	Digital Transformation
Department	Central Repository
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Assistant Director, Information Scientist
Direct Reports	Senior Information Scientist
Indirect Reports	Information Scientist I & II
Job Purpose	
Responsible for coordinating management of organizational information and knowledge in support of functional units across the Authority and management of the	

public procurement and asset disposal state portal and the central repository

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

1) Coordinate the development, implementation and review of policies, procedures and programmes on management of organizational information and knowledge;
2) Oversee operational planning for the State Portal, Central Repository, and Resource Centre.
3) Supervise high-level information audits and data mining projects.
4) Oversee capacity building and technical training programs on use of central repository and information portal
5) Supervise the evaluation of system usage trends and propose improvements.
6) Coordinate the collection, categorizing and storage of data and information in the Authority.
7) Provide technical input in development, implementation and review of the Authority's strategic plan, vision, mission and objectives.
8) Coordinate the development, implementation, monitoring and review of the Division's annual budgets, procurement and disposal plan, annual performance contract and the Division annual reports.
9) Supervision, coaching, mentoring, training and development of all staff to ensure an efficient and motivated team in the Division.
10) Coordinate formulation, implementation, monitoring, and review of risk management policy and framework that ensures the Division has a robust system and processes of accountability, enterprise risk management and business continuity.
11) Development, implementation and review of the Division's citizen service delivery charter to enhance accountability and transparency in service delivery to stakeholders.
12) Foster conducive corporate culture that promotes ethical practices and good governance in line with the Constitution of Kenya 2010 within the Division.
13) Coordinate the development and implementation of corruption prevention and mitigation strategies in the Division.
14) Coordinate the implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Division.

II. Operational Responsibilities / Tasks

1) Coordinate day to day activities of the Division.
2) Coordinate the implementation of departmental strategies, policies, and work plans.
3) Direct quality assurance programs for data accuracy, reliability, and compliance.
4) Provide technical oversight on the integration of central repository and information portal systems.
5) Monitor and enforce adherence to risk and quality management frameworks.

6) Facilitate inter-departmental and stakeholder collaboration.
7) Oversee capacity building and technical training programs on use of central repository and information portal.
8) Identify and recommend ICT enhancements for Central Repository and Information Portal efficiency.
9) Review reports generated from analyzed data and prepare quarterly and annual reports before dissemination for use in decision making in the Authority.
10) Formulate policies for management of information resources.
11) Ensure Resource Center materials are catalogued and classified for ease of identification and retrieval by users.
12) Advise on Central Repository materials (print and non-print) for acquisition of the information materials collection.
13) Developing and implementing the Divisional work plans, budgets, performance contracts, and staff performance appraisal;
14) Coordinate the preparation and submission of periodic reports in the Division; and
15) Appraise the direct reports.

Job Dimensions:

I. Financial Responsibility

1) Coordinate development, implementation and review of the Division's annual budget.
2) Coordinate development, implementation and review of Division's annual procurement and assets disposal plan.

II. Responsibility for Physical Assets

Responsible for assigned physical assets i.e., office space, ICT equipment, cabinets, furniture, Equipment and Records.

III. Decision Making / Job Influence

1) Managerial Decisions.
2) Analytical decisions
3) Operational Decisions.

IV. Working Conditions

The role is performed in an office setting with occasional field assignments

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's Degree in Information Sciences, Records Management, Archives and Records Management, Information Management, Knowledge Management, Library Science or equivalent from a recognized institution.

Professional Qualifications / Membership to professional bodies
Certificate in Management course lasting not less than four (4) weeks from a recognized institution;
Previous relevant work experience required.
Cumulative period of nine (9) years' relevant work experience, three (3) of which must have been at the grade of Senior Information Scientist or in comparable position.
Functional Skills, Behavioural Competencies/Attributes:
1) Leadership skills. 2) Problem solving skills. 3) Planning and Organizational skills. 4) Stakeholder management skills. 5) Communication Skills. 6) Report Writing and Presentation Skills. 7) Team Management Skills. 8) Analytical skills. 9) Conceptual Skills. 10) Interpersonal Skills. 11) Networking and collaboration skills. 12) Conflict Resolution Skills.

2. PRINCIPAL OFFICE ADMINISTRATOR -(ONE POST)-GRADE PPRA 5-REF. PPRA/POA/5/2026

Job Title	Principal Office Administrator
Grade	PPRA 5
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Office of Director General
Department	Human Resource and Administration
Division	Administration
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi
Reporting Relationships	
Reports to	Director General
Direct Reports	Deputy Director Human Resource and Administration
Indirect Reports	Personal Assistant to Director General
Job Purpose	
To provide secretarial and office coordination support to facilitate efficient operations of the office.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
1) Provide technical input in development, implementation and review of the Authority's strategic plan, vision, mission and objectives. 2) Coordinate establishment, nurturing, and strengthening collaborations and partnerships with Government agencies, development partners, the private sector, and other key stakeholders to enhance synergy, resource mobilization, and effective delivery of the Division's mandate. 3) Coordinate formulation, implementation, monitoring, and review of the Division's annual budgets, procurement and disposal plans, performance contracts, and annual reports to ensure prudent resource utilization, operational efficiency, and alignment with the Authority's strategic priorities and governance frameworks. 4) Coordinate coaching, mentoring, and developing staff to foster a high-performing, motivated, and ethical workforce that effectively delivers on the Division's mandate 5) Coordinate formulation, implementation, monitoring, and continuous improvement of the Division's risk management policies and frameworks to ensure robust systems for accountability, enterprise risk management, and business continuity. 6) Coordinate development, implementation, and periodic review of the Division's Citizen Service Delivery Charter to enhance accountability, transparency, and service excellence in addressing stakeholder needs and expectations. 7) Foster and entrench a conducive corporate culture that upholds ethical conduct, integrity, professionalism, and good governance within the Division, in line with the Constitution of Kenya, 2010, and the Authority's core values. 8) Coordinate development and implementation of corruption prevention and mitigation strategies in the Division. 9) Coordinate implementation of principles of Corporate Governance, relevant national policies, guidelines and directives within the Division. 10) Coordinate management of public complaints resolution, information access requests, and public awareness initiatives to enhance transparency, stakeholder engagement, and public confidence. 11) Appraise direct reports.
II. Operational Responsibilities / Tasks
1) Coordinate schedules for meetings, appointments, and official engagements. 2) Coordinate travel arrangements and related logistics for supervisors. 3) Maintain an up-to-date and well-organized office filing system.

4) Manage routine office correspondence, including drafting and coordinating responses.
5) Manage office protocol and ensure adherence to professional etiquette.
6) Coordinate the management, maintenance, and proper utilization of office equipment.
7) Facilitate the acquisition and replenishment of office supplies as required.
8) Attend to visitors and clients, ensuring effective reception and service delivery.
9) Handle customer inquiries and complaints and facilitate appropriate responses.
10) Ensure the security and proper custody of office records, equipment, and documents.
11) Safeguard the security, integrity, and confidentiality of office data and information.
12) Oversee the establishment and monitoring of procedures for record keeping of correspondence and file movements.
13) Facilitate the maintenance of an efficient records management system within the office.
14) Provide general office administrative support services as assigned.

Job Dimensions:

I. Financial Responsibility

1) Coordinate development, implementation and review of Annual Divisional budget.
2) Coordinate development, implementation and review of Divisional annual procurement and assets disposal plan.
3) Coordinate Divisional Resource mobilization.

II. Responsibility for Physical Assets

Responsible for assigned physical assets i.e., office space, ICT equipment, cabinets, furniture, Equipment and Records.

III. Decision Making / Job Influence

1) Financial Decisions.
2) Managerial Decisions.
3) Operational Decisions.
4) Analytical Decisions.

IV. Working Conditions

The role is performed in an office setting with occasional field assignments.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's Degree in Secretarial Studies from a recognized institution; OR Bachelors of Business and Office Management from a recognized Institution plus a diploma in Secretarial Studies from a recognized institution; OR Bachelor's Degree in Social Sciences from a recognized institution plus a Diploma in Secretarial Studies.
Professional Qualifications / Membership to professional bodies
1) Membership to a relevant professional body where applicable; 2) Management course lasting not less than four (4) weeks from a recognized institution; and 3) Proficiency in computer applications
Previous relevant work experience required.
Cumulative service period of nine (9) years' relevant work experience, three (3) of which should have been at the grade of Senior Office Administrator or in a comparable position.
Functional Skills, Behavioural Competencies/Attributes:
1) Negotiation skills 2) Stakeholder management skills 3) Corporate governance skills 4) Financial management skills 5) Change management skills 6) Project management skills 7) Analytical and conceptual skills 8) Communication skills 9) Report writing and presentation skills 10) Team management skills 11) Conflict resolution skills 12) Emotional intelligence skills 13) Networking and collaboration skills 14) Creativity and innovation skills

3. SENIOR LEGAL COUNSEL I-(TWO POSTS)-GRADE PPRA 6-REF. PPRA/SLC/6/2026

Job Title	Senior Legal Counsel
Grade	PPRA 6
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Legal Services
Department	1. Litigation 2. Administrative Review Board Secretariat
Division	1. Legal Advisory Services 2. Debarment
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Principal legal Counsel
Direct Reports	1) Legal Counsel I 2) Legal Counsel II
Indirect Reports	N/A
Job Purpose	

Responsible for implementation of Legal function, offering legal opinion and legal advice for efficient and effective management of the Division. Undertake research on a wide range of issues, identify legal and compliance risks touching on any and all aspects of the Authority. An officer at this level may be deployed in the following functional areas:

1) Litigation
2) Administrative Review Board Secretariat
3) Legal Advisory Services
4) Debarment

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

1) Coach, mentor, train and develop staff to ensure an effective and motivated team; and
2) Supervise and appraise staff.

II. Operational Responsibilities / Tasks

Legal Advisory and Board Management

1) Ensure legal opinions and advisories are drafted;
2) Provide and interpret legal information;
3) Review regulatory instruments necessary for carrying out the Authority's
4) mandate;
5) Participate in policy development and advising on legal policy issues;
6) Initiate the development of legal documents and instruments;
7) Review of legal risks;
8) Draft contracts, legal instruments, internal policies;
9) Carry out the legal compliance audit
10) Draft memorandum of issues on bills and legislation;
11) Implement the Directorate's policies, standards and procedures; and
12) Implement the risk and the quality management system in the department
13) Provide secretariat services to the Board;
14) Support facilitation of Board induction and development and implementation of the Capacity building programmes;
15) Support in preparation and management of Board Work-Plans, Governance Audits and implementation schedules;
16) Support in facilitation of Annual Board Evaluation;
17) Support in development and implementation of the Board Charters, Terms of Reference and the Code of Conduct and Ethics;
18) Support in submission of timely reports Management on issues touching on the mandate of the Authority

Litigation

1) Handle pre-litigation legal disputes and inquiries;
2) Receive all process served on the Authority;
3) Ensure court pleadings for filing in court are drafted;
4) Represent the Authority in contested matters in all courts, tribunals and other fora;
5) Carry out research to support the cases filed in court for or against the Authority;
6) Ensure submissions are drafted for filing in court;
7) Liaise with the office of the Attorney General and external counsel, as the case may be, on all matters referred to them;
8) Review and monitor progress and status of all outstanding litigation;
9) Propose alternative dispute resolution measures for resolution of disputes;
10) Analyze judgments touching on the mandate of the Authority, and advising Management;
11) Prepare draft periodic litigation reports to Management;
12) Participate in the implementation of the Directorate's policies, standards and procedures; and
13) Participate in the implementation of the risk and the quality management systems in the Litigation Department.

Debarment Secretariat

1) Update the register of all the requests/applications for debarment received;
2) Assess, examine and prepare case analysis on the evidence presented for debarment;
3) Prepare draft case analysis report to the board's Debarment Committee;
4) Ensure notices of hearing to all parties to debarment proceedings are drafted;
5) Draft issues for determination and necessary points of clarification to be presented during a debarment hearing
6) Table of debarment cases before the Debarment Committee
7) Maintain records relating to debarment proceedings
8) Research on any points of law arising from debarment hearings
9) Prepare draft decisions as guided and for consideration by Debarment Committee;
10) Ensure publication and removal of the names of the debarred firms on the Authority's website;
11) Prepare draft communication to the Cabinet Secretary responsible for public procurement on gazettement of names of debarred firms
12) Prepare periodic debarment reports to the Board.
13) Participate in the implementation of the Directorate's policies, standards and procedures; and

14) Participate in the implementation of the risk and the quality management systems in the Debarment Secretariat

Administrative Review Board Secretariat

1) Research on points of law as instructed relating to the mandate of the Administrative Review Board by the Constitution, the Act and the Regulations;
2) Research and identifying appropriate laws, judicial decisions, legal articles and other material that are relevant to assigned cases;
3) Compile statistical analyses of cases handled and activities undertaken by the Review Board;
4) Prepare draft legal opinions on ongoing cases that the members of the Review Board can refer to in development of their decisions;
5) Draft instructions and preparation of legal briefs on all matters referred for judicial review;
6) Follow-up progress and status of judicial review and appeal cases at the Court;
7) Analyze of judgments rendered by the courts on judicial review matters emanating from the decisions of the Administrative Review Board;
8) Assist in the preparation of periodic reports to the Administrative Review Board;
9) Support the implementation of the Administrative Review Board's policies, standards and procedures; and
10) Support the implementation of the risk and the quality management systems in the Administrative Review Board Secretariat.

Job Dimensions:

I. Financial Responsibility

The role is responsible for prudent utilization of budgeted funds.

II. Responsibility for Physical Assets

Responsible for Divisional office space, ICT equipment and furniture.

III. Decision Making / Job Influence

1) Supervisory decisions;
2) Operational decisions;
3) Analytical decisions; and
4) Financial decisions.

IV. Working Conditions

The role is performed in an office setting at the Authority's Headquarters with occasional field assignments.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications
1) Bachelors of Laws (LL. B) degree or equivalent qualifications from a recognized institution
Professional Qualifications / Membership to professional bodies
1) Post graduate Diploma in Law (Advocates Training Programme) from a recognized institution; 2) Advocate of the High Court of Kenya with a valid practicing certificate; 3) Supervisory course lasting not less than two (2) weeks from a recognized institution 4) Membership to the Law Society of Kenya (LSK); 5) Proficiency in computer application.
Previous relevant work experience required.
Six (6) years' cumulative experience, three (3) of which must have been at the grade of Legal Counsel I or in a comparable position.
Functional Skills, Behavioural Competencies/Attributes:
1) Supervisory Skills; 2) Analytical skills; 3) Interpersonal skills; 4) Problem solving skills; 5) Computer Skills; 6) Creativity and Innovation Skills; 7) Report Writing Skills; 8) Presentation Skills; 9) Communication Skills.

4. LEGAL COUNSEL I-(ONE POST)-GRADE PPRA 7-REF. PPRA/LCI/7/2026

Job Title	Legal Counsel I
Grade	PPRA 7
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Legal Services
Department	1. Litigation 2. Administrative Review Board Secretariat
Division	1. Legal Advisory Services 2. Debarment
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Legal Counsel
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	

To carry out the functions of Legal Services, collecting, verifying and compiling legal information and documents to enable the Authority to achieve its objectives.

An officer at this level may be deployed in the following functional areas:

1) Litigation
2) Administrative Review Board Secretariat
3) Legal Advisory Services
4) Debarment

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Legal Advisory and Board Management

1) Draft legal opinions and advisories;
2) Provide and interpret legal information;
3) Participate in review of regulatory instruments necessary for carrying out the Authority's mandate;
4) Participate in policy development and advising on legal policy issues;
5) Participate in developing legal documents and instruments;
6) Assist in review of legal risks;
7) Draft contracts, legal instruments, internal policies;
8) Participate in carrying out the legal compliance audit;
9) Draft memorandum of issues on bills and legislation;
10) Support the implementation of the Directorate's policies, standards and procedures; and
11) Support the implementation of the risk and the quality management system in the department
12) Support facilitation of Board induction and development and implementation of the Capacity building programmes;

13) Support in preparation and management of Board Work-Plans, Governance Audits and implementation schedules;
14) Support facilitation of Annual Board Evaluation; and
15) Support development and implementation of the Board Charters, Terms of Reference and the Code of Conduct and Ethics;

Litigation

1) Handle pre-litigation legal disputes and inquiries;
2) Receive all process served on the Authority;
3) Draft court pleadings for filing in court;
4) Represent the Authority in contested matters in all courts, tribunals and other fora;
5) Carry out research to support the cases filed in court for or against the Authority;
6) Draft submissions for filing in court;
7) Liaise with the office of the Attorney General and external counsel, as the case may be, on all matters referred to them;
8) Review and monitor progress and status of all outstanding litigation;
9) Propose alternative dispute resolution measures for resolution of disputes;
10) Analyze judgments touching on the mandate of the Authority, and advising Management;
11) Participate in the preparation of periodic litigation reports to Management;
12) Participate in the implementation of the Directorate's policies, standards and procedures; and
13) Participate in the implementation of the risk and the quality management systems in the Litigation Department.

Debarment Secretariat

1) Update the register of all the requests/applications for debarment received;
2) Assess, examine and prepare case analysis on the evidence presented for debarment;
3) Prepare draft analysis report to the board's Debarment Committee;
4) Draft notices of hearing to all parties to debarment proceedings;
5) Draft issues for determination and necessary points of clarification to be presented during a debarment hearing

6) Table debarment cases before the Debarment Committee
7) Maintain records relating to debarment proceedings
8) Prepare draft decisions for consideration by Debarment Committee
9) Follow-up the publication and removal of the names of the debarred firms on the Authority's website
10) Prepare draft communication to the Cabinet Secretary responsible for public procurement on gazettement of names of debarred firms
11) Participate in the preparation of periodic debarment reports to the Board.
12) Participate in the implementation of the Directorate's policies, standards and procedures; and
13) Participate in the implementation of the risk and the quality management systems in the Debarment Secretariat.

Administrative Review Board Secretariat

1) Research on points of law as instructed relating to the mandate of the Administrative Review Board by the Constitution, the Act and the Regulations;
2) Research and identifying appropriate laws, judicial decisions, legal articles and other material that are relevant to assigned cases;
3) Compile statistical analyses of cases handled and activities undertaken by the Review Board;
4) Prepare draft legal opinions on ongoing cases that the members of the Review Board can refer to in development of their decisions;
5) Draft instructions and preparation of legal briefs on all matters referred for judicial review;
6) Follow-up progress and status of judicial review and appeal cases at the Court; and
7) Analyze judgments rendered by the courts on judicial review matters emanating from the decisions of the Administrative Review Board; and
8) Assist in the preparation of periodic reports to the Administrative Review Board.
9) Support the implementation of the Administrative Review Board's policies, standards and procedures; and

10) Support the implementation of the risk and the quality management systems in the Administrative Review Board Secretariat.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for Divisional office space, ICT equipment and furniture.
III. Decision Making / Job Influence
1) Operational decisions; and 2) Analytical decisions.
IV. Working Conditions
The role is performed in an office setting at the Authority's Headquarters with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelors of Laws (LL. B) degree or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
1) Post graduate Diploma in Law (Advocates Training Programme) from a recognized institution; 2) Membership to the Law Society of Kenya (LSK); 3) Advocate of the High Court of Kenya with a valid practicing certificate; and 4) Shown merit and ability as reflected in work performance and results. 5) Proficiency in computer applications.
Previous relevant work experience required.
Three (3) years' experience at the grade of Legal Counsel II.
Functional Skills, Behavioural Competencies/Attributes:
1) Analytical skills;

2) Interpersonal skills;
3) Problem solving skills;
4) Computer Skills;
5) Report Writing Skills;
6) Presentation Skills;
7) Communication Skills;
8) Conflict resolution Skills.

5. RECORDS MANAGEMENT ASSISTANT I-(ONE POST)-GRADE PPRA 7- REF. PPRA/RMAI/7/2026

Job Title	Records Management Assistant I
Grade	PPRA 7
Corporation/Organization	Public Procurement Regulatory Authority (PPRA)
Directorate	Digital Transformation
Department	Central Repository
Division	Records Management
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Records Management Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for facilitating efficient flow of information for effective decision-making and ensuring safe custody of records and documents within the Authority.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Receiving mails, opening, sorting and dispatching to the recipients; 2) Maintaining registers for incoming and outgoing mails; 3) Ensuring security of files and documents including Equipment; 4) Facilitating delivery of documents to required offices; 5) Appraising files to identity the full ones and recommend closure and opening of new files; 6) Ensuring all pending correspondences are brought to the attention of supervisor and appropriate action taken; 7) Following up on files and documents from offices for safe custody in the registry; and 8) Participating in digitization of the Authority's documents for circulation and archiving. 9) Draft periodical Divisional reports ; 10) Implementing business continuity plans for the Division; and 11) Implementing Business Process Re-engineering (BPR) in the Division
Job Dimensions:
I. Financial Responsibility
Participate in the development of Divisional Budget and Procurement plans
II. Responsibility for Physical Assets
Responsible for assigned physical assets: ICT equipment and office equipment
III. Decision Making / Job Influence
1) Analytical decisions 2) Operational decisions
IV. Working Conditions
Predominantly works from an office setup with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Library Science or equivalent qualifications from a recognized Institution
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications

Previous relevant work experience required.
Cumulative service period of six (6) years' relevant work experience, three (3) of which should have been at the grade of Records Management Assistant II or in a comparable position
Functional Skills, Behavioral Competencies/Attributes:
1. Report writing skills; 2. Communication skills; 3. Problem solving skills 4. Critical thinking skills; 5. Analytical skills; 6. Interpersonal skills; 7. Coaching skills 8. Presentation skills; and 9. Team player

6. ACCOUNTANT II -(ONE POST)-GRADE PPRA 8-REF. PPRA /AII/8/2026

Job Title	Accountant II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Finance and Accounts
Section / Unit	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Accountant
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Participate in development, implementation and review of financial and accounting policies, procedures, frameworks, strategies and plans,	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	

N/A
II. Operational Responsibilities / Tasks
1) Preparing and verification of vouchers in accordance the laid down rules and regulations; 2) Performing primary data entry and routine accounting work; 3) Maintaining primary records including cash books, imprests, vote books and ledgers; 4) Accounting for revenue; 5) Filing of documents and statutory returns; 6) Consolidating data/information required for preparation of management reports; 7) Ensuring Safe custody of records and assets under care. 8) Participating in development of the Department's work plan and budget; 9) Reconciling supplier accounts, other payable accounts (e. g PAYE, WHT, etc.) and general review of expense accounts; 10) Making payments to suppliers in a timely and accurate basis and keep creditors' accounts reconciled; 11) invoices, payments expense accruals and other expenditure journals into the accounting system; 12) Participating in the preparation of periodic (monthly and annual) accounting schedules for external audit purposes.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
Operational decision.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelors in any of the following: Commerce (Accounting or Finance option), Business Administration (Finance or Accounting option) or equivalent qualifications from a recognized institution.
Professional Qualifications / Membership to professional bodies

N/A
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills; 3) Analytical skills; 4) Problem solving skills; 5) Report writing skills; and 6) Team player

7. COMPLIANCE OFFICER II -(SEVEN POSTS)-GRADE PPRA 8-REF. PPRA /COII/8/2026

Job Title	Compliance Officer II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	1) Capacity and Standards Development 2) Compliance Monitoring 3) Complaints Management and Investigations
Department	1) Regional Offices 2) Registration and Licensing 3) Standards Development 4) Advisory Services 5) Capacity Building 6) Pre-Bid Monitoring 7) Procurement and Asset Disposal 8) Contract Performance Monitoring 9) Specialized Procurement Audit 10) Complaints Management 11) Investigations 12) ARB Secretariat
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office

Reporting Relationships	
Reports to	Assistant Director, Compliance
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose

To support the implementation of the Authority's regulatory mandate by assisting in procurement compliance monitoring, data management, stakeholder support, and documentation of procurement processes to enhance adherence to the Public Procurement and Asset Disposal legal framework and promote transparency, accountability and efficiency in the public procurement system.

The officer shall be deployed to perform the following duties in any of the following functional areas:

1. Regional Offices
2. Registration and Licensing
3. Standards Development
4. Advisory Services
5. Capacity Building
6. Pre-Bid Monitoring
7. Procurement and Asset Disposal
8. Contract Performance Monitoring
9. Specialized Procurement Audit
10. Complaints Management
11. Investigations
12. ARB Secretariat

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Regional Offices

1) Assist in implementation of PPRA policies, strategies and guidelines within the region.
2) Support regional compliance monitoring activities including procurement monitoring, advisory services, capacity building, complaints management and investigations.
3) Assist in implementation of regional work plans and monitoring of assigned programmes.
4) Prepare reports on regional operations and compliance activities.

5) Support integration of risk management policies and quality management systems within regional operations.
6) Participate in meetings, technical committees and stakeholder forums as assigned.
7) Share relevant knowledge and experiences relating to regional office operations.
8) Contribute to preparation of regional work plans, budgets and procurement plans.

Pre-Bid Compliance Monitoring

1) Collate and compile procurement plans submitted by procuring entities.
2) Compile invitations to tender and associated tender documents received from procuring entities.
3) Assist in preparation of reports on pre-bid compliance monitoring activities.
4) Assemble documents, templates, tools and equipment required for compliance monitoring exercises.
5) Maintain records on directives issued to procuring entities.
6) Record procurement and contract award reports submitted to the Authority.
7) Maintain filing systems and databases for compliance monitoring data.

Procurement and Asset Disposal

1) Compile procurement data from technical departments to identify procuring entities for compliance monitoring.
2) Compile contract award information submitted to the Authority.
3) Assemble documentation and tools required for compliance monitoring exercises.
4) Participate in procurement compliance reviews, inspections and assessments of procuring entities.
5) Record compliance monitoring findings and recommendations.
6) Maintain compliance data and records relating to procurement and asset disposal.
7) Support follow-up actions on directives issued to procuring entities.

Contracts Performance Monitoring

1) Compile contract data from the Public Procurement Portal and other sources.
2) Gather information on procuring entities and contracts selected for monitoring.
3) Assemble documentation and tools required for contract compliance monitoring.
4) Participate in contract compliance reviews and assessments.
5) Record compliance monitoring findings and follow-up actions.
6) Maintain records relating to contract implementation and performance monitoring.

Specialized Procurement Audits

1) Collate procurement data from the Public Procurement Portal, National Treasury and other institutions to identify procurements for specialized audits.
2) Maintain databases relating to specialized procurement audits.
3) Assemble documentation and tools required for specialized procurement audits.
4) Participate in specialized procurement audit activities.
5) Compile follow-up information on implementation of recommendations from specialized audits.
6) Maintain records relating to specialized procurement contracts.

Complaints Management

1) Assist in drafting correspondence requesting procurement documents from procuring entities.
2) Prepare acknowledgement letters to complainants.
3) Capture and update complaints data in the complaints management system.
4) Review procurement records to support verification of complaints.
5) Provide preliminary guidance to complainants on procurement complaint procedures.
6) Assist in preparation of reports on complaints handled.

Investigations

1) Draft correspondence to procuring entities, bidders and suppliers regarding investigations.
2) Participate in procurement investigations where assigned by the Director General.
3) Prepare draft investigation reports for review by the supervising officer.
4) Identify procurement breaches and offences during investigations.
5) Capture and update investigation data relating to procuring entities and contracts investigated.
6) Assist in preparation of reports on investigations conducted.

Registration and Licensing

1) Assist in implementation of policies and guidelines relating to registration and licensing of procurement agents.
2) Collect and maintain data on registration and licensing of procurement and asset disposal agents.
3) Monitor compliance of licensed agents with licensing requirements.
4) Maintain records relating to registration and licensing activities.
5) Participate in stakeholder engagement and sensitization on licensing requirements.
6) Maintain and update registers of licensed procurement and asset disposal agents.

Capacity Building

1) Assist in implementation of policies and programmes relating to capacity building and procurement proficiency.
2) Support training of persons involved in the public procurement and asset disposal system.
3) Participate in assessment of capacity building needs.
4) Maintain training materials, modules and learning platforms.
5) Assist in post-training follow-up and evaluation activities.
6) Participate in development of capacity building programmes and training materials.

Standards Development

1) Assist in implementation of policies and guidelines relating to procurement standards and technical support.
2) Collect and maintain information on standards issued by the Authority.
3) Contribute to development of procurement standards, guidelines and templates.
4) Monitor compliance with procurement standards and codes of ethics.

5) Prepare reports relating to standards development activities.
6) Assist in dissemination of procurement standards and regulatory instruments.

Advisory Services

7) Assist in implementation of policies relating to procurement advisory services.
8) Prepare draft responses to stakeholder requests for procurement advice.
9) Maintain records relating to advisory services provided by the Authority.
10) Prepare reports on advisory services activities.
11) Assist in dissemination of procurement circulars and directives to stakeholders.

Review Board Secretariat

1) Assist in preparation and collation of information required for Review Board reports.
2) Receive requests for review and assist in opening case files.
3) Conduct research on breaches of procurement law relating to requests for review.
4) Compile statistical information on requests for review handled by the Board.
5) Maintain records and databases relating to Review Board decisions.
6) Dispatch notifications and decisions of the Review Board to relevant parties.
7) Maintain databases of judicial review cases relating to Review Board decisions.
8) Prepare of documentation for Review Board proceedings.

Huduma Centres

1) Receive and attend to stakeholders visiting Huduma Centres.
2) Record cases received and report to the supervising officer.
3) Escalate cases requiring further regulatory action.
4) Review procurement plans and tender notices submitted by procuring entities.
5) Prepare reports on pre-bid compliance monitoring activities.
6) Maintain records of directives issued to procuring entities and facilitate follow-up actions.
7) Participate in procurement monitoring reviews, inspections and assessments of procuring entities.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for physical assets i.e., office space, ICT equipment, cabinets, furniture, Equipment and Records.

III. Decision Making / Job Influence

1) Operational Decisions.
2) Analytical Decisions.

IV. Working Conditions

The role is performed in an office setting with regular field assignments locally, regionally, and internationally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: Procurement and Supply Chain Management, Applied Sciences, Biological Sciences, Physical Sciences, Social Sciences, Business Studies, Law or any other relevant qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioural Competencies/Attributes:
1) Negotiation skills 2) Stakeholder management skills 3) Corporate governance skills 4) Financial management skills 5) Change management skills 6) Project management skills 7) Analytical and conceptual skills 8) Communication skills 9) Report writing and presentation skills 10) Team management skills 11) Conflict resolution skills 12) Emotional intelligence skills 13) Networking and collaboration skills 14) Creativity and innovation skills

8. CORPORATE COMMUNICATIONS OFFICER II -(ONE POST)-GRADE PPRA 8-REF. PPRA /CCOII/8/2026

Job Title	Corporate Communications Officer II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Department	Corporate Communications
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Assistant Director, Corporate Communications
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	

Responsible for implementation of the Authority's corporate communication strategies and activities, which include; branding, events management, Corporate Social Responsibility, customer service, media relations, internal communication and public relations for brand enhancement.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

1) Assist organize events by preparing checklists needed and branding the functions as directed;
2) Provides first-hand drafts and institutional news briefs for editing;
3) Creates awareness of the Authority's products and services through regular updating of social media sites with relevant institutional content;
4) Ensures departmental equipment, branding materials and other tools used during the event are handled properly;
5) Provides support in drafting press releases and distributing the same to media houses;
6) Contributes articles to the Authority's newsletters;
7) Scans through the print and electronic media to extract information touching on the Authority;
8) liaises with maintenance officers to regularly service audio-visual equipment, check for damages or malfunctions and arrange for minor repairs;
9) Sets up audio-visual equipment such as microphones, projection screens, public address system, videos etc. prior to meetings and conferences;
10) Provides photography services and film events during Institutional functions;
11) Maintains an inventory of departmental audio-visual equipment according to established department procedures; and
12) Maintains electronic images archive for Institutional events covered which may include videos, photos, newspaper cuttings etc;

13) Updating Authority's website in liaison with the ICT Department; and 14) Providing administrative support to the communication team.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Physical Assets i.e., desktop, laptop, and office equipment and furniture and furniture.
III. Decision Making / Job Influence
1. Analytical decisions; and 2. Operational decisions.
IV. Working Conditions
The role is performed in an office setting at the Authority's Headquarters with occasional field assignments locally and regionally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in any of the following disciplines: - Journalism; Mass Communications, Public Relations, Marketing, Communication and Media or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
N/A
Functional Skills, Behavioural Competencies/Attributes:
1) Interpersonal skills; 2) Computer Skills;

3) Report Writing Skills;
4) Presentation Skills;
5) Communication Skills;
6) Conflict resolution Skills.

9. HUMAN RESOURCE MANAGEMENT OFFICER II -(ONE POST)-GRADE PPRA 8-REF. PPRA /HRMOII/8/2026

Job Title	Human Resource Management Officer II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Human Resource and Administration
Division	Human Resource Management
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Human Resource Management Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To implement human resource management policies, programmes and procedures by facilitating staff resourcing, performance management, training and development, employee relations, welfare administration and records management to support effective human resource service	

delivery and ensure compliance with statutory and organizational requirements.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

1) Implement human resource management decisions in accordance with approved rules, regulations and procedures.

2) Support the preparation of proposals for human resource planning and succession management.

3) Verify documentation relating to recruitment, promotion, leave, transfers and staff exit processes to ensure accuracy and compliance.

4) Analyse training applications and prepare training projections to support staff development planning.

5) Coordinate the staff performance appraisal process and compile appraisal data.

6) Update payroll and staff complement data to maintain accurate employee information.

7) Analyse staff performance reports and training projections to inform human resource development initiatives.

8) Compile human resource contracts and update staff files and other employee records to ensure proper documentation.

9) Maintain staff leave records and monitor office attendance.

10) Implement employee health and wellbeing schemes to support staff welfare.

11) Implement staff welfare programmes and employee assistance initiatives.

12) Prepare accurate and timely human resource monthly, quarterly and annual reports.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
1) Operational Decisions. 2) Analytical Decisions.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in Human Resource Management from a recognized institution. OR Bachelor's degree in any of the following: - Public Administration, Business Administration or equivalent qualification from a recognized institution Plus a Diploma/Higher Diploma in Human Resource Management or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Negotiation skills 2) Stakeholder management skills 3) Project management skills 4) Analytical and conceptual skills 5) Communication skills 6) Report writing and presentation skills 7) Conflict resolution skills 8) Emotional intelligence skills 9) Networking and collaboration skills 10) Creativity and innovation skills

10. ICT OFFICER II -(ONE POST)-GRADE PPRA 8-REF. PPRA /ICTII/8/2026

Job Title	ICT Officer II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority (PPRA)
Directorate	Digital Transformation
Department	1) Business Applications 2) ICT Infrastructure
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior ICT Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for implementation of policies, procedures, frameworks, strategies, plans and standards in Business applications, ICT Infrastructure and ICT Security. Officers at this level can be deployed in the following functional areas:	

1) Business Applications
2) ICT Infrastructure
3) ICT Security

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Business Applications

Duties and responsibilities will entail: -

1) Support in the development of small-scale application modules, including coding, debugging, and testing, under the guidance of senior developers.
2) Support the configuration and deployment of new or updated application features in both test and production environments.
3) Participate in software quality assurance by running predefined test cases, reporting bugs, and verifying fixes.
4) Provide first-line user support for business applications, including resolving login issues, password resets, and system access requests.
5) Support in database maintenance activities such as data entry, formatting, and generating basic reports for internal use.
6) Document application changes, configurations, and procedures to support future reference and knowledge sharing.
7) Learn and apply organizational coding standards, version control practices, and change management procedures.
8) Collaborate with the business analysis team to gather user feedback and document system requirements for small enhancements.
9) Support integration testing between different business applications and external systems under supervision.
10) Monitor application performance and escalate issues to senior officers for further investigation.

11) Support in preparing user guides, training materials, and simple tutorials for endusers.

12) Participate in ICT projects, contributing to project documentation, progress tracking, and basic research tasks.

ICT Infrastructure

Duties and responsibilities will entail: -

1) Support in the installation, configuration, and deployment of hardware devices including servers, desktop computers, laptops, printers, and network equipment.

2) Support the installation and configuration of operating systems, productivity applications, and specialized software in accordance with organizational standards.

3) Conduct routine hardware checks and perform preventive maintenance to ensure optimal system performance.

4) Carry out basic network diagnostics, including checking connectivity, troubleshooting IP conflicts, and monitoring link availability.

5) Respond to and resolve first-level ICT infrastructure support requests from end-users, escalating unresolved or complex issues to higher-level officers.

6) Maintain records of hardware and software inventory, updates, and maintenance schedules.

7) Support in implementing backup and restore procedures to safeguard critical data. viii. Supporting network patch panel management, cable testing, and termination where required.

8) Perform basic security configurations such as setting user permissions and ensuring antivirus updates on end-user machines.

9) Document ICT support activities, prepare incident reports, and contribute to knowledge base updates for common issues and solutions.

10) Support in the relocation and setup of ICT infrastructure during office moves or reorganization.

11) Participate in user training sessions for basic ICT tools, best practices, and safe computing habits.

ICT Security

Duties and responsibilities will entail

1) Support in the installation, configuration, and operation of basic security tools such as antivirus software, endpoint protection systems, and intrusion detection/prevention systems.

2) Monitoring daily security logs and alerts, identifying potential security incidents and escalating to senior security officers for further analysis.

3) Record, track, and document security events and incidents in the incident management system for audit and follow-up purposes

4) Perform basic vulnerability scans using approved security tools and preparing initial reports for review.

5) Support user account administration activities, including creating, modifying, and disabling accounts in line with security policies.

6) Provide first-line support to users on security-related issues, including password management, access control, and safe computing practices.

7) Support in enforce security policies, procedures, and guidelines across the organization's ICT environment.

8) Help in the coordination and delivery of cybersecurity awareness and training sessions for staff.

9) Participate in regular security checks of ICT infrastructure, including endpoint devices, servers, and network equipment.

10) Contribute to the maintenance of security documentation, including standard operating procedures (SOPs), guidelines, and incident reports.

11) Support in collecting and organizing evidence for security investigations or audits as directed by senior officers.

12) Support in business continuity and disaster recovery exercises by ensuring basic security configurations are in place.

Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
Operational decision.
IV. Working Conditions
Predominantly works from an office setup with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following: Information Technology, Computer Science, Computer Engineering, Business Information Technology or its equivalent qualification from a recognized institution;
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills; 3) Analytical skills; 4) Problem solving skills; 5) Report writing skills; and 6) Team player

11. INTERNAL AUDITOR II -(ONE POST)-GRADE PPRA 8-REF. PPRA/IAII/8/2026

Job Title	Internal Auditor II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Internal Audit and Risk Assurance
Department	Internal Audit
Division	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Internal Auditor

Direct Reports	N/A
Indirect Reports	N/A

Job Purpose

To provide independent, objective assurance and advisory activity designed to add value and improve the operations of the Authority as well as evaluate and improve the effectiveness of risk management, control and governance processes.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

1. Implementing fraud investigation and anti-corruption policies, strategies, legislations, regulations, guidelines, frameworks, norms, standards, procedures, programmes and plans in accordance with auditing standards;
2. Participate in preparation, monitoring and review of the Internal Audit Strategic plan and the Annual Internal Audit Risk-Based Plans.
3. Provide assurance on Internal Controls in all relevant Directorates and Departments to assess compliance to relevant laws, regulations, policies & procedures and to contribute to improvement in service delivery.
4. Document work done to the audit management system for all assigned audit engagements.
5. Prepare draft audit findings and recommendations to improve compliance with relevant laws, regulations, policies and procedures and enhanced service delivery; and
6. Provide assurance on the Authority's Asset management to confirm their
7. existence and protection.
8. Collecting and collating data on financial records, systems and processes in the Authority;
9. Carrying out audit checks and identifying any accounting errors;
10. Undertaking spot-checks and cash surveys;

11. Undertaking audit investigations;
12. Developing scripts for mining and analyzing data for routine internal audit activities;
13. Undertaking audits on compliance of statutory provisions and internal regulations;
14. Assessing track of actual expenditure against budget allocations and report variances;
15. Carrying out audit follow-ups on implementation of recommendations on audit reports;
16. Identifying areas of risk in the division;
17. Implementing the division's charter;
18. Promoting Business Process Re-engineering (BPR);
19. Implementing the business continuity plan for the division; and
20. Fostering a corporate culture that promotes ethical practices and good corporate citizenship.

Job Dimensions:

I. Financial Responsibility

Participate in development of departmental budget, procurement and disposal plans.

II. Responsibility for Physical Assets

Responsible for allocated assets, furniture, equipment and records.

III. Decision Making / Job Influence

Makes Operational Decisions

IV. Working Conditions

Predominantly works in an office setting with occasional field assignments.

Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

Bachelor's degree in any of the following disciplines: Finance, Accounting, Business Administration, Economics, or equivalent qualifications from a recognized institution.

Professional Qualifications / Membership to professional bodies

N/A

Previous relevant work experience required.
Entry
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Computer Skills; 3) Report Writing Skills; 4) Presentation Skills; 5) Communication Skills; 6) Conflict resolution Skills.

12. LEGAL COUNSEL II-(THREE POSTS)-GRADE PPRA 8-REF. PPRA/LCII/8/2026

Job Title	Legal Counsel II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Legal Services
Department	1. Litigation 2. Administrative Review Board Secretariat
Division	1. Legal Advisory Services 2. Debarment
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Legal Counsel
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose
To carry out the functions of Legal Services, collecting, verifying and compiling legal information and documents to enable the Directorate to achieve its objectives. An officer at this level may be deployed in the following functional areas: 1) Litigation 2) Administrative Review Board Secretariat 3) Legal Advisory Services 4) Debarment
Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
Legal Advisory and Board Management 1) Assist in drafting legal opinions and advisories; 2) Provide and interpret legal information; 3) Assist in review of regulatory instruments necessary for carrying out the Authority's mandate; 4) Assist in review of legal risks; 5) Draft contracts, legal instruments, internal policies; 6) Assist in carrying out the legal compliance audit 7) Draft memorandum of issues on bills and legislation; 8) Support the implementation of the Directorate's policies, standards and procedures; and 9) Support the implementation of the risk and the quality management system in the department 10) Support facilitation of Annual Board Evaluation; and 11) Support development and implementation of the Board Charters, Terms of Reference and the Code of Conduct and Ethics; 12)

Litigation

1) Assist in handling pre-litigation legal disputes and inquiries;
2) Assist in receiving all process served on the Authority;
3) Draft court pleadings for filing in court;
4) Represent the Authority in contested matters in all courts, tribunals and other fora;
5) Carry out research to support the cases filed in court for or against the Authority;
6) Assist in drafting submissions for filing in court;
7) Assist in liaising with the office of the Attorney General and external counsel, as the case may be, on all matters referred to them;
8) Assist in reviewing and monitoring progress and status of all outstanding litigation;
9) Propose alternative dispute resolution measures for resolution of disputes;
10) Assist in analysis of judgments touching on the mandate of the Authority;
11) Participate in the preparation of periodic litigation reports to Management;
12) Support the implementation of the Directorate's policies, standards and procedures; and
13) Support the implementation of the risk and the quality management systems in the Litigation Department.

Debarment Secretariat

1) Update the register of all the requests/applications for debarment received
2) Provide support in assessing, examining and preparing case analysis on the evidence presented for debarment
3) Assist in preparing draft analysis report to the board's Debarment Committee;
4) Draft notices of hearing to all parties to debarment proceedings
5) Assist in drafting of issues for determination and necessary points of clarification to be presented during a debarment hearing
6) Assist in tabling of debarment cases before the Debarment Committee
7) Maintain records relating to debarment proceedings
8) Prepare draft decisions for consideration by Debarment Committee
9) Assist in follow up the publication and removal of the names of the debarred firms on the Authority's website

10) Assist in the preparation of draft communication to the Cabinet Secretary responsible for public procurement on gazettement of names of debarred firms
11) Participate in the preparation of periodic debarment reports to the Board.
12) Support the implementation of the Directorate's policies, standards and procedures; and
13) Support the implementation of the risk and the quality management systems in the Debarment Secretariat.

Administrative Review Board Secretariat

1) Research on points of law as instructed relating to the mandate of the Administrative Review Board by the Constitution, the Act and the Regulations;
2) Research and identifying appropriate laws, judicial decisions, legal articles and other material that are relevant to assigned cases;
3) Assist in compiling statistical analyses of cases handled and activities undertaken by the Review Board;
4) Prepare draft legal opinions on ongoing cases that the members of the Review Board can refer to in development of their decisions;
5) Assist in drafting of instructions and preparation of legal briefs on all matters referred for judicial review;
6) Follow up progress and status of judicial review and appeal cases at the Court; and
7) Analyze of judgments rendered by the courts on judicial review matters emanating from the decisions of the Administrative Review Board; and
8) Assist in the preparation of periodic reports to the Administrative Review Board.
9) Support the implementation of the Administrative Review Board's policies, standards and procedures; and
10) Support the implementation of the risk and the quality management systems in the Administrative Review Board Secretariat.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for Divisional office space, ICT equipment and furniture.
III. Decision Making / Job Influence
1) Operational decisions; and 2) Analytical decisions.
IV. Working Conditions
The role is performed in an office setting at the Authority's Headquarters with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelors of Laws (LL B) degree or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
1. Post graduate Diploma in Law (Advocates Training Programme) from a recognized institution; 2. Membership to the Law Society of Kenya (LSK) and in good standing; 3. Advocate of the High Court of Kenya with a valid practicing certificate; and 4. Proficiency in computer applications.
Previous relevant work experience required.
Entry
Functional Skills, Behavioural Competencies/Attributes:
1) Interpersonal skills; 2) Computer Skills; 3) Report Writing Skills; 4) Presentation Skills; 5) Communication Skills; 6) Conflict resolution Skills.

13. PLANNING OFFICER II -(ONE POST)-GRADE PPRA 8-REF. PPRA/POII/8/2026

Job Title	Planning Officer II
Grade	PPRA 8
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Strategy and Partnerships
Department	1) Corporate Planning Department 2) Research and Innovations Department 3) Resource Mobilization and Partnerships Department
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Planning Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for the development and monitoring of the Authority's policies, strategies, plans, and performance contracting; resource mobilization and partnerships; coordination of quality and risk management; monitoring and evaluation of the public procurement system and the	

Authority's programmes; and conducting research and innovation on public procurement issues and other areas geared towards realization of the mandate of the organization.

Officers at this level could be deployed in the following functions:

1) Corporate Planning Department
2) Research and Innovations Department
3) Resource Mobilization and Partnerships Department

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Corporate Planning

Duties and Responsibilities shall include:

1) collecting, collating and compiling data/statistics on planning and strategy activities and projects;
2) Identifying emerging issues that may affect the organization's strategies;
3) Preparing and implementing corporate planning activities and events;
4) Collecting data and information for monitoring, evaluation and impact assessment of the Authority's activities;
5) Collecting data for monitoring and evaluating the Authority programms and projects;
6) Capturing data and inputs for development/review of planning policies, strategies, standards, guidelines and procedures;
7) Implementing corporate planning policies, strategies, standards, guidelines and procedures;
8) Collecting and collating data for monitoring the implementation of the Authority's strategic plan;
9) Consolidating inputs from various departments for preparation / review of the Authority's performance contract and corporate work plans,
10) Collecting and collating data for monitoring the implementation of the Authority's performance contract and annual corporate work plans
11) Consolidating inputs/views for development / review of policies and procedures on quality and risk management;
12) Collecting and collating data for monitoring the implementation of the Authority's quality and risk management system/frameworks and reporting requirements.
13) Collecting and collating data for compilation of departmental reports.

Research and Innovation

Duties and Responsibilities shall include:

1) Implementing guidelines and frameworks on internal reporting requirements;
2) Collecting and collating data for monitoring and evaluation of the performance of the public procurement system;
3) Collecting and collating data for monitoring and evaluation the performance of preference and reservation schemes;
4) Collecting and consolidating public procurement data and statistics;
5) Implementing strategies and frameworks for monitoring and evaluation of public procurement system and the preference and reservation schemes
6) Collecting and collating data to facilitate reporting on the overall performance of the public procurement and asset disposal system;
7) Conducting research on public procurement issues and other areas of interest to the Authority;
8) Collecting and colleting market price data / conducting market surveys for common user items;
9) Consolidating inputs for preparation of the Authority's quarterly, semi-annual and annual statutory reports provided for under the Act;
10) Implementing research strategies, activities and procedures;
11) Collecting, collating and compiling data on research activities and projects;
12) Collecting and collating data for compilation of quarterly departmental reports.

Resource Mobilization and Partnerships

Duties and Responsibilities shall include assisting in:

1) Participating in implementation of resource mobilization strategies, plans and events;
2) Preparing draft costed action plans for mobilization of resources
3) Maintaining up-to-date database of current and potential strategic partners, collaborators and other relevant stakeholders;
4) Collecting and collating data for monitoring the implementation of programs financed by partners /donors
5) Preparing draft reports on implementation of programs financed by partners / donors
6) Collecting and collating data for monitoring and reporting on the implementation of resource mobilization and partnerships policies and strategies.
7) Collecting and collating data for compilation of quarterly departmental reports.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for the assigned office space, ICT equipment and furniture.

III. Decision Making / Job Influence

Operational decision.
IV. Working Conditions
Predominantly works from an office setup with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following disciplines: Economics, Economics and Statistics, Statistics, Strategic Management, Project Planning and Management, Development Studies, Monitoring and Evaluation, Business Administration/Management or equivalent qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills; 3) Analytical skills; 4) Problem solving skills; 5) Report writing skills; and 6) Team player

14. ACCOUNTS ASSISTANT III -(ONE POST)-GRADE PPRA 9-REF. PPRA /ICTAIII/9/2026

Job Title	Accounts Assistant III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Finance and Accounts
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Accountant
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Participate implementation of policies and activities in finance and accounts to ensure prudent management of financial resources.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	

N/A
II. Operational Responsibilities / Tasks
1) Preparing and verification of vouchers in accordance the laid down rules and regulations; 2) Initiate the posting of accounting transactions in the primary books of accounts; 3) Preparing and maintaining primary records including cash books, imprests, vote books and ledgers; 4) Filing of documents and statutory returns; 5) Writing and dispatching of cheques; 6) Casting of invoices; 7) Collecting the stores provisions for use in the department; 8) Computing withholding and similar taxes; 9) Circulating documents for signing; 10) Maintaining a ledger of accountable documents; 11) Advising payees of cheques dispatched; 12) Maintaining the inward and outward cheques register; 13) Ensuring Safe custody of records and assets under care.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
Operational decision.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following: Accounting, Finance, Business Administration or its equivalent qualification from a recognized Institution.
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.

N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills; 3) Analytical skills; 4) Problem solving skills; 5) Report writing skills; and 6) Team player

15. ICT ASSISTANT III-(ONE POST)-GRADE PPRA 9-REF. PPRA/ICTAIII/9/2026

Job Title	ICT Assistant III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority (PPRA)
Directorate	Digital Transformation
Department	1) Business Applications 2) ICT Infrastructure
Section / Unit	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior ICT Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for implementation of policies, procedures, frameworks, strategies, plans and standards in relation to digital transformation	
Key Responsibilities/ Duties / Tasks	

I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Provide basic user support for hardware, software, and connectivity issues. 2) Set up and testing ICT devices for meetings, training, and presentations. 3) Support in routine preventive maintenance of ICT equipment. 4) Document ICT support requests and solutions. 5) Handle the day-to-day ICT Help desk/Call Centre operations. 6) Update ICT inventory records and tagging new assets.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
Operational decision.
IV. Working Conditions
Predominantly works from an office setup with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following disciplines: Computer Science, Computer Engineering, Information Technology, Business Information Technology, Information and Communication Technology or equivalent qualification from a recognized institution;
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.

N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills; 3) Analytical skills; 4) Problem solving skills; 5) Report writing skills; and 6) Team player

16. COMPLIANCE ASSISTANT III -(SIX POST)-GRADE PPRA 9-REF. PPRA /CAIII/9/2026

Job Title	Compliance Assistant III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Compliance Monitoring
Department	1) Regional Offices 2) Pre-Bid Monitoring 3) Procurement and Asset Disposal 4) Contract Performance Monitoring
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Compliance Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	

To provide administrative and technical support in the implementation of the Authority's compliance monitoring activities by undertaking records management, data extraction, documentation support and operational assistance in procurement oversight processes in order to facilitate effective regulation of the public procurement and asset disposal system.

The officer may be deployed in the following functional areas:

1. Regional Offices
2. Pre-Bid Monitoring
3. Procurement and Asset Disposal
4. Contract Performance Monitoring

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

Regional Offices

1) Receive, sort and dispatch incoming and outgoing mail within the regional office.
2) Maintain registers for incoming and outgoing correspondence.
3) Ensure safe custody and security of files, documents and equipment within the section.
4) Facilitate delivery of documents to designated offices.
5) Appraise files to identify those due for closure and recommend opening of new files where necessary.
6) Bring pending correspondence to the attention of the supervisor for appropriate action.
7) Follow up on files and documents from offices to ensure proper custody within the registry.
8) Assist in undertaking regional compliance activities including compliance monitoring, advisory services, capacity building, complaints management and investigations.
9) Maintain and update subject files and compliance records.
10) Assist in compiling work plans and preparation of performance reports.
11) Assist in preparing reports on implementation of risk management policies and quality management systems within the region.
12) Assist in preparation of regional work plans, budgets and procurement plans.

Pre-Bid Compliance Monitoring

1) Extract procurement plans submitted by procuring entities.
2) Extract invitations to tender and associated tender documents submitted by procuring entities.
3) Assist in preparation of reports on pre-bid compliance monitoring activities.
4) Assist in assembling documentation, templates, tools and equipment required for compliance monitoring exercises.

5) Record actions recommended to procuring entities by the Authority to support follow-up activities.
6) Assist in recording procurement and contract award reports submitted to the Authority.
7) Maintain filing systems and records relating to procurement and disposal compliance monitoring.

Procurement and Asset Disposal

1) Assist in extraction of procurement data from the Authority's technical departments to support identification of procuring entities for compliance monitoring.
2) Assist in extraction of contract award information submitted or published by procuring entities.
3) Assist in assembling documentation, templates and tools required for compliance monitoring exercises.
4) Participate in procurement and contract performance monitoring activities.
5) Assist in recording procurement and contract award reports submitted to the Authority.
6) Maintain records of actions recommended to procuring entities to facilitate follow-up monitoring.
7) Maintain filing systems and records relating to procurement and asset disposal compliance monitoring.

Contract and Performance Monitoring

1) Assist in extracting and compiling contract data from the Authority's technical departments to identify contracts for compliance monitoring.
2) Assist in gathering relevant information on procuring entities and contracts selected for monitoring.
3) Assist in assembling documentation and tools required for contract compliance monitoring exercises.
4) Participate in contract compliance reviews and monitoring activities.
5) Record compliance monitoring findings and reports.
6) Record follow-up actions relating to directives issued on implementation of procurement contracts.
7) Maintain records relating to contract implementation and performance monitoring.
8) Maintain filing systems and compliance records relating to procurement and asset disposal activities.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for physical assets i.e., office space, ICT equipment, cabinets, furniture, Equipment and Records.

III. Decision Making / Job Influence
1) Operational Decisions. 2) Analytical Decisions.
IV. Working Conditions
The role is performed in an office setting with regular field assignments locally and regionally.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following disciplines: Procurement and Supply Chain Management, Applied Sciences, Biological Sciences, Physical Sciences, Social Sciences, Business Studies, Law or any other relevant qualification from a recognized institution.
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioural Competencies/Attributes:
1) Stakeholder management skills 2) Analytical and conceptual skills 3) Communication skills 4) Report writing and presentation skills 5) Team management skills 6) Emotional intelligence skills 7) Networking and collaboration skills 8) Creativity and innovation skills

17. INTERNAL AUDIT ASSISTANT III-(ONE POST)-GRADE PPRA 9-REF: PPRA/IAAIII/9/2026

Job Title	Internal Audit Assistant III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Internal Audit and Risk Assurance
Department	Internal Audit
Division	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	

Reports to	Senior Internal Auditor
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose

Provides support in audit tasks, assess risks and controls, and report findings to strengthen organizational compliance and efficiency.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

1) Assist receive, record and sort documents delivered in the directorate for processing;
2) Assist draft, sort and dispatch mail and other correspondence documents to ensure efficiency in processing of documents;
3) Maintain file movement registers and an efficient filling system;
4) Assist in archiving and filling of all Internal Audit directorate's documents;
5) Assisting in making requisitions for store items for use in the directorate;
6) Assisting in compilation of statistical data; and
7) Assisting in facilitating the external assurers during the conduct of the external audits.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

Responsible for all assets in the Department, ICT equipment, furniture, safe, files, seals filing cabinets and back filers.

III. Decision Making / Job Influence

Operational decisions.
IV. Working Conditions
Works predominantly within the office with regular local and international field assignment.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in Accounting, Auditing Business studies, Economics, Statistics, Commerce, Business Administration or its equivalent qualification from a recognized Institution.
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioural Competencies/Attributes:
1) Communication skills 2) Interpersonal skills 3) Report Writing Skills 4) Presentation Skills 5) Conflict management

18. ASSISTANT OFFICE ADMINISTRATOR III -(ONE POST)-GRADE PPRA 9- REF. PPRA /AOAIII/9/2026

Job Title	Assistant Office Administrator III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Human Resource and Administration
Division	Administration
Section / Unit	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Assistant Director Administration
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To provide secretarial and office coordination support to facilitate efficient operations of the office.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Take and transcribe oral dictation to facilitate preparation of office documents. 2) Maintain office diaries and appointments to support coordination of activities. 3) Handle telephone calls and receive visitors and clients. 4) Ensure orderliness and neatness of the office and surrounding facilities. 5) Manage office records and documents to facilitate easy retrieval and access. 6) Maintain confidentiality of office information and records. 7) Update records of office documents and related files. 8) Operate office equipment and ensure proper care and maintenance. 9) Ensure the security of office files, equipment, records and documents. 10) Handle office correspondence, mails and messages and direct them appropriately.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
1) Operational Decisions. 2) Analytical Decisions.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications

Diploma in Secretarial Studies from a recognized institution; **OR** Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: - a) Typewriting II (minimum 40 w.p.m.) / Computerized Document Processing II; b) Business English I/Communications I; c) Office Practice I; and d) Commerce
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Negotiation skills 2) Stakeholder management skills 3) Project management skills 4) Analytical and conceptual skills 5) Communication skills 6) Report writing and presentation skills 7) Conflict resolution skills 8) Emotional intelligence skills 9) Networking and collaboration skills 10) Creativity and innovation skills

19. RECORDS MANAGEMENT ASSISTANT III- GRADE PPRA 9-REF. PPRA/RMAIII/9/2026

Job Title	Records Management Assistant III
Grade	PPRA 9
Corporation/Organization	Public Procurement Regulatory Authority (PPRA)
Directorate	Digital Transformation
Department	Central Repository
Division	Records Management
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Records Management Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
Responsible for facilitating efficient flow of information for effective decision-making and ensuring safe custody of records and documents within the Authority.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Receiving mails, opening, sorting and dispatching to the recipients; 2) Maintaining registers for incoming and outgoing mails; 3) Ensuring security of files and documents including Equipment; 4) Arranging files in the appropriate cabinets; 5) Facilitating delivery of documents to required offices
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned office space, ICT equipment and furniture.
III. Decision Making / Job Influence
Operational decision.
IV. Working Conditions
Predominantly works from an office setup with occasional field assignments
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in any of the following disciplines: Records Management, Information Management, Information Science, Library Science or equivalent qualifications from a recognized Institution
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Interpersonal skills; 2) Communication skills;

3) Analytical skills;
4) Problem solving skills;
5) Report writing skills; and
6) Team player

20. DRIVER III -(ONE POST)-GRADE PPRA 11-REF. PPRA /DIII/11/2026

Job Title	Driver III
Grade	PPRA 11
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Human Resource and Administration
Division	Administration
Section / Unit	N/A
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Administration Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To provide safe and reliable transport services by operating and maintaining assigned vehicles, ensuring passenger safety, supporting delivery of official duties, and complying with traffic regulations and government transport guidelines.	

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Drive vehicles or ride motorcycles as authorized to facilitate official transport services. 2) Maintain up-to-date work tickets and transport records for assigned vehicles or motorcycles. 3) Clean and maintain the assigned vehicle or motorcycle to ensure proper condition and appearance. 4) Prepare and submit regular reports on utilization and condition of the assigned vehicle or motorcycle. 5) Maintain the vehicle or motorcycle in proper mechanical working condition through routine checks. 6) Ensure safety and security of passengers and the assigned vehicle or motorcycle on and off the road. 7) Observe and adhere to traffic laws and road safety regulations. 8) Collect and deliver official mails, parcels and documents as assigned. 9) Report vehicle incidents and accidents to the police and the office immediately they occur. 10) Detect and report common mechanical faults for timely repair and maintenance. 11) Maintain a valid driving license and other required driving documentation at all times.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned Car keys, office space, ICT equipment and furniture.
III. Decision Making / Job Influence

1) Operational Decisions. 2) Analytical Decisions.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
A minimum grade D (plain) in the Kenya Certificate of Secondary Education or its equivalent from a recognized Institution.
Professional Qualifications / Membership to professional bodies
1) Valid driving license free from any current endorsements for classes of the vehicles the driver is required to drive; 2) Police Clearance Certificate; 3) First Aid Certificate course lasting not less than one (1) week from St. Johns 4) Ambulance or any other recognized Institution; and 5) Proficiency in computer applications.
Previous relevant work experience required.
Two (2) years driving experience.
Functional Skills, Behavioral Competencies/Attributes:
1) Communication skills 2) presentation skills 3) Conflict resolution skills 4) Emotional intelligence skills 5) Networking and collaboration skills 6) Creativity and innovation skills

21. OFFICE ASSISTANT III-(ONE POST)-GRADE PPRA 12-REF. PPRA/OAIII/12/2026

Job Title	Office Assistant III
Grade	PPRA 12
Corporation/Organization	Public Procurement Regulatory Authority
Directorate	Corporate Services
Department	Human Resource and Administration
Division	Administration
Gross Salary Scale	As per PPRA Salary Structure
Leave allowance	As existing in the PPRA
Annual Leave:	30 working days per financial year
Medical Cover	As existing in the PPRA Terms of Service
Pension	A contributory scheme in which the employer and the employee contribute 20% and 10% of the basic salary respectively
Post-Retirement Medical Cover	As existing in the PPRA Terms of Service
Mortgage and Car Loan	As existing in the PPRA Terms of Service
Terms of Service:	Permanent and pensionable
Section / Unit	N/A
Location / Work Station	Head office Nairobi or in Regional Office
Reporting Relationships	
Reports to	Senior Administration Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
To provide office support services including cleanliness of office premises, distribution of documents and mail, meeting logistics and supervision of office assistants in order to ensure	

efficient office operations and effective administrative support services.
Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
1) Clean designated office areas to maintain a tidy and conducive working environment. 2) Lift and move equipment and furniture as required to support office operations. 3) Deliver stores, materials and office supplies to designated offices or departments. 4) Prepare and serve refreshments within the division during meetings and official functions. 5) Distribute incoming and outgoing office correspondence to relevant offices and staff. 6) Photocopy documents and provide basic document reproduction services. 7) Perform general office support and messengerial duties as assigned.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Responsible for the assigned Car keys, office space, ICT equipment and furniture.
III. Decision Making / Job Influence
1) Operational Decisions. 2) Analytical Decisions.
IV. Working Conditions
Predominantly works from an office set up with occasional field assignments.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
A minimum grade D (plain) in the Kenya Certificate of Secondary Education or its equivalent from

a recognized Institution.
Professional Qualifications / Membership to professional bodies
Proficiency in computer applications.
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
1) Communication skills 2) presentation skills 3) Conflict resolution skills 4) Emotional intelligence skills 5) Networking and collaboration skills 6) Creativity and innovation skills