



REPUBLIC OF KENYA
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When replying please quote



Office of the Registrar
of Political Parties
ORPP
Strengthening Political Parties
Lion Place, 1st & 4th Floor
Off Waiyaki Way
P.O Box 1131-00606
Sarit Centre, Nairobi.

ADVERTISEMENT OF VACANT POSTS IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES (ORPP)

The Office of the Registrar of Political Parties is established by the Political Parties Act, 2011 as an independent State Office within the meaning of Article 260 of the Constitution of Kenya, 2010. The mandate of the Office is to register, regulate, supervise Political Parties and administer the Political Parties Fund.

The Office invites applications from suitably qualified applicants to fill the following vacant positions in its establishment.

NO.	DESIGNATION	GRADE	NO. OF POSTS	ADVERT NO.	TERMS OF SERVICE
1.	Manager, Finance	4	1	RPP/1/2023	Pensionable
2.	Administration Officer	6	1	RPP/2/2023	Pensionable
3.	Office Administrator	6	1	RPP/3/2023	Pensionable
4.	Accountant	6	3	RPP/4/2023	Pensionable
5.	Registration Officers (Field services)	6	4	RPP/5/2023	Pensionable
6.	Compliance Officer (Field Services)	6	3	RPP/6/2023	Pensionable
7.	Records Management Officer (Re-advertisement)	6	1	RPP/7/2023	Pensionable
8.	Partnership and Linkages Officer	6	1	RPP/8/2023	Pensionable
9.	Clerical Officer	8	8	RPP/9/2023	Pensionable
10.	Driver	9	2	RPP/10/2023	Pensionable
11.	Support Staff	10	1	RPP/11/2023	Pensionable



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How to Apply;

- 1 . Interested and qualified persons are requested to make their applications by completing two copies of ORPP job application form. The application form can be downloaded from the ORPP website, www.orpp.or.ke
- 2 . Candidates should submit their applications together with a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents so as to reach the Office on or before **5.00 p.m. 28th February, 2023.**
- 3 . Applications should be addressed to:

The Registrar of Political Parties
Lion Place, 1st & 4th Floor
Karuna Close, Waiyaki Way, Westlands
P. O. Box 1131-00606

NAIROBI

- 4 . Office of the Registrar of Political Parties is an equal opportunity employer. Persons living with disabilities are encouraged to apply.
- 5 . ORPP does not charge any fees in the recruitment process.
- 6 . Only Shortlisted Candidates will be contacted. Canvassing will lead to automatic disqualification.



1. MANAGER, FINANCE – ORPP SCALE 4 – 1 Post

(a) Duties and Responsibilities

An officer at this level will head the finance unit and will be responsible to the Director, Finance and Accounts. Duties and Responsibilities at this level will entail:

- (i) Assisting in the management of the financial resources of the Office of Registrar of Political Parties;
- (ii) Participating in the development and implementation of financial management policies, standards, systems, strategies and procedures;
- (iii) Providing advisory services with regard to financial matters;
- (iv) Co-ordination of budgeting for the Office of Registrar of Political Parties;
- (v) Provision of advisory services with regard to resource mobilization and investment;
- (vi) Budget planning, preparation and implementation at ORPP;
- (vii) Advising the accounting Officer on financial management matters;
- (viii) Developing supplementary financial regulations and procedures to enhance internal controls established through Treasury regulations and procedures;
- (ix) Coordinating the preparation of the Expenditure Reviews;
- (x) Setting key performance targets with departmental staff and appraising them against agreed objectives; and
- (xi) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:-

- (i) Served in the grade of Senior Finance/ Budget Officer or Senior Accountant for a minimum period of three (3) years or in a comparable and relevant position in the public or private sector for accumulative period of at least nine (9) years;
- (ii) Bachelor's Degree in any of the following fields: Business Administration, Economics, Finance, Commerce or a financial related discipline from a recognized institution;
- (iii) Masters Degree in Business Administration (MBA), Economics, Finance, Commerce or equivalent qualification from a recognized university;



- (i v) Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- (v) Membership with the Institute of Certified Public Accountants of Kenya (ICPAK) in good standing;
- (vi) Attended Strategic Leadership Development Programme course lasting not less than Six (6) from a recognized institution;
- (v i i) Met the requirements of Chapter Six of the Constitution; and
- (v i i i) Demonstrated professional competence in financial management as reflected in work performance and results.

2. ADMINISTRATION OFFICER, GRADE ORPP 6 – 1 Post

An officer at this level will work under the guidance of Senior Office Administrator. Duties and responsibilities at this level will entail:

(a) Duties and Responsibilities

Duties at this level will entail:

- (i) Facilitating repairs and maintenance of motor vehicles and buildings;
- (i i) Compiling requests for operational services including transport and catering;
- (i i i) Maintaining records on motor vehicles as required;
- (i v) Coordinating office maintenance and cleanliness;
- (v) Liaising with relevant departments for procurement requirements;
- (v i) Overseeing daily and weekly cleaning of offices;
- (v i i) Ensuring that office furniture and equipment are maintained;
- (v i i i) Processing and follow up of payments of all bills for common services and
- (x i i) Provision and maintenance of First Aid Kits; and
- (x i i i) Any other lawful duties as may be assigned from time to time.

(b) Requirement for Appointment

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

- (i) Bachelor's Degree in in any of the following disciplines: Social Sciences, Administration, Management or its equivalent qualification from a recognized institution;
- (i i) Proficiency in computer application skills; and
- (i i i) Met the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.



3. OFFICE ADMINISTRATOR – GRADE ORPP 6 – 1 Post

(a) Duties and Responsibilities

An officer at this level will work under the guidance of Senior Office Administrator. Duties and responsibilities at this level will entail:

- (i) Taking oral dictation;
- (i i) Managing e-office;
- (i i i) Word and data processing;
- (i v) Operating office equipment and machines;
- (v) Managing office protocol and attending to visitors/clients;
- (v i) Handling telephone calls and appointments;
- (v i i) Ensuring security of office records, equipment and documents, including classified materials;
- (v i i i) Establishing and monitoring procedures for record keeping of correspondence and file movements;
- (i x) Preparing responses to simple routine correspondence;
- (x) Processing and formatting documents for printing;
- (x i) Maintaining office diaries and travel itineraries and protocol;
- (x i i) Planning and scheduling meetings;
- (x i i i) Arranging conference rooms for meetings and trainings;
- (x i v) Taking minutes and writing reports;
- (x v) Making hotel reservations and flight;
- (x i v) Managing of office petty cash; and
- (x v) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- (i) Bachelor's degree in any of the following disciplines: Secretarial Studies or Business and Office Management from a recognized institution;

OR

Bachelor's Degree in Social Sciences and Diploma in Secretarial Studies from a recognized institution;



OR

Bachelor's Degree in Social Sciences and Business Education Single and Group Certificates (BES and GC) Stages I, II and III from the Kenya National Examinations Council in the following subjects: a)

Shorthand III (minimum 100 w.p.m.);

b) Typewriting III (50 w.p.m.)

c) Certificate in Computerized Document Processing III;

d) Office Management III/Office Administration and Management III

e) Business English III/Communication II

f) Secretarial Duties II

g) Office Practice II

h) Commerce II

(ii) Proficiency in Computer Applications

(iii) Met the requirements of Chapter six of the Constitution of Kenya.

4. ACCOUNTANT – GRADE ORPP 6 – 3 Posts

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Accountant.

(a) Duties and Responsibilities

(ii) Verifying vouchers and committal documents in accordance with laid down rules and regulations;

(iii) Capturing data, maintaining records such as cashbooks, ledgers, vote books, registers;

(iv) Preparing reports on imprest and expenditure returns;

(v) Analyzing below the line accounts;

(vi) Receiving duly processed payments and receipt vouchers;

(vii) Writing cheques and posting payments and receipting vouchers in the cash books;

(viii) Balancing and reconciling cash books on daily basis;

(ix) Arranging for withdrawal of cash for office use and ensuring safe custody of the cash;

(x) Extracting and providing cash liquidity analysis;

(xi) Ensuring security of cheques;

(xii) Paying personal and merchant claims guided by cash balances in the cash books and treasury regulations;



- (xiii) Receipting of all money due and payable to Office of the Registrar of Political Parties; and
- (xvi) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Bachelor's Degree in any of the following disciplines: Commerce (Accounting or Finance option), Business Administration, Business Management, Finance or Accounting from a recognized institution;
- (i i) Part III of the Certified Public Accountants (CPA) Examination;
- (i i i) Proficiency in Computer Applications; and
- (i v) Met the requirements of Chapter Six (6) of the Constitution.

5. REGISTRATION OFFICER (FIELD SERVICES) – GRADE ORPP 6 – 4 Posts

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Registration Officer.

(a) Duties and responsibilities:

- (i) Providing training support to Political Parties at the county;
- (i i) Maintaining regular communication with Political Parties on matters affecting management of political parties;
- (iii) Liaising with the registration officers at the headquarters on verified Political Parties membership list;
- (iv) Verifying authenticity of political parties membership list at the county;
- (v) Authenticating information, including the nature of disability or disabled members of Political Parties at the county;
- (v i) Making monthly reports on county monitoring activities in the country;
- (v i i) Verifying physical location of political party offices in the county;
- (xvii) Participating in political party's sensitization activities; and
- (xviii) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

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



- (i) Bachelor's Degree in any of the following disciplines: Laws and advocate of the High Court of Kenya, Public Administration, Political Science, Social Science or its equivalent from a recognized institution;
- (i i) Met the requirements of Chapter six of the Constitution and
- (i i i) Proficiency in Computer Application Skills.

6. COMPLIANCE OFFICER (FIELD SERVICES) – GRADE ORPP 6 – 3 Posts

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a Senior Compliance Officer.

(a) Duties and Responsibilities:

- (i) Monitoring of political parties compliance with the Political Parties Act;
- (i i) Maintaining regular communication with Political Parties on matters affecting management of the parties at the county;
- (iii) Liaising with the registration department at the headquarters on verified Political Parties membership list;
- (i v) Verifying authenticity of political party's membership list at the county;
- (v) Verifying existence of political parties' branch offices;
- (vi) Authenticating information, including the nature of disability or disabled members of Political Parties at the county;
- (v) Verifying physical location of political party offices in the county;
- (v i) Making monthly reports on county monitoring activities at the country;
- (v i i) Participating in political party's sensitization activities; and
- (v i i i) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

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

- (i) Bachelor's Degree in any of the following disciplines: Law s and be an advocate of the High Court of Kenya, Public Administration, Political Science, Social Science or its equivalent from a recognized institution;
- (ii) Met the requirements of Chapter six of the Constitution and



- (iii) Proficiency in Computer Application Skills.

7. RECORDS MANAGEMENT OFFICER, GRADE ORPP 6 – 1 Post (RE- ADVERTISEMENT)

This is the graduate entry and training grade for officers in this cadre. An officer at this level will be responsible to the Senior Records Management Officer for the following duties and responsibilities:

(a) Duties and Responsibilities

- (i) Implementing policies, procedures and guidelines on records management and documentation;
- (ii) Overseeing prompt filing, dispatching of mails and retrieval of mails/records as and when required;
- (iii) Classifying, coding and indexing of files and mails received as stipulated in the records management Manual;
- (iv) Creating, maintaining, usage and disposition of records in accordance with the Records and Archives Disposal Act and other relevant laws;
- (v) Receiving and registering political parties' records;
- (vi) Coding and indexing of files as per the stipulated requirement;
- (vii) Collecting and compiling of political parties' data/records;
- (viii) Keeping record of all mails received, dispatched and up-to-date record of file movement.
- (ix) Keeping safe custody and confidentiality of ORPP records and information;
- (x) Storing and retrieving of political parties' records;
- (xi) Appraising and updating records for retention and disposal process;
- (xii) Identifying and communicating potential risk pertaining to records management;
- (xix) Participating in automation of office records; and
- (xx) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, one must have:-

- (i) Bachelor's Degree in Information Management Science, Records and Information Technology , Archives and Records Management or its equivalent qualification from a recognized University;
- (ii) Proficiency in Computer Application Skills;



(iii) Met the requirements of Chapter Six of the Constitution.

8. PARTNERSHIP AND LINKAGES OFFICER, GRADE ORPP 6– 1 Post

An officer at this level will be responsible to the Senior Partnerships and Linkages Officer for the following duties and responsibilities:

(a) Duties and Responsibilities

- (i) Analysis of the Partnership and Collaboration needs of the Office;
- (i i) Identifying potential partners and networks to contribute to the achievements of ORPP mandate;
- (i i i) Participate in the Development of resource mobilization strategies and advise management on complementary donor financial and technical support;
- (i v) Advice ORPP on innovative strategies for partnership and promotion of democracy;
- (v) Coordinating national, regional and international partnerships activities;
- (v i) Coordinate the signing of Partnership Agreements/MoUs between ORPP and Partners;
- (v i i) Assisting in documenting and negotiating agreements, protocols and contracts with external partners; (viii) Updating of a database of Programme Partners and Donors;
- (i x) Creating the proposals and presentations to enable partnership opportunities and following-up on conversations and processes;
- (x) Participate in the development and implementation of policies, procedures and methodologies consistent with building partnerships and collaborations; and
- (x i) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade, one Must have:-

- (i) Bachelor's degree in Public Administration, Business Administration, Communication, International Relations, Political Science, or equivalent qualification from a recognized institution;
- (ii) Knowledge in Project Management;



- (iii) Proficiency in Computer Applications; and
- (iv) Met the requirements of Chapter Six (6) of the Constitution.

9. CLERICAL OFFICER, GRADE ORPP 8 – 8 Posts

This is the entry and training grade for the Clerical Cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer. An officer at this level will perform general office services and administrative support and may be deployed to field offices.

(a) Duties and Responsibilities

- (i) Sorting, filing and dispatching letters;
- (i i) Maintaining an efficient filing system;
- (i i i) Compiling statistical records;
- (i v) Processing appointments, promotions, discipline, transfers and other related duties in Human resource management;
- (v) Preparing payment vouchers;
- (x x i) Compiling data and drafting simple letters and
- (x x i i) Any other lawful duties as may be assigned from time to time.

(ii) Requirements for Appointment

For appointment to this grade, a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade C- or its equivalent from a recognized institution; and
- (ii) Certificate in Computer Application Skills from a recognized institution.

10 DRIVER, GRADE ORPP 9 – 2 Posts

(a) Duties and Responsibilities

An officer at this level will work under the guidance of a Senior Driver. Duties and responsibilities at this level will entail:

- (i) Driving motor vehicles in the authorized grade;
- (i i) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- (i i i) Ensuring that work tickets are authorized;



- (i v) Ensuring security and safety for the vehicle on and off the road;
- (v) Ensuring safety of passengers and/or goods therein;
- (v i) Adhering to the ORPP's transport policies and guidelines;
- (vii) Maintaining daily cleanliness of the vehicle; and
- (viii) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:-

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D Plus or its equivalent qualifications from a recognized institution;
- ii. Valid Driving License free from any current endorsement(s) for classes of vehicle (s) the officer is required to drive;
- iii. Passed Occupational Test Grade III for Drivers;
- iv. Defensive Driving Certificate from the Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- v. Suitability Test for Drivers Grade III conducted by the Ministry of Transport;
- vi. Valid Certificate of Good Conduct from the National Police Service;
- vii. Certificate in First Aid Course lasting not less than one (1) week from St. Johns Ambulance or any other recognized institution.

11 SUPPORT STAFF – GRADE ORPP 10 – 1 Post

(a) Duties and responsibilities

Duties at this level will entail:

- (i) Cleaning of offices;
- (ii) Recording and dispatching letters, files and documents;
- (iii) Assisting with simple clerical work;
- (iv) Preparing and serving tea;
- (v) Keeping safe custody of cleaning equipment and materials;
- (vi) Planting, weeding and pruning/mowing gardens;
- (vii) Collecting, assembling and disposing waste; and



(viii) Any other lawful duties as may be assigned from time to time.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:-

- (i) Kenya Certificate of Secondary Education Mean Grade D or any other equivalent qualification from a recognized institution;
- (ii) Certificate in Computer Application Skills from a recognized institution; and
- (iii) Met the requirements of Chapter Six (6) of the Constitution of Kenya.

