



REPUBLIC OF KENYA

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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.

JOB DESCRIPTIONS AND PERSON'S SPECIFICATIONS

1. ASSISTANT DIRECTOR, ACCOUNTING SERVICES, GRADE ORPP 4

(a) Duties and Requirements

An Officer at this level will be responsible to the Director, Finance and Accounts for overall management and coordination of accounting services.

Specific duties and responsibilities will include:

- i. Interpreting financial policies and procedures for sound accounting principles, practices and control;
- ii. Ensuring completeness of documents and certifying requisitions or transactions for payment;
- iii. Preparing management and statutory financial reports in accordance with the applicable laws, rules and regulations;
- iv. implementing internal controls to ensure expenditure is within the voted budget allocation;
- v. Coordinating bank reconciliation;
- vi. Overseeing the collection of Appropriation in Aid (AIA);
- vii. Coordinating transmission of authorized payments to relevant recipients;
- viii. Overseeing maintenance of accurate and up to date accounting records;
- ix. Ensuring timely requisition of exchequer from the National Treasury;
- x. Verifying receipts, matching and undertaking on-line reconciliation of invoices and Local Purchase Orders (LPOs) for goods and services procured prior to effecting payments;
- xi. Preparing work plans, procurement plans; and reports



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- xii. Supervising staff and conducting performance appraisal

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Accountant or a comparable and relevant position in the public service;
- ii. Bachelor's degree in any of the following disciplines: Business Administration, Economics, Finance, Commerce or a financial related discipline from a recognized institution;
- iii. Master's Degree in Commerce, Accounting, Business Administration, Finance, Economics or equivalent qualification from a recognized institution;
- iv. Passed Part III of Certified Public Accountants (CPA) Examination or its recognized equivalent;
- v. Membership to the Institute of Certified Public Accountants of Kenya (ICPAK)
- vi. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Met the requirements of Chapter Six of the Constitution; and
- ix. Shown ability and merit as reflected in work performance and results

2. ASSISTANT DIRECTOR, PARTNERSHIPS AND RESOURCE MOBILIZATION, GRADE ORPP 4

(a) Duties and Responsibilities

An Officer in this level will be responsible to the Assistant Registrar of Political Parties for the overall management of the partnership and resource mobilization function.

Duties and responsibilities at this level will entail:

- i. Analysing Partnership and Collaboration needs of the Office;
 - ii. Developing partnership and resource mobilization strategies and providing advice on matters related to partnership and Resource Mobilization ;
 - iii. Overseeing the implementation of resource mobilization policies, strategies and procedures
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- iv. Coordinating national, regional and international partnerships activities;
- v. Coordinating the signing of Partnership Agreements/MoUs between ORPP and Partners;
- vi. Developing partnership engagement framework and protocols;
- vii. coordinating negotiations for partnership engagements based on mutual interests;
- viii. Reviewing and making recommendations on reports for projects supported by partners;
- ix. Developing project design and management in liaison with other departments and potential partners;
- x. Coordinating the development of funding proposals and ensuring timely submission to potential donors;
- xi. Establishing database of stakeholders and partners;
- xii. Implementing and monitoring partner supported projects;
- xiii. Reviewing of draft proposals to potential partners for technical support;
- xiv. Preparing t annual work plans, procurement plans; and reports
- xv. Supervising staff and conducting performance appraisal

(b) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade, Senior Partnerships and Resource Mobilization Officer or Senior Registration Officer or Senior Compliance Officer or Senior County Monitoring Officer or in a comparable and relevant position in the public Service.
- ii. Bachelor's degree in Public Administration, Communication, International Relations, Political Science, Education, Project Management, Business Management, Human Resource Management, Development studies or equivalent qualification from a recognized institution;
- iii. Master's degree in Public Administration, Communication, International Relations, Political Science, Education, Project Management, Business Management, Human Resource Management, Development studies or equivalent qualification from a recognized institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Proficiency in Computer Applications;
- vi. Membership to a professional body in good standing where applicable;
- vii. Met the requirements of Chapter Six of the Constitution; and

viii. Shown merit and ability as reflected in work performance and results.

3. ASSISTANT DIRECTOR, INFORMATION COMMUNICATION TECHNOLOGY, GRADE ORPP 4

(a) Duties and Responsibilities

An Officer at this level will be responsible to the Assistant Registrar of Political Parties for overall management of the ICT function.

Specific duties and responsibilities will entail:

- i. Formulating and overseeing the implementation of ICT policies, strategies and programmes;
- ii. Monitoring and keeping up to date with technological trends and recommending initiatives and systems to support the delivery of the ORPP Mandate;
- iii. Conducting ICT security risk assessment and making recommendations on how to effectively minimize the risks;
- iv. Monitoring and evaluating ICT programmes and policies;
- v. Overseeing preparation of ICT plans and budgets;
- vi. Maintaining data protection systems;
- vii. Establishing and maintaining sound backup and recovery policies.
- viii. Maintaining support systems and troubleshooting;
- ix. Certifying political parties Information Systems;
- x. Establishing mechanisms to ensure the integrity of political parties' database is maintained;
- xi. Maintaining a register and the symbols of the political parties;
- xii. Preparing work plans, budgets and reports for the functional area.
- xiii. Supervising staff and conducting performance appraisal

(b) Requirements for Appointment

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

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Information Communication Technology Officer or a comparable and relevant position in the public service;
- ii. Bachelor's degree in any of the following disciplines: Computer Science, Information Technology, Software Engineering or equivalent qualification from recognized institution;
- iii. Master's degree in any of the following disciplines: - Computer Science, Information Technology, Business Information Technology or equivalent qualification from recognized institution;
- iv. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- v. Met the requirements of Chapter Six of the Constitution;
- vi. Shown merit and ability as reflected in work performance and results

4. ASSISTANT DIRECTOR, CORPORATE COMMUNICATION, GRADE ORPP 4

(a) Duties and Responsibilities

An Officer at this level will be responsible to the Registrar of Political Parties for effective management of Corporate Communication function. Specific duties and responsibilities will entail:

- i. Developing and overseeing implementation of corporate communication policies, strategies, procedures and guidelines.
- ii. Providing professional guidance to the Office in all areas of communications, public relations and media relations;
- iii. Coordinating all ORPP's public functions & events;
- iv. Overseeing management of ORPP's media relations;
- v. Designing and approving corporate materials and branding;
- vi. Coordinating advertising and publicity;
- vii. Managing internal and external communication;
- viii. Providing guidance on review, monitoring and implementation of the ORPP Service Charter;
- ix. Coordinating the production of news/opinion, articles and dissemination via appropriate avenues;
- x. Overseeing design and adoption of corporate advertisements templates;
- xi. Overseeing in-house design and multi-media productions;
- xii. Preparing work plans, budgets and reports; and
- xiii. Supervising staff and conducting performance appraisal.

(b) Requirements for Appointment

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

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Corporate Communication Officer or a comparable and relevant position in the public service;
- ii. Bachelor's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Journalism, Business Administration or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Public Communication, Public Relations, Mass Communication, Journalism or equivalent qualification from a recognized institution;
- iv. Membership to a relevant professional body where applicable;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Met the requirements of Chapter Six of the Constitution; and
- vii. Shown merit and ability as reflected in work performance and results.

5. ASSISTANT DIRECTOR, COMPLIANCE, GRADE ORPP 4

(a) Duties and Responsibilities

An Officer at this level will be responsible to the Director Regulation and Compliance for implementation of strategies and programmes to ensure adherence to Political Parties Act and other relevant laws by the political parties.

Specific duties and responsibilities will include:

- i. Developing policies and procedures for the compliance and regulation of political parties;
- ii. Formulating guidelines and procedures for tracking compliance by political parties to the law;
- iii. Ensuring publication by political parties of sources of funds and all statutory documents;

- iv. Developing guidelines for investigation of offences under the Political Parties Act;
- v. Developing and issuing guidelines on sanctions for non compliance to political parties;
- vi. Liaising with other agencies to ensure adherence to the law by political parties;
- vii. Monitoring of political party nominations and campaigns to ensure adherence to Political Parties Act and other relevant Laws;
- viii. Coordinating the Political Parties Liaison Committee at the national level
- ix. Preparation of sectional work plans, budgets and reports; and
- x. Supervise unit staff and conduct staff appraisal.

(b) Requirements for Appointment

For appointment to this post an Officer must have:

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Compliance Officer, Senior Registration Officer or Senior County Monitoring or a comparable and relevant position in the public service;
- ii. Bachelor's Degree in any of the following disciplines: Laws; Public Administration, Business Administration, Political Science, or its equivalent from a recognized institution;
- iii. Master's Degree in Laws Degree (LLM), Public Administration, Business Administration, Political Science, or its equivalent from a recognized institution;
- iv. Membership to a professional body in good standing where applicable.
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer Applications

- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

**6. ASSISTANT DIRECTOR, COMPLIANCE (POLITICAL PARTIES' CAPACITY BUILDING) ,
GRADE ORPP 4**

(a) Duties and Responsibilities

An Officer at this level will be responsible to the Director Registration and Compliance for coordination and implementation political parties' capacity building initiatives.

Specific Duties and responsibilities will entail;

- i. Developing and coordinating the implementation of policies, strategies and standards for capacity building of political parties.
- ii. Developing and reviewing of training manuals for political parties training and capacity building in line with relevant laws;
- iii. Identifying capacity building needs of political parties and designing appropriate capacity building and sensitization programmes;
- iv. Developing capacity building evaluation and reporting tools;
- v. Liaising with regional and county offices in implementing political party capacity building programmes at the regional/county levels;
- vi. Coordinating agents training in liaison with relevant stakeholders during elections and by-elections;
- vii. Advising on emerging trends on electoral management for capacity building;
- viii. Developing content and relevant training materials for capacity building of political parties;
- ix. Identifying and capacity building trainers;
- x. Continuous capacity building of political parties to ensure adherence to the Political Parties Act and other relevant laws;
- xi. Preparation of sectional work plans, budgets and reports; and
- xii. Supervising staff and conducting staff performance appraisal.

(b) Requirements for Appointment

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

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Compliance Officer or Senior Registration Officer or a comparable and relevant position in the public service;
- ii. Bachelor's Degree in any of the following disciplines: Laws and be an advocate of the High Court of Kenya, Public Administration, Business Administration, Political Science, or its equivalent from a recognized institution;
- iii. Master's of Laws Degree (LLM), Public Administration, Business Administration, Political Science, or its equivalent from a recognized institution;
- iv. Member of a relevant professional body in good standing where applicable.

- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer Applications
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

7. ASSISTANT DIRECTOR, REGISTRATION, GRADE ORPP 4

An Officer at this level may be deployed as follows:

- i. As a regional coordinator in one of ORPP Regional Offices to oversee implementation of ORPP mandate and service delivery at regional level.
- ii. ORPP Headquarters, Field Services Coordination Unit to assist in the coordination and implementation of field services activities.

(a) Duties and Responsibilities

At the Regional Office, the specific duties and responsibilities will entail:

- i. Interpreting and coordinating the implementation of policies, strategies and procedures for field services
- ii. Providing advice to county coordinators on programmes and activities of political parties;
- iii. Coordinating monitoring and evaluation of political party offices in the counties;
- iv. Reporting to the Director Registration & Field services on party membership at the regional & county level;
- v. Establishing and maintaining stakeholder's database at the regional level;
- vi. Coordinating political parties' sensitization activities at the regional level;
- vii. Liaising with stake holders and partner organizations on issues relating to political party's capacity building programmes;
- viii. Engaging with various stakeholders, at the regional level to foster collaboration and promote the effective functioning of political parties;
- ix. Providing training and capacity-building initiatives for political parties to enhance the knowledge and skills of party members and officials;
- x. Providing support and guidance to political parties on matters related to their operations, such as internal party structures, elections, and compliance with electoral laws;
- xi. Maintaining accurate records, generating reports, and managing data related to political parties at the regional level;

- xii. Establishing effective communication channels between ORPP county offices with political parties at the county level;
- xiii. Preparing regions annual work plans, budgets and reports; and
- xiv. Supervising staff and conducting staff performance appraisal.

At the ORPP headquarters, (Field Services Coordination Unit) duties and responsibilities will include:

- i. Coordinating the development of policies, strategies, and guidelines for the operation of field services.
- ii. Coordinating the periodic visitation and verification process of county political parties' offices by field officers.
- iii. Liaising with field officers to ensure compliance of Political Parties to the Political Parties Act, Code of Conduct, and other relevant statutes at the County level.
- iv. Receiving and forwarding field services requisitions memos for stakeholder engagement to Director, and the Registrar for approval.
- v. Supporting the Field Services Unit team members by fostering a collaborative communication system, and cohesive team environment.
- vi. Coordinating the submission of performance contracts from the field offices to the Director for subsequent signing.
- vii. Regularly tracking and analyzing leave data for field officers to identify patterns for decision-making.
- viii. Consolidating and submitting periodic reports to the Director, on the activities and achievements of the Field Services Unit.
- ix. Participating in the development of work plans, budgets and reports.

(b) Requirements for Appointment

For appointment to this grade a candidate must have:

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Compliance Officer or Senior Registration Officer or Senior County Monitoring Officer or a comparable and relevant position in the public service;
- ii. Bachelor's Degree in any of the following disciplines: Laws (LLM, Public Administration, Business Administration, Political Science; Communication or any Social Science degree or its equivalent from a recognized institution;
- iii. Master's Degree in any of the following disciplines: Law, Public Administration, Business Administration, Political Science or equivalent qualification from a recognized institution;

- iv. Membership to a relevant professional body in good standing where applicable
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer Applications
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

8. ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT, GRADE ORPP 4

(a) Duties and Responsibilities

An Officer at this level will be responsible to the Director Human Resource and Administration for the overall management of the Human Resource function.

Specific duties and responsibilities will entail:

- i. Developing, reviewing and implementing human resource policies, strategies and Procedures,
- ii. Interpreting and advising on human resource management policies and regulations;
- iii. conducting training needs assessment and preparing training projections and programs;
- iv. Developing human resource management plans to ensure effective succession management;
- v. Administering performance appraisal, collating performance-related data, analyzing, and preparing related reports;
- vi. Managing and advising on staff discipline and disciplinary procedures;
- vii. Managing human resources information systems and ensuring safe custody of staff records;
- viii. Managing staff performance appraisal system;
- ix. Managing of staff compensations and benefits.
- x. Analyzing the utilization of human resources in the office and advising on proper deployment;
- xi. Administering employee medical scheme, Staff Mortgage and Car Loan Scheme and other welfare schemes.
- xii. Preparing work plans, procurement plans; and reports

(b) Requirements for Appointments

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

- i. A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Human Resource Management Officer or in comparable and relevant position in the public service;
- ii. Bachelor's degree in Human Resource Management or equivalent qualification from a recognized institution;

OR

- iii. Bachelor's degree in Social Sciences Plus either a Diploma in Human Resource Management, Human Resource Development, Industrial Relations, Labour Relations, or from a recognized institution or Certified Human Resource Professional Course (CHRP K)
- iv. Master's degree in any of the following disciplines: - Human Resource Management, Public Administration, Business Administration or equivalent qualification from a recognized institution;
- v. Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in Computer Applications;
- vii. Membership to the Institute of Human Resource Management in good standing;
- viii. met the requirements of Chapter Six of the Constitution; and
- ix. Shown Merit and ability as reflected in work performance and results.