

## ADVERTISEMENT OF JOB VACANCIES IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES (ORPP)

The Office of the Registrar of Political Parties (ORPP) is established by the Political Parties Act, Cap 7D as an independent State Office within the meaning of article 260 of the Constitution. The core mandate of the Office is to register, regulate political parties and administer the Political Parties Fund.

The Office of the Registrar of Political Parties (ORPP) is seeking competent, capable, ambitious, self-motivated and dynamic individuals that demonstrate the appropriate expertise and experience to contribute to the implementation of our mandate and the achievement of our vision to be a model regulator of Political Parties for a credible democratic multiparty system.

ORPP invites applications from suitably qualified interested individuals to apply for the underlisted positions:

Position	ORPP Grade	No. of Posts	Advert No.	Terms of Service
Deputy Director, Internal Audit & Assurance	4	1	ORPP/20/2025	Pensionable
Driver	11	2	ORPP/21/2025	Pensionable

Successful candidates shall be required to comply with requirements of Chapter Six of the Constitution and will be required to submit among other documents:

- Valid Certificate of Good Conduct from the Directorate of Criminal Investigations (DCI);
- Valid Clearance Certificate from the Higher Education Loans Board (HELB);
- Valid Tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- Current duly filled and stamped Self-Declaration/Clearance from the Ethics and Anti-Corruption Commission (EACC);
- A current Clearance Certificate from an approved Credit Reference Bureau (CRB)

### How to Apply:

- Qualified persons interested in the above position can access the role profiles, qualifications and experience requirements detailed on our website at <https://www.orpp.or.ke/careers/>
- Qualified candidates are requested to make their applications by completing two (2) copies of ORPP job application form. The application form can be downloaded from the ORPP website <https://www.orpp.or.ke/downloads/>
- Candidates should submit their applications (physical) together with a cover letter, detailed curriculum vitae, Copy of the National ID, copies of academic and professional certificates, testimonials, and any other relevant supporting documents to reach the Office on or before, Tuesday 16<sup>th</sup> September, 2025, 5.00 pm, EAT.
- Applications should be addressed to:

Registrar of Political Parties  
Office of the Registrar of Political Parties  
Lion Place, 4<sup>th</sup> Floor  
Karuna Close, Waiyaki Way, Westlands  
P. O. Box 1131-00606 NAIROBI

- The applicant's envelope should quote the Advert No. of the position they are applying for.
- It is a criminal offence to present fake certificates/ documents and to include incorrect information in the application.

ORPP is an equal opportunity employer.

ORPP is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. Therefore, women, youth, the marginalized and people with disabilities are encouraged to apply. Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

ORPP DOES NOT CHARGE A FEE AT ANY STAGE OF ITS SELECTION PROCESS INCLUDING APPLICATION, INTERVIEWS AND PROCESSING OF OFFER LETTER.