



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.

INTERNAL ADVERTISEMENT FOR VACANT POSITIONS IN THE OFFICE OF THE REGISTRAR OF POLITICAL PARTIES (ORPP)

The Office of the Registrar of Political Parties is an independent State Office established by the Political Parties Act, 2011. The mandate of the Office is to register, regulate political parties and administer the Political the Parties Fund.

The Office invites applications from suitably qualified serving officers in the public service for the following vacant position:

Designation	Grade	No. of Posts	Advert No.	Terms of Service
Assistant Director, Administration	4	1	ORPP/8/2025	Pensionable

How to Apply:

1. Qualified persons interested in the above positions can access the role profiles, qualifications and experience requirements detailed on our website at <https://orpp.or.ke/careers/>;
2. 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://orpp.or.ke/downloads/>;
3. Candidates should submit their applications (physical) together with a 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, **5.00. pm March 25th, 2025**;
4. Applications should be addressed to:

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

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 LETTERS

Details of the Post:

Job Title:	Assistant Director, Administration
Ref No:	ORPP/8/2025
Grade:	ORPP 4
Terms of Service	Pensionable
Department	Administration
Job Purpose	The position will be responsible for spearheading the development, implementation and review of administrative policies, strategies, standards and procedures; and effective management of administrative services.
Reporting to	Director, Human Resource and Administration
Duty Station	Headquarters
Job Specification	<p>Duties and responsibilities</p> <p>I. Managerial / Supervisory Responsibilities</p> <ol style="list-style-type: none"> i. Lead in the development, review and implementation of Office administration strategies, policies, manuals, standards and procedures; ii. Oversee provision of security services and ensure safety of persons, property and the work-place environment; iii. Oversee the provision of a conducive working environment for staff; iv. Establish health and safety protocols in all ORPP buildings in line with applicable laws and regulations; v. Oversee the effective management of office transport services; vi. Spearhead expansion of office space and establishment of field offices; vii. Oversee the partitioning of office space in liaison with relevant government agencies; viii. Plan and approve appropriate office accommodation and layout; ix. Provide leadership in management of contracted and outsourced services including security and cleaning services; x. Lead in the overall management of office assets; xi. Oversee the provision of adequate working tools and equipment for staff; xii. Spearhead formulation, implementation and review of the departmental annual work plans, budgets and procurement and asset disposal plans in line with the Office performance targets and strategic plan; xiii. Lead in the execution of risk management policy and strategies that ensure the department has systems and processes of accountability, risk management, internal controls, business continuity and succession management; xiv. Lead in continuous improvement of business processes and controls in the department and develop mechanisms for corporate consultations; xv. Foster a corporate culture that promotes ethical practices, national values and corruption mitigation strategies within the department; xvi. Lead in the implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Department;

	<p>xvii. Oversee the implementation of performance management system within the department through providing oversight of the delivery of the annual performance contract and the strategic plan; and</p> <p>xviii. Provide leadership in the Department through supervision, coaching, mentoring, training and development of the departmental staff to ensure an effective and motivated team.</p>
	<p>II. Operational Responsibilities / Tasks</p> <p>i. Manage day to day operations of the department;</p> <p>ii. Liaise with other relevant government departments on provision of administration services;</p> <p>iii. Coordinate allocation of office space and furniture to new employees;</p> <p>iv. Safeguard organization's assets;</p> <p>v. Coordinate the establishment of regional offices;</p> <p>vi. Coordinate settlement of bills and utilities;</p> <p>vii. Coordinate provision of office catering services;</p> <p>viii. Schedule maintenance and oversee repair and maintenance of buildings, vehicles and equipment;</p> <p>ix. Oversee implementation of lease agreements;</p> <p>x. Maintain updated register of assets; and</p> <p>xi. Conduct staff performance appraisal for direct reports.</p>
<p>Person Specification</p>	<p>For appointment to this grade, a candidate must have: -</p> <p>(i) A minimum of nine (9) years relevant work experience three (3) of which must have been in the grade of Senior Administration Officer or in a comparable and relevant position in the public service;</p> <p>(ii) Bachelor's degree in any of the following disciplines: - Public Administration, Business Administration and Management or any Social Science Degree or its equivalent from a recognized institution;</p> <p>(iii) Master's degree in any of the following disciplines: Public Administration, Business Administration and Management or any Social Science Degree or its equivalent from a recognized institution;</p> <p>(iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;</p> <p>(v) Proficiency in Computer Applications;</p> <p>(vi) Membership to a relevant professional body in good standing;</p> <p>(vii) Met the requirements of Chapter Six of the Constitution; and</p> <p>(viii) Shown Merit and ability as reflected in work performance and results.</p>