



VACANCY IN THE POSITION OF COMMISSION SECRETARY/CHIEF EXECUTIVE OFFICER, INDEPENDENT ELECTORAL AND BOUNDARIES COMMISSION

The Independent Electoral and Boundaries Commission ("the Commission") is an independent constitutional Commission, established under Article 88 of the Constitution of Kenya. The Commission is mandated to conduct or supervise referenda and elections to any elective body or office established under the Constitution and any other elections as prescribed by an Act of Parliament.

In executing its mandate, the Commission is committed to upholding the national values and principles of governance set out in Article 10, and to observing the values and principles of public service outlined in Article 232 of the Constitution. These values and principles form the foundation of the Commission's work in ensuring that electoral processes are credible, transparent, free, and fair.

A vacancy has arisen in the Commission for the position of Commission Secretary/Chief Executive Officer (CS/CEO). The Commission is seeking to recruit a qualified and competent individual to fill this position

Qualifications

A person shall be qualified for appointment if such a person meets the following:

- a. Is a citizen of Kenya;
- b. Possesses a degree from a recognized university;
- c. Has had at least five years' proven experience at management level;
- d. Has proven relevant experience in either:
 - i. electoral matters;
 - ii. management;
 - iii. finance;
 - iv. governance;
 - v. public administration;
 - vi. law; or
 - vii. political science, and
- e. Meets the requirements of Chapter Six of the Constitution.

Shortlisted candidates will be required to present original of the following documents during the Interview:

1. National Identity Card or Passport;
2. Academic and Professional Certificates and Transcripts;
3. Any other supporting documents and testimonials; and
4. Clearance from the following bodies: EACC, DCI, KRA, HELB and a registered Credit Reference Bureau.

Functions and duties of the CS/CEO:

The Commission Secretary shall, in the performance of the functions and duties of office, be responsible, answerable, and report to the Commission, and shall be:

- a. The Chief Executive Officer of the Commission;
- b. Head of Secretariat;
- c. The Accounting Officer of the Commission,
- d. Custodian of all Commission records,
- e. Responsible for:
 - i. Executing decisions of the Commission,
 - ii. Assignment of duties and supervision of all employees of the Commission,
 - iii. Facilitating coordinating and ensuring execution of Commission's mandate,
 - iv. Ensuring staff compliance with public ethics and values, and
 - v. The performance of such other duties as may be assigned by the law and Commission.

In addition, the CS/CEO shall be responsible for:

- a. Providing requisite leadership to the Secretariat to ensure the Commission attains high-level professionalism and ethical standards in its entire mandate, policies and programs.
- b. Heading the secretariat, which shall perform the day-to-day administrative functions of the Commission,
- c. Preparing the Commission's annual plans and estimates, overseeing financial and administrative management of the Commission,
- d. Driving the Commission's vision and mission through the implementation of its strategic plan,
- e. Mobilizing, and managing the resources of the Commission to achieve its core mandate,
- f. Ensure safe custody of all Commission documents as the chief custodian,
- g. The performance of such other duties as may be assigned by the law and the Commission.

Interested candidates should submit:

- i. A signed application letter
- ii. A detailed curriculum vitae including names and contacts of three professional referees
- iii. Certified copies of academic and professional certificates
- iv. A copy of the National Identity Card or Passport
- v. Copies of the statutory clearance certificates

Terms of appointment: The position is tenable on a four year contract and may be re-appointed for one further term of four years subject to satisfactory performance.

Applications should be submitted to executiverecruitment@kpmg.co.ke, quoting "Commission Secretary/Chief Executive Officer (CS/CEO)" in the subject line by 11th August, 2026 (5.00PM).

IEBC is an Equal Opportunity Employer; Women, Youth, PWDS, Marginalized and Minority communities are encouraged to apply in line with constitutional Inclusivity principles.

Canvassing will lead to automatic disqualification. Only Shortlisted candidates will be contacted.