

<b>Terms of Service:</b>	Permanent and Pensionable
<b>Benefits:</b>	
House Allowance:	Kshs.4,500 p.m.
Commuter Allowance:	Kshs.3,000 p.m.
Leave Allowance:	Kshs.4,000 p.a.
Medical Insurance Cover:	As covered by the Medical Insurance Cover for ODPP staff
Group Life Insurance Cover:	As covered by the Group Life Insurance Cover for ODPP staff
Group Personal Accident Insurance Cover:	As covered by Group Personal Accident Insurance Cover for ODPP staff
Car loan:	Up to Kshs.600,000

### **REQUIREMENTS FOR APPOINTMENT**

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

1. Kenya Certificate of Secondary Education (KCSE) grade C Plain;
2. Certificate in Computer Applications from a recognized institution; and
3. Meet the requirements of Chapter Six (6) of the Constitution of Kenya 2010.



### **DUTIES AND RESPONSIBILITIES**

This is the entry grade for this cadre. An officer at this level may be deployed at County and Sub county offices. Specifically, duties and responsibilities will include:

- i. Maintaining an efficient filing system;
- ii. Posting different entries in relevant ledgers and requisitions as per the ODPP procedures and provide information used to monitor the utilisation of resources in the institution;
- iii. Drafting simple correspondences as advised;
- iv. Compiling simple statistical records based on routine or special sources of information;
- v. Receipt and record entry and exit of office information material;
- vi. Sort and distribute incoming mail;
- vii. Entry of data in computer regarding prosecution cases;
- viii. Update and maintain databases as directed to ensure accuracy and up-to-date information;
- ix. Confirm the mention and hearing notices, fixing hearing and mentions dates with the courts;
- x. Give feedback on issues observed in the delivery of work;
- xi. Open and retrieve files as directed; and