

**THE COMMISSION ON
ADMINISTRATIVE JUSTICE**



"Hata mnyonge ana haki"

INDENT FOR THE POSITION OF CHIEF ICT OFFICER

JOB TITLE:	CHIEF ICT OFFICER
REPORTING TO:	DIRECTOR CORPORATE SERVICES
DIRECTORATE:	CORPORATE SERVICES
UNIT/DEPARTMENT:	INFORMATION & COMMUNICATION TECHNOLOGY
GRADE:	CAJ 4
TERMS OF EMPLOYMENT:	PERMANENT AND PENSIONABLE

MAIN RESPONSIBILITIES

Duties and responsibilities entail:

Strategic leadership and Managerial responsibilities: -

- Develop corporate Information Communication Technology (ICT) strategy, policies and procedures by evaluating the organizational strategic objectives, identifying challenges, evaluating trends, and anticipating requirements.
- Define standards associated with information management on appropriate hardware and software and maintain quality service by establishing and enforcing high-quality in ICT delivery and management.
- Develop and manage ICT budgets in line with the organization's overall objectives of government sector audits
- Design and implement the data protection and security strategy to ensure data security and disaster recovery measures are in place
- Effectively lead business processes automation by conducting automation feasibility studies, requirements analysis, and cost comparisons & benefit analysis
- Ensure disaster recovery systems are fully operational at all times to assure business continuity of all digital information in the Commission.
- Manage the ICT department and advice the commission on practical ICT requirements
- Ensure staff development and arrange for user training programs to ascertain that all system users are conversant with the relevant skills necessary to output on assignments.
- Manage service level agreements and other contract for the ICT unit in order to acquire comprehensive service delivery
- Oversee the application and enforcement of the ICT procedures for the efficient operation of all the Commission's systems

Operational and Project Management: -

- Design, implement and manage the network infrastructure for local and wide area networks (LAN/WAN) for the Commission's communication
- Provide the technical support for maintenance of the Commission's intranet, website and other online platforms in support of the communications department of the Commission
- Assess and carry out proactive market research and recommend on new technology to be adopted
- Oversee the provision of technical support for all hardware and software by external suppliers and ensure quality merchandising for the Commission
- Monitor ICT projects by reviewing their progress and evaluate the milestones achieve.
- Plan, deliver and report regular ICT performance improvement programs and any ad-hoc changes that may need to be implemented;
- Ensure that the Commission's ICT systems are performing effectively, efficiently and any changes made are in accordance with best practice standards;
- Plan and coordinate the installation and maintenance of efficient and effective audio and video communication systems linking the Commission's headquarters with the regions;
- Monitor, diagnose and troubleshoot the ICT network, which includes but not limited to routers, switches, application & database servers and telephony communication systems for optimal service availability;
- Review and recommend approval for software and solutions requests to assure compatibility with the technical environment, security and accessibility;
- Ensure proper management of organizational systems i.e. patch management, antivirus management and change management as guided by best practices and approved change management policy & procedures;
- Responsible for all systems/data protection in line with approved data protection procedures and best practice standards;

IT Security and Risk Management:

- Preserve the Commission's information assets by developing and implementing disaster recovery and assurance procedures as well as information security and appropriate control structures;
- Provide leadership, direction and guidance in assessing and evaluating information and data security risks;
- Develop, implement and administer ICT security standards as well as services and tools to address and mitigate ICT security risks;
- Responsible for day to day maintenance of the DR plan, ensuring that any system changes are reflected in the plan;
- Conduct and/or coordinate systems IT audits of new and existing technologies not limited to vulnerability and penetration testing.

COMPETENCIES

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

- Master's degree in Information Systems, Information Technology Management, Computer Science or any other ICT related discipline from a recognized institution
- A Bachelor's degree in Computer Science, Information Technology, Information Systems; or any other ICT related discipline from a recognized institution
- At least 10 years' experience, 5 years of which must be in a similar role preferably in management within the public sector
- Microsoft Professional Certification (MCP/MCITP/MCSE/MCSA);

- Cisco Certified Network Professional (CCNP)
- Be a member of a professional IT and /or computing body such as ISACA
- Meet the requirements of Chapter 6 of the Constitution of Kenya 2010.

Other Key Skills:

- Knowledge of Cisco Router, switch and firewall configuration in LAN and WAN environments backed up by relevant professional certifications;
- Knowledge of Windows Server 2008/12 environments and administration;
- Be proficient in Microsoft Office applications;
- Have proven leadership and supervisory experience
- Have a proven track record in delivering business application and process automation projects with key interfaces to management and senior management within an organizational setting;
- Have excellent communication, interpersonal and problem solving skills;
- The job holder must be self- motivated and be able to work with minimal supervision

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from:

- Kenya Revenue Authority
- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations (CID)
- A credit reference bureau
- Higher Education Loans Board

INDENT FOR THE POSITION OF SENIOR ACCOUNTANT

JOB TITLE: SENIOR ACCOUNTANT
REPORTING TO: FINANCE MANAGER
DIRECTORATE: CORPORATE SERVICES
UNIT/DEPARTMENT: ACCOUNTS
GRADE: CAJ 5
TERMS OF EMPLOYMENT: PERMANENT AND PENSIONABLE

MAIN RESPONSIBILITIES

- Supervise the accounts staff in the finance unit of the Commission to ensure utmost output
- Ensure the financial records and monthly reports of expenditure are properly examined when processing payments in accordance with the public financial accounting procedures
- Ensure the commission complies with statutory deductions such as Pay As You Earn (PAYE), National Hospital Insurance Fund (NHIF) and corporate tax payments in a timely manner
- Bank reconciliation of the various accounts operated by the Commission
- Ensure the cash books are properly maintained to guarantee proper cash management controls as per the laid down policies and procedures
- Prepare periodic financial statements as required by management and the statutory bodies for presentation to the Commission Secretary by the Finance Manager
- Maintain updated records of accounts
- Follow up on endorsed vendor payments and other transactions with the National Treasury and Central Bank of Kenya for timely exchequer releases
- Participate in budget making process
- Authorize payments to suppliers, service providers and employees of the Commission as required
- Process vendor payments in International Financial Management Systems (IFMIS)
- Any other duty assigned by the Commission.

COMPETENCIES

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

- A Bachelor's degree in Commerce (Finance or accounting option) or any other relevant degree from a recognized institution
- Must be a certified Public Accountant (CPA K) or a member of Association of Chartered Certified Accountant (ACCA Finalist)
- Must have at least seven (7) years of service in a comparable position from a reputable firm
- Knowledge of public sector budgeting
- Knowledge of public financial management act
- Knowledge of professional code of conduct for accountants in the public sector
- Good Communication, interpersonal, organizational, problem solving and supervisory skills
- Meet the requirements of Chapter six of the constitution of Kenya 2010.

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from:

- Kenya Revenue Authority
- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations (CID)
- A credit reference bureau
- Higher Education Loans Board

INDENT FOR THE POSITION OF RESEARCH AND INVESTIGATIONS OFFICER I

JOB TITLE:	RESEARCH AND INVESTIGATIONS OFFICER I
REPORTING TO:	DIRECTOR RESEARCH AND INVESTIGATIONS
DIRECTORATE:	RESEARCH AND INVESTIGATIONS
GRADE:	CAJ 6
TERMS OF EMPLOYMENT:	PERMANENT AND PENSIONABLE

MAIN RESPONSIBILITIES

Duties and responsibilities will entail: -

- (i) Undertake detailed research and/or specific and systemic investigations on cases at the Commission;
- (ii) Collect information, gather, recover, analyse evidence and organize it in statements, sets of records and facts to inform investigations;
- (iii) Compile, produce and submit investigations and research reports;
- (iv) Record statements from complainants, witnesses and respondents;
- (v) Coordinate and ensure safe custody of all investigative records and evidence;
- (vi) Conduct undercover investigations and surveillance operations as need be;
- (vii) Gather necessary information for purposes of vetting of persons appointed to public offices where applicable;
- (viii) Implement best practices, policies, procedures and systems for research and investigations on administrative justice and access to information matters;
- (ix) Documenting all research and investigations carried out in concise, factual and timely manner;
- (x) Monitor and evaluate the status and nature of various complaints as tracked over time to determine trends and note patterns of maladministration and access to information matters to predict future practices and mitigate occurrences;
- (xi) Any other duties as may be assigned from time to time.

JOB REQUIREMENTS

For appointment to this grade, an officer must have:

- A Bachelor's degree in any of the following disciplines: Forensic Science, Criminal Justice, Criminology, Law (Human Rights) and any other related Social Science degree qualifications from a recognized institution; and
- Diploma in forensic/ fraud/criminal investigations from a recognized institution will be an added advantage
- Certificate in Fraud Examination, Forensic investigations or any related investigations field
- A minimum of 5 years work experience in forensic investigations, fraud prevention/fraud risk governance is essential
- Meets the requirements of Chapter six of the Constitution of Kenya.

OTHER COMPETENCIES

- The candidate must demonstrate excellent interpersonal and communication skills;
- The candidate must demonstrate unquestionable integrity and confidentiality in their work.
- The candidate must have an in-depth understanding of research and investigation processes with excellent analytical and interviewing skills

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from:

- Kenya Revenue Authority
- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations (CID)
- A credit reference bureau
- Higher Education Loans Board

INDENT FOR THE POSITION OF LEGAL OFFICER I

JOB TITLE:	LEGAL OFFICER I
REPORTING TO:	TO DIRECTOR LEGAL & ADVISORY THRO' MANAGER, LEGAL & ADVISORY
DIRECTORATE:	LEGAL & ADVISORY
UNIT/DEPARTMENT:	LEGAL
GRADE:	CAJ 6
TERMS OF EMPLOYMENT:	PERMANENT AND PENSIONABLE

MAIN RESPONSIBILITIES

Duties and responsibilities entail:

- Attend to clients on matters relating to Commission's mandate and offering legal advice thereon;
- Represent the Commission in legal proceedings including amicus briefs;
- Assist the Commission in conducting hearings, inquiries and investigations in matters falling within its mandate;
- Conduct legal research on matters relating to administrative justice and other legal matters;
- Promote and facilitate resolution of complaints and disputes through mediation and reconciliation;
- Prepare periodic reports on complaints investigated and remedial action taken by the Commission;
- Prepare Legal and Advisory opinions;
- Provide recommendations or remedial alternatives for resolution of disputes;
- Any other duty assigned by the Commission.

COMPETENCIES

For appointment to this position, a candidate must;

- Have a Bachelor of Laws Degree (LL.B) from a recognized university.
- A current and valid practicing certificate
- Post graduate diploma in Law
- Be an Advocate of the High Court of Kenya with a current practicing certificate.
- Ability to undertake research and provide sound legal opinions
- At least 5 years of post-admission experience
- Knowledge and exposure to Alternative Dispute Resolution will be an added advantage
- Have excellent interpersonal, presentation and communication skills.
- Meet the requirements of Chapter six of the Constitution of Kenya 2010.

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from:

- Kenya Revenue Authority

- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations (CID)
- Law Society of Kenya
- A credit reference bureau
- Higher Education Loans Board
- Advocates Complaints Commission

INDENT FOR THE POSITION OF RECORDS OFFICER

JOB TITLE:	RECORDS OFFICER
REPORTING TO:	SENIOR RECORDS MANAGEMENT OFFICER THROUGH MANAGER HR & ADMINISTRATION
DIRECTORATE:	CORPORATE SERVICES
UNIT/DEPARTMENT:	RECORDS UNIT
GRADE:	CAJ 9
TERMS OF EMPLOYMENT:	PERMANENT AND PENSIONABLE

MAIN RESPONSIBILITIES

- Implement the outlined records management information and manual system for all documents as directed by the senior management
- Ensure safe custody of records through the facilitation of retrieval of records and prompt record filing
- Conduct regular file audit and creation of new records as appropriate to maintain an accurate classification scheme
- Receive all incoming mail to action officers, sort, file and disseminate as necessary
- Ensure safety and security of all the commission's record and update electronic databases
- Ensure closed and on-going files are sequentially arranged for easy access to the commission staff when sought out
- Prepare complaints master lists for the legal department to support them to meet the mandate of the Commission
- Offer technical support to the secretariat staff on classification of records
- Oversee the periodic records audit and appraisals to determine those to be archived or disposed
- Replacement of worn out file folders as part of the records maintenance procedures
- Any other duty assigned by the Commission.

COMPETENCIES

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

- Diploma in records management OR any related field
- At least three years of service in a comparable position in a reputable organization.
- Knowledge of the Records Disposal Act Cap 14 of the Kenyan law
- Meet the requirement of Chapter six of the Constitution of Kenya 2010.
- Good Communication, interpersonal and problem solving skills
- Ability to work under pressure and work well with teams.

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- A credit reference bureau
- Higher Education Loans Board