



THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)
Hata Mnyonge ana Haki

EMPLOYMENT OPPORTUNITY

The Commission on Administrative Justice (Office of the Ombudsman) is a Constitutional Commission established under Article 59 (4), Chapter fifteen of the Constitution and the Commission on Administrative Justice Act, 2011 with the mandate of addressing all forms of maladministration in the public sector in Kenya. The Commission is also charged with overseeing and enforcing the implementation of the Access to Information Act, 2016.

The Commission seek to fill the following positions:-

NO	DESIGNATIONS	STATION	NO OF POSTS	J/GRADE
1	Senior Compliance Officer	HQ	1	CAJ 5
2	Planning and Strategy Officer I	HQ	1	CAJ 6
3	Investigations Officer I	HQ	1	CAJ 6
4	Clerical Officer II (General Administration)	HQ	1	CAJ 9
5	Driver II	HQ	1	CAJ 10

Job specification and other requirements are available on our website:

www.ombudsman.go.ke

An application letter, Curriculum vitae, copies of certificates and other credentials should be sent by **14th May' 2024** at **5.00pm** with the job reference number clearly marked on the document to the address below:-

THE COMMISSION SECRETARY
COMMISSION ON ADMINISTRATIVE JUSTICE
2ND FLOOR, WEST END TOWERS – WAIYAKI WAY
P O BOX 20414 CITY SQUARE, 00200
NAIROBI

Only shortlisted candidates will be contacted.

The Commission on Administrative Justice is an Equal Opportunity employer.

THE COMMISSION ON ADMINISTRATIVE JUSTICE
"Office of The Ombudsman"



'Hata Mnyonge Ana Haki'

CAJ/JOB/001/04/2024

INDENT FOR THE POSITION OF SENIOR COMPLIANCE OFFICER

JOB TITLE	: SENIOR COMPLIANCE OFFICER
REPORTING TO	: DIRECTOR STRATEGY, RESEARCH AND COMPLIANCE
DEPARTMENT	: STRATEGY, RESEARCH AND COMPLIANCE
JOB GRADE	: CAJ 5
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Analysing data and information on compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- ii. Making a follow up on compliance to recommended compensations or appropriate remedies or measures against persons or bodies to which the CAJ Act applies;
- iii. Implementing compliance strategies, procedures and systems;
- iv. Developing an effective mechanism for ensuring compliance with the constitutional and statutory requirements;
- v. Assisting in the designing and developing an effective mechanism for ensuring compliance with the constitutional and statutory requirements;
- vi. Monitoring compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- vii. Identifying issues on non-compliance and propose appropriate mitigations;
Preparing compliance reports;
- viii. Implementing Performance Contracting obligation of the Commission and;
- ix. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Served in the grade of Compliance Officer I or its equivalent for a minimum period of four (4) years;
- ii. Bachelor degree in any of the following disciplines: - Actuarial Science, Law, Political Science, Research, Economics or equivalent qualification from a recognized institution; Membership to a professional body in good standing where applicable;
- iii. Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- iv. Certificate in Computer Application Skills from a recognized institution; and Demonstrated merit and ability as reflected in work performance and results.

All interested candidates who meet the job indent for this position are encouraged to send a hard copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a clear National Identification card by **14th May' 2024 at 5.00p.m.** to the postal address below: -

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CAJ/JOB/002/04/2024

INDENT FOR THE POSITION OF PLANNING AND STRATEGY OFFICER I

JOB TITLE	: PLANNING AND STRATEGY OFFICER I
REPORTING TO	: DIRECTOR, STRATEGY, RESEARCH & COMPLIANCE
DEPARTMENT	: STRATEGY, RESEARCH & COMPLIANCE
JOB GRADE	: CAJ 6
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Collating, processing and interpreting data on Commission's programs;
- ii. Monitoring the implementation of Commission's strategic plan and service charter;
- iii. Assisting other departments in developing work plans and aligning them to the budget;
- iv. Implementing Commission's performance contract in liaison with departments;
- v. Conducting economic analysis and baseline survey;
- vi. Assisting in conducting economic analysis on programs and projects;
- vii. Consolidating departmental quarterly reports;
- viii. Carrying out service delivery surveys;
- ix. Monitoring and reporting on progress in the implementation of Commission projects and programmes;
- x. Participating in preparing Commission's Mid-Term Expenditure Framework (MTEF) budget, and
- xi. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Served in the grade of Planning and Strategy Officer II or its equivalent for a minimum period of four (4) years;
- ii. Bachelor's degree in any of the following disciplines: - Economics, Statistics, Mathematics or equivalent qualification from a recognized institution;
- iii. Membership to a professional body in good standing where applicable;
- iv. Certificate in Computer Application Skills from a recognized institution; and
- v. Demonstrated professional competence as reflected in work performance and results.

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CAJ/JOB/003/04/2024

INDENT FOR THE POSITION OF INVESTIGATIONS OFFICER I

JOB TITLE	: INVESTIGATIONS OFFICER I
REPORTING TO	: ASSISTANT DIRECTOR INVESTIGATIONS
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES
JOB GRADE	: CAJ 6
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Interviewing complainants and informants and preparing statements;
- ii. Drafting preliminary investigation reports for review;
- iii. Collecting information and undertaking research on various maladministration investigations; Collecting and compiling evidence to identify complainants and perpetrators of maladministration;
- iv. Interviewing perpetrators and informers on cases of administrative justice violations;
- v. Identifying possible witnesses for issuance of summons;
- vi. Undertaking research on various administrative justice investigations;
- vii. Drafting investigation reports on maladministration issues and.
- viii. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

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

- i. Served in the grade of Investigation Officer II or its equivalent for a minimum period of four (4) years;
- ii. Bachelor's degree in any of the following fields: Law (LLB), Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution;
- iii. Certificate in any of the following fields: Administrative Justice, Alternative Dispute Resolutions or Investigations from a recognized institution; and
- iv. Certificate in Computer Application Skills from a recognized institution.

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CAJ/JOB/004/04/2024

INDENT FOR THE POSITION OF CLERICAL OFFICER II

JOB TITLE:	CLERICAL OFFICER II - ADMINISTRATION
REPORTING:	ASSISTANT DIRECTOR HUMAN RESOURCE AND ADMINISTRATION
DEPARTMENT:	CORPORATE SERVICES
JOB GRADE:	CAJ 9
NO. OF POSTS:	1
TERMS OF EMPLOYMENT:	PERMANENT AND PENSIONABLE
DUTY STATION:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Collecting statistical records;
- ii. Carrying out transactions related to administrative services;
- iii. Filing and dispatching correspondence;
- iv. Photocopying and scanning documents;
- v. Indexing of documents and records as appropriate;
- vi. Keeping safe custody of equipment documents and records, and
- vii. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Kenya Certificate of Secondary Education mean grade C- (minus) or equivalent qualification;
- ii. Certificate in Business Administration lasting not less than 6 months from a recognised institution;

iii. Certificate in computer Application Skills from a recognized institution.

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CAJ/JOB/005/04/2024

INDENT FOR THE POSITION OF DRIVER II

JOB TITLE	:	DRIVER II
REPORTING TO	:	ASSISTANT DIRECTOR HRM AND ADMINISTRATION
DEPARTMENT	:	CORPORATE SERVICES
JOB GRADE	:	CAJ 10
NO. OF POSTS	:	1
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Driving assigned vehicle as authorised;
- ii. Detecting and reporting vehicle defects on time;
- iii. Ensuring vehicle cleanliness;
- iv. Ensuring routine service and maintenance of the vehicle;
- v. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- vi. Maintaining daily work ticket;
- vii. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- viii. Timely reporting of accidents and follow up of police abstracts;
- ix. Ensuring compliance with traffic laws and rules;
- x. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;
- ii. Valid Class BCE Driving License free from any endorsement;
- iii. Occupational Trade Test Grade III for drivers;
- iv. Passed Suitability Test for drivers;
- v. First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBIT) or any other recognized institution;
- vi. Certificate of good conduct;
- vii. Must have 3 years related experience;
- viii. Attended a refresher course for drivers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognised institution, and
- ix. Shown merit and ability as reflected in work performance and results.

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