



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

INDENT FOR INVESTIGATIONS INTERNSHIP INTERN POSITION

JOB TITLE	: INVESTIGATIONS INTERN
REPORTING TO	: ASSISTANT DIRECTOR, INVESTIGATIONS
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS & LEGAL SERVICES
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: ONE-YEAR CONTRACT
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for this position will entail:

- i. Assist in undertaking investigations on reported cases of maladministration and access to information
- ii. Participate in collecting and compiling evidence to identify perpetrators
- iii. Assist in interviewing witnesses and preparing statements
- iv. Participate in drafting preliminary investigation reports for review
- v. Participate in drafting investigation reports on maladministration issues.
- vi. Assist in the updating of investigations registers and database; and
- vii. Undertake Any other duties that might be assigned to them from time to time by the Assistant Director Investigations

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following fields: Law(LLB), Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution
- ii. One year on job training will be an added advantage

CLEARANCE/COMPLIANCE CERTIFICATES

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

DATED at Nairobi this 31st January, 2024

