

THE COMMISSION ON ADMINISTRATIVE JUSTICE
"Office of The Ombudsman"



'Hata Mnyonge Ana Haki'

CAJ/JOB/01/03/2025

INDENT FOR THE POSITION OF PERSONAL ASSISTANT TO THE COMMISSION CHAIRPERSON

JOB TITLE : PERSONAL ASSISTANT

REPORTING TO : COMMISSION CHAIRPERSON

JOB GRADE : CAJ 5

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : CONTRACT

DUTY STATION : HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

Specific duties and responsibilities will entail: -

- (i) Coordinating activities and management of the Chairperson's diary including itineraries.
- (ii) Coordinating travel and logistical support for the Chairperson.
- (iii) preparing speeches, technical briefs and reports as directed by the Chairperson
- (iv) Accompanying the Chairperson to high- level meetings and events.
- (v) Preparing reports from meeting proceedings for the Chairperson
- (vi) Follow up on implementation of action points from the Chairperson's meetings.
- (viii) Any other duties as may be assigned by the Commission Chairperson from time to time.

JOB SPECIFICATIONS

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

- (i) Have a Bachelor's degree in Law, Public Administration, Business Administration and/or Management, BA Linguistics or any related social science from a recognized institution;
- (ii) Have served in a similar role for a minimum period of (4) years
- (iii) Be a member in good standing of a professional body where applicable
- (iv) A certificate in management course lasting not less than four (4) weeks from a recognised institution
- (v) A certificate in Computer Applications skills from a recognized institution; and
- (vi) Demonstrated professional competence as reflected in work performance and results.

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from the following institution before appointment to the position.

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