

THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)***Hata Mnyonge ana Haki*****CAJ/JOB/001/08/2025****INDENT FOR THE POSITION OF SENIOR LEGAL OFFICER**

JOB TITLE	: SENIOR LEGAL OFFICER
REPORTING TO	: ASSISTANT DIRECTOR COMPLAINTS, REGIONAL COORDINATION & LEGAL SERVICES
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES
JOB GRADE	: CAJ 5
NO. OF POSTS	: 2
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE & KISUMU

DUTIES AND RESPONSIBILITIES:

- i. Receiving and processing complaints on administrative justice, carrying out inquiries on the received complaints, compiling and analysing the complaints for decision making, implementing strategies and guidelines on complaints handling, updating and maintaining a complaints database;
- ii. Conducting formal hearings on complaints;
- iii. Preparing bi-annual and other reports on complaints;
- iv. Ensuring compliance with the policy, legal requirements and provisions in all the undertakings of the Commission so as to safeguard the interest of the Commission on all legal matters;
- v. Representing the Commission in litigation and other legal matters;
- vi. Preparing legal documents and instruments, legal opinions, legal briefs, drafting legal documents, leases, contracts and memoranda of understanding;

- vii. Conducting legal research on pending case files, undertaking research on specific legal matters and emerging trends and coming up with an opinion to facilitate the justice process;
- viii. Identifying issues and areas for policy formulation and review;
- ix. Recommending alternative dispute resolution mechanisms in addressing legal matters and
- x. Any other duty as may be assigned from time to time

JOB SPECIFICATION

For appointment to this grade, an officer must: -

- i. Have served in the grade of Legal Officer I or an equivalent position for a period of at least four (4) years;
- ii. Have Bachelor's degree in Laws (LLB) from a recognized institution;
- iii. Have Diploma in Law from the Kenya School of Law;
- iv. Be an Advocate of the High Court of Kenya;
- v. Have a Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- vi. Have a Certificate in computer application skills from a recognized institution; and
- vii. Have demonstrated professional competence in work performance and results.

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **26th August' 2025** at **5.00p.m.**

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata Mnyonge ana Haki

CAJ/JOB/002/08/2025

INDENT FOR THE POSITION OF LEGAL OFFICER I – ADVISORY UNIT

JOB TITLE	:LEGAL OFFICER I (ADVISORY UNIT)
REPORTING	:ASSISTANT DIRECTOR ADVISORY UNIT
JOB GRADE	:CAJ 6
NO. OF POSTS	:1
TERMS OF EMPLOYMENT	:PERMANENT AND PENSIONABLE
DUTY STATION	:HEAD OFFICE

MAIN RESPONSIBILITIES

- i. Assisting in drafting advisory opinions and legal briefs;
- ii. Assist in generating submissions/briefs of appeals registered in the Chairperson's office
- iii. Processing own motion complaints
- iv. Assisting in generating papers/articles on topical issues
- v. Assisting in protocol and administrative procedures for the chairperson
- vi. Assisting in preparation of speeches and presentation for the Chairperson
- vii. Any other duties as may be assigned from time to time

COMPETENCIES

For appointment to this position, a candidate must;

- i. Have served in the grade of Legal Officer II – Advisory or an equivalent position for a period of at least four (4) years
- ii. Have a Bachelor of Law Degree (LL.B) from a recognized university.

- iii. Post graduate diploma from Kenya School of Law
- iv. Be an Advocate of the High Court of Kenya with a current practicing certificate.
- v. Have a certificate in computer application skills from a recognized institution

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