

# THE COMMISSION ON ADMINISTRATIVE JUSTICE

## (Office of the Ombudsman)



*Hata mnyonge ana Haki*

CAJ/JOB/002/09/2025

### INDENT FOR THE POSITION OF INVESTIGATION OFFICER II

<b>JOB TITLE</b>	:	<b>INVESTIGATION OFFICER II</b>
<b>REPORTING TO</b>	:	<b>ASSISTANT DIRECTOR INVESTIGATION</b>
<b>DEPARTMENT</b>	:	<b>COMPLAINTS, INVESTIGATION AND LEGAL SERVICES</b>
<b>JOB GRADE</b>	:	<b>CAJ 7</b>
<b>NO. OF POSTS</b>	:	<b>2</b>
<b>TERMS OF EMPLOYMENT</b>	:	<b>PERMANENT &amp; PENSIONABLE</b>
<b>DUTY STATION</b>	:	<b>HEAD OFFICE</b>

### DUTIES AND RESPONSIBILITIES

- Interviewing complainants and informants and preparing statements;
- Drafting preliminary investigation reports for review;
- Collecting information and undertaking research on various maladministration investigations; Collecting and compiling evidence to identify complainants and perpetrators of maladministration;
- Interviewing perpetrators and informers on cases of administrative justice violations;
- Drafting investigation reports on maladministration issues and
- Any other duty as may be assigned from time to time.

### JOB SPECIFICATION

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

- Bachelor's degree in any of the following fields: Law (LLB), Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to apply online through the Commission's **e-recruitment portal** on or before **14<sup>th</sup> October 2025** at **5.00p.m.** Those who had applied earlier are encouraged to re-apply.



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