



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

INDENT FOR LEGAL INTERNSHIP POSITIONS

JOB TITLE : LEGAL INTERN

REPORTING TO : ASSISTANT DIRECTOR, COMPLAINTS, LEGAL SERVICES & REGIONAL COORDINATION

DEPARTMENT : COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES

NO. OF POSTS : 9

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATIONS:

DUTY STATION	REFERENCE NUMBER
Legal Intern – Eldoret Regional office	CAJ/INTERN/018/2025
Legal Intern – Mombasa Regional Office	CAJ/INTERN/019/2025
Legal Intern – Kisumu Regional Office	CAJ/INTERN/020/2025
Legal Intern - GPO Huduma Centre	CAJ/INTERN/021/2025
Legal Intern – Meru Huduma Centre	CAJ/INTERN/022/2025
Legal Intern – Kajiado Huduma Centre	CAJ/INTERN/023/2025
Legal Intern – Kwale Huduma Centre	CAJ/INTERN/024/2025
Legal Intern – Bungoma Huduma Centre	CAJ/INTERN/025/2025
Legal Intern – Kakamega Huduma Centre	CAJ/INTERN/026/2025

Duties and responsibilities for this position will entail:

- Screening of complainants
- Assisting in handling public complaints and provision of legal advice;
- Assisting in conducting legal research on matters relating to administrative justice and other legal matters;
- Compiling reports and collating data for preparation of briefs
- Any other duty assigned by the Commission from time to time

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. A Bachelor's degree in Law from a recognized institution

CLEARANCE/COMPLIANCE CERTIFICATES

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

DATED at Nairobi this 15th September, 2025