



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

EMPLOYMENT OPPORTUNITY

The Commission on Administrative Justice (Office of the Ombudsman) is a Constitutional Commission established under Article 59 (4), Chapter fifteen of the Constitution and the Commission on Administrative Justice Act, 2011 with the mandate of addressing maladministration in the public sector. The Commission is also charged with overseeing and enforcing the implementation of the Access to Information Act, 2016.

The Commission seek to fill the following positions: -

NO	DESIGNATIONS	STATION	NO OF POSTS
1.	Legal Intern	Headquarters	1
2.	Legal Intern	Nyahururu Office	1
3.	Legal Intern	Embu Huduma Centre	1
4.	Legal Intern	Nakuru Huduma Centre	1
5.	Investigations Intern	Headquarters	1
6.	Records Management Intern	Headquarters	1
7.	Records Management Intern	Kisumu Office	1

Job specifications and other requirements are available on our website: www.ombudsman.go.ke

Interested candidates who meet the qualifications for these positions should submit their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **30th June, 2026** at **5.00pm**

Applicants with certificates from foreign institutions must provide prove of recognition and equation by the Commission for University Education (CUE)

NB: Hard copy applications will not be accepted or considered.

Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

The Commission is committed to providing equal opportunities to all genders, ethnic groups and persons with disability in accordance with Article 232 (1).





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INDENT FOR LEGAL INTERNSHIP POSITIONS

JOB TITLE : LEGAL INTERN

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

DEPARTMENT SERVICES : COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES

NO. OF POSTS : 4

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATIONS:

DUTY STATION	REFERENCE NUMBER
Legal Intern –Headquarters	CAJ/INTERN/011/2026
Legal Intern – Nyahururu Office	CAJ/INTERN/012/2026
Legal Intern – Embu Huduma Centre	CAJ/INTERN/013/2026
Legal Intern – Nakuru Huduma Centre	CAJ/INTERN/014/2026

DUTIES AND RESPONSIBILITIES

- i. Screening of complainants
- ii. Assisting in handling public complaints and provision of legal advice;
- iii. Assisting in conducting legal research on matters relating to administrative justice and other legal matters;
- iv. Compiling reports and collating data for preparation of briefs
- v. 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 June, 2026





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INDENT FOR INVESTIGATIONS INTERNSHIP INTERN POSITION
CAJ/INTERN/015/2026

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

CLEARANCE/COMPLIANCE CERTIFICATES

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

DATED at Nairobi this 15th June, 2026





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INDENT FOR RECORDS MANAGEMENT INTERNSHIP INTERN POSITION

JOB TITLE : RECORDS MANAGEMENT INTERN

REPORTING TO : ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION

DEPARTMENT/UNIT : RECORDS UNIT

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATIONS:

DUTY STATION	REFERENCE NUMBER
Records Management Intern – Headquarters	CAJ/INTERN/009/2026
Records Management Intern – Kisumu Office	CAJ/INTERN/010/2026

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for this position will entail:

- i. Assisting in receiving, filing, retrieving and dispatch of mail, records and information
- ii. Assisting in coding and indexing of files as stipulated in the records management manuals
- iii. Assisting in updating and storing of the Commission's records
- iv. Assisting in tracking of files and documents
- v. Assisting in appraising and updating records for retention and disposal
- vi. Assisting in implementing the records management classification systems; and
- vii. Assisting in identifying potential risk pertaining to records management

JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following fields: Information Science, Records Management, Information Management, Records and Information Technology, Archival Studies or any other relevant qualification 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 June, 2026

