

THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)



Hata Mnyonge ana Haki

CAJ/JOB/002/07/2026

**INDENT FOR THE POSITION OF PERSONAL ASSISTANT TO THE COMMISSION
SECRETARY/CEO**

JOB TITLE	PERSONAL ASSISTANT
REPORTING	COMMISSION SECRETARY
JOB GRADE	CAJ 6
NO. OF POSTS	1
TERMS OF EMPLOYMENT	CONTRACT
DUTY STATION	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- (i) Coordinate appointments of the Commission Secretary/CEO;
- (ii) Follow up actions to ensure proper and diligent implementation of the Commission's resolutions by the action officers';
- (iii) Coordinate the administrative function of the Commission Secretary/CEO's office;
- (iv) Prepare technical briefs, speeches and reports for the Commission Secretary/CEO in liaison with other Heads of Departments;
- (v) Follow up on resolution/action point from the CEO's meetings and/or forums;
- (viii) Any other duties as may be assigned by the CEO from time to time.

JOB SPECIFICATION

For appointment to this position, a candidate must;

- 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 an equivalent role for a minimum period of four (4) years;
- iii. Must be a member to a professional body where applicable

N/B

Successful candidate will be required to provide clearance from the following institutions

- Ethic and Anti-Corruption Commission (EACC)
- Kenya Revenue Authority
- Directorate of Criminal Investigations
- Credit Reference Bureau
- Higher Education Loans Board
- Authentication and recognition of foreign degrees by Commission for University Education where applicable.

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 **4th August' 2026** at **5.00p.m.**

Prepared by: -

ASSISTANT DIRECTOR HR &ADMIN

Date

Reviewed by: -

DIRECTOR CORPORATE SERVICES

Date

Approved by:-

COMMISSION SECRETARY

Date