



INTERNSHIP OPPORTUNITY IN THE COMPLIANCE & RISK DIRECTORATE

POSITION: INTERN COMPLIANCE

REPORTS TO: SENIOR COMPLIANCE OFFICER

DIRECTORATE OF RISK AND COMPLIANCE:

The Directorate of Compliance and Risk serves to ensure execution of the mandate of the Commission with regard to the Commission's performance contracting obligations of government institutions including Ministries, Departments and Agencies; reporting; and resolution of complaints. The directorate also coordinates the Commission's planning, performance management, and risk processes. The directorate undertakes to facilitate the setting up of, and build complaint handling capacity in the sectors of public service, public offices and state organs through training. The directorate oversees the receipt, analysis and actions on quarterly complaints reports received.

KEY RESPONSIBILITIES

Under the direct supervision of the Senior Compliance Officer, the intern will undertake the following tasks:

- Assist in receiving, recording and analysis of reports submitted for the Commission's Performance Contracting Indicator;
- Assist in preparation of periodic feedbacks on the commission's performance contracting indicator to public institutions;
- Assist in compilation and analysis of complaints data;
- Assist in the maintenance of up-to-date database and records,
- Any other duties as may be assigned by the Director, Compliance and Risk.

PERSON SPECIFICATIONS

For appointment to this position, a candidate must have:-

- Bachelor's degree or equivalent in Business studies, Economics, Commerce, or Statistics;
- Be proficient in use of computer applications
- Have a good understanding of organizational processes
- Excellent interpersonal, communication and presentation skills
- Fluent in both English and Kiswahili;
- Be a citizen of Kenya
- Must meet the requirements of chapter six of the Constitution

**THE COMMISSION ON
ADMINISTRATIVE JUSTICE**



"Hata mnyonge ana haki"

Additional Information to applicants:

The internship is tenable for a term of one (1) year from the date of commencement.

All applications should be sent to internship@ombudsman.go.ke and to include;

1. A cover letter addressed to the Director, Compliance and Risk,
2. A Curriculum Vitae.

Applications should reach us on or before 12th February 2019.