

**THE COMMISSION ON ADMINISTRATIVE JUSTICE
"Office of The Ombudsman"**



'Hata Mnyonge Ana Haki'

INDENT FOR LEGAL INTERNSHIP POSITION

JOB TITLE	: LEGAL INTERN
REPORTING TO	: ASSISTANT DIRECTOR, COMPLAINTS, LEGAL SERVICES & REGIONAL COORDINATION
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: ONE-YEAR CONTRACT
DUTY STATION	: MERU & GPO HUDUMA CENTRES

DUTIES AND RESPONSIBILITIES

Duties and responsibilities for this position will entail:

- 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
- ii. One year on job training will be an added advantage

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates from the following institution before appointment to the position.

- Kenya Revenue Authority
- Ethics & Anti-Corruption Commission
- Directorate of Criminal Investigations
- A credit reference bureau
- Higher Education Loans Board

Prepared by: - -----

AD- HR& ADMINISTRATION

Reviewed by: - -----

ASSISTANT DIRECTOR – C/LS&RC

Approved by:- -----

DIRECTOR CILS

19TH APRIL' 2023

Dated: - -----