



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

INDENT FOR LEGAL INTERNSHIP INTERN POSITION

JOB TITLE	: LEGAL INTERN
REPORTING TO	: ASSISTANT DIRECTOR, COMPLAINTS, LEGAL SERVICES & REGIONAL COORDINATION
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES
NO. OF POSTS	: 3
TERMS OF EMPLOYMENT	: ONE-YEAR CONTRACT
DUTY STATION	: HEAD OFFICE NYAHURURU REGIONAL OFFICE NAKURU HUDUMA CENTRE

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.

DATED at Nairobi this 31st January, 2024