



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

INDENT FOR RECORDS INTERNSHIP INTERN POSITION

JOB TITLE	: RECORDS INTERN
REPORTING TO	: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION
DEPARTMENT/UNIT	: RECORDS UNIT
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. 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
- viii. 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, Achieves Studies or any other relevant qualification 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

