



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

**INDENT FOR INTERNAL AUDIT & RISK INTERNSHIP POSITION**  
**JOB REFERENCE: CAJ INTERN/007/2025**

<b>JOB TITLE</b>	<b>: INTERNAL AUDIT &amp; RISK INTERN</b>
<b>REPORTING TO</b>	<b>: ASSISTANT DIRECTOR, INTERNAL AUDIT &amp; RISK</b>
<b>DEPARTMENT</b>	<b>: INTERNAL AUDIT &amp; RISK UNIT</b>
<b>NO. OF POSTS</b>	<b>: 1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>: ONE-YEAR CONTRACT</b>

**DUTY STATION: NAIROBI**

Duties and responsibilities for this position will entail:

- i. Assist in undertaking audit assignments and preparing detailed audit observations and reports
- ii. Participating in carrying out institutional risk evaluation, and efficiency audit
- iii. Assist in conducting financial and systems audit
- iv. Participating in developing and updating of internal audit manual;
- v. Assist in carrying out audit inspections of CAJ's records
- vi. Assist in auditing of systems and processes
- vii. Assist in carrying out audit checks and identifying any accounting errors
- viii. Assist in collecting data on periodical financial returns, estimates and expenditure
- ix. Assist in examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions
- x. Assist in Auditing annual accounts
- xi. Any other duties assigned by the Commission from time to time.

## JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution.

## CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates.

**DATED** at Nairobi this 13<sup>th</sup> January, 2025.

