

THE COMMISSION ON ADMINISTRATIVE JUSTICE (Office of the Ombudsman)



Hata mnyonge ana Haki

CAJ/JOB/01/2025

INDENT FOR THE POSITION OF CHAIRPERSON AUDIT AND RISK COMMITTEE

INTRODUCTION

The Commission on Administrative Justice (Office of The Ombudsman) is a Constitutional Commission established under Article 59 (4) and Chapter Fifteen of the Constitution, and the Commission on Administrative Justice Act, 2011.

Pursuant to section 73 (5) of the Public Finance Management Act, 2012 and PFM Regulations, 2015 and the guidelines for establishment of AUDIT AND RISK COMMITTEES in Public Sector vide Kenya Gazette Notice Vol CXVIII No. 40 of 15TH April, 2016, The Commission on Administrative Justice is seeking to recruit persons as Chairperson and one Member of the Audit and Risk Committee.

QUALIFICATIONS AND REQUIREMENT FOR APPOINTMENT AS CHAIRPERSON

To be appointed as the chairperson of the Audit and Risk Committee, one must have the following:

- (i) Have at least fifteen (15) years of professional experience at senior management level in Finance, Accounting, Auditing, Economics, Risk Management, or related fields within public or private organization;
- (ii) Hold a Bachelor's degree in Finance, Accounting, Auditing, Economics, Risk Management, Law, or any other relevant field from a university recognized in Kenya;
- (iii) Be a member in good standing with a relevant recognized professional body;
- (iv) Not have been an employee or agent of the Commission within the past two (2) years;
- (v) Demonstrate professional competence, strong interpersonal skills, administrative capabilities, and initiative in organizational management;
- (vi) Demonstrate comprehensive knowledge of public sector governance frameworks, legislation and policies, including Public Finance Management Act, Public Audit Act, Public Sector Accounting Standards, Public Procurement regulations, and Constitutional provisions on Public Finance;
- (vii) Demonstrate comprehensive knowledge of the Commission on Administrative Justice's mandate and National Government operations and financial management.

DUTIES AND RESPONSIBILITIES OF THE CHAIRPERSON

- (i) Support the Commission and provide oversight and assurance on risk management, controls and governance processes of the Commission;
- (ii) Provide leadership to the Audit and Risk Committee;
- (iii) Set the agenda of the Committee meetings in consultation with the other members and the Secretary of the Committee;
- (iv) Report to the Commission on activities and decisions made by the Audit, Risk and Compliance Committee;
- (v) Follow up on the implementation of recommendations by internal and external auditors;
- (vi) Periodically arrange for review of the effectiveness and performance appraisal of the Internal Audit and Risk function;
- (vii) Lead the performance management of Audit and Risk Committee members, including conducting periodic performance evaluations, providing constructive feedback, and developing individual and collective capabilities to enhance the Committee's overall effectiveness and strategic contribution;
- (viii) Perform the roles and responsibilities as laid out in the PFM (National Government) Regulations 2015 as well as the Audit Committee Guidelines for National Government, 2016.

TERMS OF SERVICE

Both the Chairperson and Committee Member shall:

- (i) Be appointed for a term of three (3) Years, renewable for a further one term subject to satisfactory performance.
- (ii) Serve on a part time basis.
- (iii) Be paid allowances at rates determined by the Salaries and Remuneration Commission for attending committee or Commission's meetings.

HOW TO APPLY

Interested and qualified persons will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and should submit among other documents;

- Certificate of Good Conduct from the Directorate of Criminal Investigations;
- Clearance Certificate from the Higher Education Loans Board;
- Tax Compliance Certificate from the Kenya Revenue Authority;
- Clearance from the Ethics and Anti-Corruption Commission, and
- Credit Clearance Certificate from a Credit Clearance Bureau approved by the Central Bank of Kenya.
- Clearance from HELB

If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the role above, please submit your application including copies of your academic and professional certificates, testimonials and curriculum vitae, including among other details your current position, e-mail and telephone contacts of three (3) referees familiar with your qualifications and work experience and quoting the respective position on your application letter.

To be considered, your application must be received by Tuesday 11th February 2025
addressed to:

**THE COMMISSION SECRETARY
COMMISSION ON ADMINISTRATIVE JUSTICE
2ND FLOOR, WESTEND TOWERS – WAIYAKI WAY
P O BOX 20414 CITY SQUARE 00200
NAIROBI**

THE COMMISSION ON ADMINISTRATIVE JUSTICE (Office of the Ombudsman)



Hata mnyonge ana Haki

CAJ/JOB/02/2025

INDENT FOR THE POSITION OF MEMBER AUDIT AND RISK COMMITTEE

INTRODUCTION

The Commission on Administrative Justice (Office of The Ombudsman) is a Constitutional Commission established under Article 59 (4) and Chapter Fifteen of the Constitution, and the Commission on Administrative Justice Act, 2011.

Pursuant to section 73 (5) of the Public Finance Management Act, 2012 and PFM Regulations, 2015 and the guidelines for establishment of AUDIT AND RISK COMMITTEES in Public Sector vide Kenya Gazette Notice Vol CXVIII No. 40 of 15TH April, 2016, The Commission on Administrative Justice is seeking to recruit persons as Chairperson and one Member of the Audit and Risk Committee.

QUALIFICATIONS FOR AUDIT AND RISK COMMITTEE MEMBER

- (i) Minimum ten (10) years of senior management experience in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management, or related fields within reputable organizations
- (ii) Bachelor's degree in Finance, Accounting, Auditing, Economics, Risk Management, Human Resource Management, or relevant field from a recognized Kenyan university
- (iii) Current membership in good standing with relevant professional bodies
- (iv) No employment or agency relationship with the Commission on Administrative Justice within the past two years
- (v) Demonstrated leadership capabilities, strong interpersonal skills, and proven administrative and organizational management expertise
- (vi) Comprehensive understanding of legislation, best practices, and emerging trends in Finance, Accounting, Auditing, Economics, Risk Management, and Human Resource Management
- (vii) In-depth knowledge of Commission on Administrative Justice mandate, National Government operations and financial management systems.

DUTIES AND RESPONSIBILITIES OF THE AUDIT AND RISK COMMITTEE MEMBER

- (i) Provide strong and effective oversight of the Commission's Internal Audit function;

- (ii) Promote effective and efficient audit processes by providing independent review of internal audit work plans and reports
- (iii) Evaluate the adequacy of control environments to ensure high standards and functioning of financial and non-financial internal control systems
- (iv) Provide independent review of the Commission's reporting functions to ensure financial report integrity
- (v) Evaluate internal and external audit reports and provide appropriate recommendations
- (vi) Review compliance with legislative and regulatory requirements and promote a culture of lawful and ethical behaviour
- (vii) Provide oversight and assurance on governance, risk management and control processes and make appropriate recommendations to the Commission
- (viii) Follow up on the implementation of recommendations by internal and external auditors;
- (ix) Assist the Chairperson of the Committee review the effectiveness and performance appraisal of the Head of Internal Audit and Risk Unit;
- (x) Perform the roles and responsibilities as laid out in the PFM (National Government) Regulations 2015 and the Audit Committee Guidelines for National Government, 2016

TERMS OF SERVICE

The Committee Member shall:

- (iv) Be appointed for a term of three (3) Years, renewable for a further one term subject to satisfactory performance.
- (v) Serve on a part time basis.
- (vi) Be paid allowances at rates determined by the Salaries and Remuneration Commission for attending committee or Commission's meetings.

HOW TO APPLY

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- Credit Clearance Certificate from a Credit Clearance Bureau approved by the Central Bank of Kenya.
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If you believe you can clearly demonstrate your abilities to meet the relevant criteria for the role above, please submit your application including copies of your academic and professional certificates, testimonials and curriculum vitae, including among other details your current position, e-mail and telephone contacts of three (3) referees familiar with your qualifications and work experience and quoting the respective position on your application letter.

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CAJ/JOB/001/01/2025

INDENT FOR THE POSITION OF SENIOR COMPLIANCE OFFICER

JOB TITLE	: SENIOR COMPLIANCE OFFICER
REPORTING TO	: DIRECTOR STRATEGY RESEARCH & COMPLIANCE
DEPARTMENT	: STRATEGY RESEARCH & COMPLIANCE
JOB GRADE	: CAJ 5
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- (i) Analyzing data and information on compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- (ii) Making a follow up on compliance to recommended compensations or appropriate remedies or measures against persons or bodies to which the CAJ Act applies;
- (iii) Implementing compliance strategies, procedures and systems;
- (iv) Developing an effective mechanism for ensuring compliance with the constitutional and statutory requirements;
- (v) Assisting in the designing and developing an effective mechanism for ensuring compliance with the constitutional and statutory requirements;
- (vi) Monitoring compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- (vii) Identifying issues on non-compliance and propose appropriate mitigations;

- (viii) Implementing Performance Contracts obligations of the Commission;
- (ix) Preparing compliance reports; and
- (x) Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- (i) Bachelor degree in any of the following disciplines: - Actuarial Science, Law, Political Science, Research, Economics or equivalent qualification from a recognized institution;
- (ii) Served in the grade of Compliance Officer or its equivalent for a minimum period of four (4) years;
- (iii) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (iv) Certificate in Computer Application Skills from a recognized institution;
- (v) Membership to a professional body where applicable
- (vi) Meets the provision of Chapter Six of the Constitution;

All interested candidates who meet the job indent for this position are encouraged to send **HARD** copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a **clear** National Identification card.

Applications quoting the respective reference numbers on the envelope should reach the undersigned on or before **11th February 2025** at **5.00p.m.**

**THE COMMISSION SECRETARY
COMMISSION ON ADMINISTRATIVE JUSTICE
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Hata mnyonge ana Haki

CAJ/JOB/002/01/2025

INDENT FOR THE POSITION OF ACCOUNTANT I

JOB TITLE	: ACCOUNTANT I
REPORTING TO	: ASSISTANT DIRECTOR, FINANCE & ACCOUNTING
DEPARTMENT	: CORPORATE SERVICES
JOB GRADE	: CAJ 6
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- (i) Providing cost and revenue information in the required formats to the relevant authorities;
- (ii) Recording financial transactions (income and expenditure) in accordance with the organizational and tax authority requirements;
- (iii) Preparing ledger balances, control accounts and statements and reconciling accounting data;
- (iv) Assisting in the preparation of final accounts;
- (v) Preparing forecasts of income and expenditure;
- (vi) Processing and coding invoices, credit notes and receipts;
- (vii) Gathering, analyzing and reporting on information on income and expenditure to support decision making and management planning;

- (viii) Drafting trial balances and financial statements; and
- (viii) Identifying and correcting or referring any accounting errors or discrepancies.
- (ix) Any other duty as may be assigned.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Bachelors degree in any of the following disciplines: Commerce, Accounting, Economics or equivalent qualification from a recognized institution;
- ii. Certified Public Accountant II (CPA II) by Kenya Accounts and Secretaries Examination Board (KASNEB) or equivalent qualification from a recognized institution;
- iii. Certificate in Computer Application Skills from a recognized institution.
- iv. Served in the grade of Accountant II or Finance Officer II for a minimum period of four (4) years;

All interested candidates who meet the job indent for this position are encouraged to send hard copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a **clear** National Identification card.

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CAJ/JOB/003/01/2025

INDENT FOR THE POSITION OF LIBRARIAN II

JOB TITLE	:	LIBRARIAN II
REPORTING TO	:	DIRECTOR STRATEGY RESEARCH & COMPLIANCE
DEPARTMENT	:	STRATEGY RESEARCH & COMPLIANCE
JOB GRADE	:	CAJ 7
NO. OF POSTS	:	1
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Issuing and receiving books;
- ii. Compiling statistics of borrowed books;
- iii. Assisting users to track reading materials through relevant library system;
- iv. Handling general enquiries and sending reminder notices for overdue publications;
- v. Updating the catalogue;
- vi. Shelving new and returned books;
- vii. Ensuring that shelves are tidy and publications are filed in their right places;
- viii. Assisting users in searching and retrieving information from the library;
- ix. Grouping information materials accordingly through classification and cataloguing systems;
- x. Manning the circulation area; and
- xi. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Bachelors Degree in any of the following disciplines: Library Studies, Information Science or equivalent qualification from a recognized institution and;
- ii. Certificate in computer application skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to send **HARD** copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a **clear** National Identification card.

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CAJ/JOB/004/01/2025

INDENT FOR THE POSITION OF PLANNING & STRATEGY OFFICER II

JOB TITLE	: PLANNING & STRATEGY OFFICER II
REPORTING TO	: DIRECTOR, STRATEGY, RESEARCH & COMPLIANCE
DEPARTMENT	: STRATEGY, RESEARCH & COMPLIANCE
JOB GRADE	: CAJ 7
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- (i) Collecting and collating data on Commission's programs;
- (ii) Implementing Commission's strategic plan and service charter;
- (iii) Implementing Commission's performance contract and master plan;
- (iv) Assisting in conducting economic analysis on programs and projects;
- (v) Participating in carrying out feasibility studies and service delivery surveys; and
- (vi) Providing input in the preparation of development plans.
- (vii) Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- (i) Bachelors degree in any of the following disciplines: - Economics, Statistics, Mathematics or equivalent qualification from a recognized institution; and

(ii) Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to send **HARD** copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a **clear** National Identification card.

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CAJ/JOB/005/01/2025

INDENT FOR THE POSITION OF INVESTIGATION OFFICER II

JOB TITLE	: INVESTIGATION OFFICER II
REPORTING TO	: ASSISTANT DIRECTOR INVESTIGATION
DEPARTMENT	: COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES
JOB GRADE	: CAJ 7
NO. OF POSTS	: 2
TERMS OF EMPLOYMENT	: PERMANENT & PENSIONABLE
DUTY STATION	: HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Interviewing complainants and informants and preparing statements;
- ii. Drafting preliminary investigation reports for review;
- iii. Collecting information and undertaking research on various maladministration investigations; Collecting and compiling evidence to identify complainants and perpetrators of maladministration;
- iv. Interviewing perpetrators and informers on cases of administrative justice violations;
- v. Drafting investigation reports on maladministration issues and.
- vi. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

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

- i. Bachelor's degree in any of the following fields: Law (LLB), Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution;
- ii. Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to send **HARD** copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a **clear** National Identification card.

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Hata mnyonge ana Haki

CAJ/JOB/006/01/2025

INDENT FOR THE POSITION OF LIBRARY ASSISTANT II

JOB TITLE	:	LIBRARY ASSISTANT II
REPORTING TO	:	DIRECTOR STRATEGY RESEARCH & COMPLIANCE
DEPARTMENT	:	STRATEGY RESEARCH & COMPLIANCE
JOB GRADE	:	CAJ 8
NO. OF POSTS	:	1
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Issuing and receiving books;
- ii. Compiling statistics of borrowed books;
- iii. Assisting users to track reading materials through relevant library system;
- iv. Handling general enquiries;
- v. Registering new library users;
- vi. Searching the database;
- vii. Sending reminder notices for overdue publications;
- viii. Updating the catalogue;
- ix. Shelving new and returned books;
- x. Ensuring that shelves are tidy, and publications are filed in their right places;
- xi. Assisting users in searching the database and retrieving information from the library;
- xii. Grouping information materials accordingly through classification and cataloguing systems;
- xiii. Manning the circulation area; and.
- xiv. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- (i) Diploma in any of the following disciplines: Library Studies, Information Science or equivalent qualifications from a recognized institution;
- (ii) Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to send **HARD** copy of their application letter, curriculum vitae and copies of their academic and professional certificates together with a clear National Identification card.

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Hata mnyonge ana Haki

CAJ/JOB/007/01/2025

INDENT FOR THE POSITION OF DRIVER I

JOB TITLE	:	DRIVER I
REPORTING TO	:	ASSISTANT DIRECTOR HRM AND ADMINISTRATION
DEPARTMENT	:	CORPORATE SERVICES
JOB GRADE	:	CAJ 9
NO. OF POSTS	:	2
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Driving assigned vehicle as authorised;
- ii. Detecting and reporting vehicle defects on time;
- iii. Ensuring vehicle cleanliness;
- iv. Ensuring routine service and maintenance of the vehicle;
- v. Ensuring security and safety of the vehicle, passengers and goods on and off the road;
- vi. Maintaining daily work ticket;
- vii. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- viii. Timely reporting of malfunction and defects of assigned motor vehicle
- ix. Ensuring compliance with the traffic laws and rules.
- x. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- i. Kenya Certificate of Secondary Education (KCSE) mean grade D or its equivalent;
- ii. Valid Class BCE Driving License free from any endorsement;
- iii. Occupational Trade Test Grade II & I for drivers;
- iv. Passed Suitability Test for drivers;
- v. First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highways and Building Technology (KIHBIT) or any other recognized institution;
- vi. Certificate of good conduct;
- vii. Must have 3 years related experience;
- viii. Attended a refresher course for divers lasting not less than one (1) week within the last three (3) years at Kenya Institute of Highway and Building Technology (KIHBIT) or any other recognised institution, and
- ix. Shown merit and ability as reflected in work performance and results.

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