



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

INDENT FOR HUMAN RESOURCE MANAGEMENT INTERNSHIP POSITION
JOB REFERENCE: CAJ INTERN/003/2025

JOB TITLE	: HUMAN RESOURCE MANAGEMENT INTERN
REPORTING TO	: ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION
DEPARTMENT	: CORPORATE SERVICES
NO. OF POSTS	: 1
TERMS OF EMPLOYMENT	: ONE-YEAR CONTRACT

DUTY STATION: NAIROBI

Duties and responsibilities for this position will entail:

- i. Assisting in filing, updating and maintaining employee records
- ii. Providing clerical and administrative support to the division
- iii. Assisting in the day to day operations of the HR functions and duties
- iv. Assisting in processing documentation and preparing reports
- v. Preparing staff leaves, onboarding of interns, and other day to day operations
- vi. Supporting in the coordination of HR /staff functions
- vii. 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 Human Resource Management or its equivalent qualifications from a recognised institution.

CLEARANCE/COMPLIANCE CERTIFICATES

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

DATED at Nairobi this 13th January, 2025.