



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

INDENT FOR ICT INTERNSHIP POSITION
JOB REFERENCE: CAJ INTERN/004/2025

JOB TITLE : ICT INTERN
REPORTING TO : ASSISTANT DIRECTOR, ICT
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. Assist in maintaining Local Area Network and Wide Area Network
- ii. Assist in drawing and scheduling preventive and corrective maintenance
- iii. Providing technical ICT support to users
- iv. Assist in implementing preventive maintenance schedules
- v. Assist in carrying out systems analysis in liaison with users
- vi. Assist in training on ICT hardware and software
- vii. Assist in installing and configuring ICT equipment and services
- viii. Assist in monitoring the use of hardware and software and ensure that all hardware is licensed
- ix. Any other duties 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 disciplines: Computer Science, Information Systems, Information Communication Technology, Business Information Technology or equivalent qualification 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.