



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

INDENT FOR LEGAL INTERNSHIP POSITIONS

JOB TITLE : **LEGAL INTERN**

REPORTING TO : **ASSISTANT DIRECTOR, COMPLAINTS, LEGAL SERVICES & REGIONAL COORDINATION**

DEPARTMENT : **COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES**

NO. OF POSTS : **2**

TERMS OF EMPLOYMENT : **ONE-YEAR CONTRACT**

DUTY STATIONS:

DUTY STATION	REFERENCE NUMBER
Legal Intern – Mombasa Regional Office	CAJ/INTERN/001/2025
Legal Intern – Makueni Regional Office	CAJ/INTERN/002/2025

Duties and responsibilities for this position will entail:

- i. Screening of complainants
- ii. Assisting in handling public complaints and provision of legal advice;
- iii. Assisting in conducting legal research on matters relating to administrative justice and other legal matters;
- iv. Compiling reports and collating data for preparation of briefs
- v. Any other duties assigned by the Commission from time to time.

JOB SPECIFICATION

For appointment to this position, a candidate must have:

- i. A Bachelor's degree in Law 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.

