



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

**INDENT FOR PUBLIC EDUCATION, ADVOCACY & CORPORATE COMMUNICATIONS
INTERNSHIP POSITION
JOB REFERENCE: CAJ INTERN/005/2025**

JOB TITLE : PUBLIC EDUCATION, ADVOCACY & CORPORATE COMMUNICATIONS INTERN

REPORTING TO : ASSISTANT DIRECTOR PUBLIC EDUCATION, ADVOCACY & CORPORATE COMMUNICATIONS

DEPARTMENT : PUBLIC EDUCATION, ADVOCACY & CORPORATE COMMUNICATIONS

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATION: NAIROBI

Duties and responsibilities for this position will entail:

- i. Assist in collecting information for undertaking research on various maladministration investigations;
- ii. Assist in organising forums such as meetings, workshops and trainings
- iii. Assist in disseminating information on public education and advocacy
- iv. Assist in drafting reports
- v. Assist in creating awareness on maladministration and the role of the Commission through public forums and use of print and electronic media
- vi. 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: Public Relations, Corporate Communication and media, Journalism, Mass Communication or 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.

