



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

**INDENT FOR RESOURCE CENTRE INTERNSHIP POSITION**  
**JOB REFERENCE: CAJ INTERN/006/2025**

<b>JOB TITLE</b>	<b>: RESOURCE CENTRE INTERN</b>
<b>REPORTING TO</b>	<b>: DIRECTOR, STRATEGY, REASEARCH &amp; COMPLIANCE</b>
<b>DEPARTMENT</b>	<b>: STRATEGY, RESEARCH &amp; COMPLIANCE</b>
<b>NO. OF POSTS</b>	<b>: 1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>: ONE-YEAR CONTRACT</b>

**DUTY STATION: NAIROBI**

Duties and responsibilities for this position will entail:

- i. Assist in issuing and receiving books
- ii. Assist in compiling statistics of borrowed books
- iii. Assisting users to track reading materials through relevant library system
- iv. Assist in handling general enquiries
- v. Assist in registering new library users
- vi. Assist in Searching the database
- vii. Assist in sending reminder notices for overdue publications
- viii. Assist in updating the catalogue
- ix. Assist in shelving new and returned book
- 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. Assist in grouping information materials accordingly through classification and cataloguing systems
- xiii. Assist in manning the circulation area
- xiv. Any other duty assigned by the Commission 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: Library Studies, Information Science 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 13<sup>th</sup> January, 2025.

