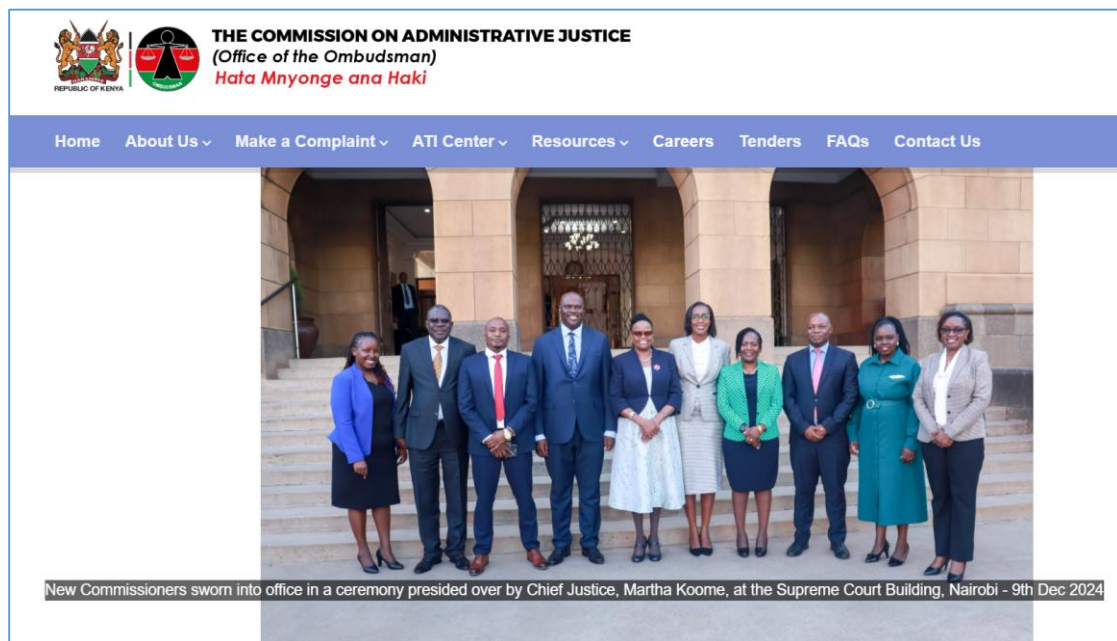THE COMMISSION ON
ADMINISTRATIVE JUSTICE

"Hata mnyonge ana haki"

PROCEDURE FOR JOB APPLICATION ON THE E-RECRUITMENT PORTAL;

1) Access the Commission on Administrative Justice website through the link; www.ombudsman.go.ke

New Commissioners sworn into office in a ceremony presided over by Chief Justice, Martha Koome, at the Supreme Court Building, Nairobi - 9th Dec 2024

2) Navigate to the Careers Tab and click on the E-recruitment portal under Online Application;

— COMMISSION ON ADMINISTRATIVE JUSTICE

CAREERS

DOWNLOAD CAJ SALARY STRUCTURE HERE

ONLINE APPLICATION

E-RECRUITMENT PORTAL - CLICK HERE
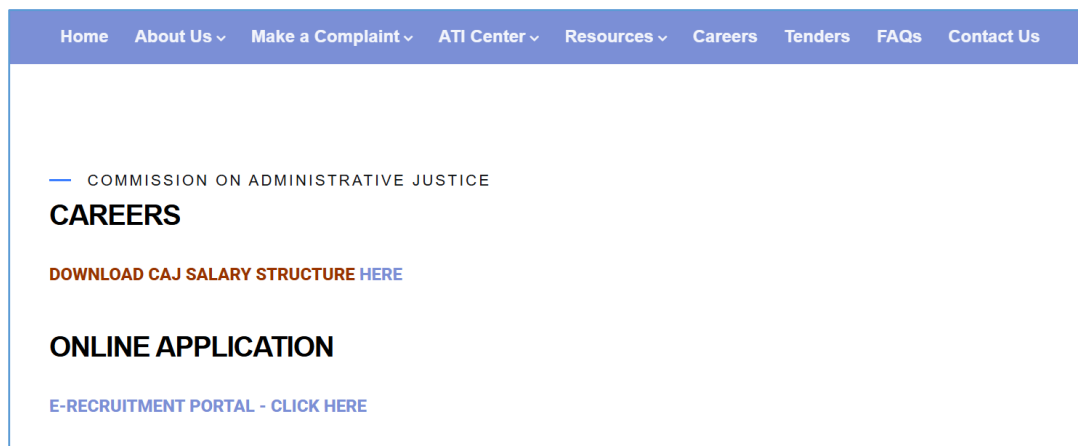
The E-recruitment Careers Homepage is as below
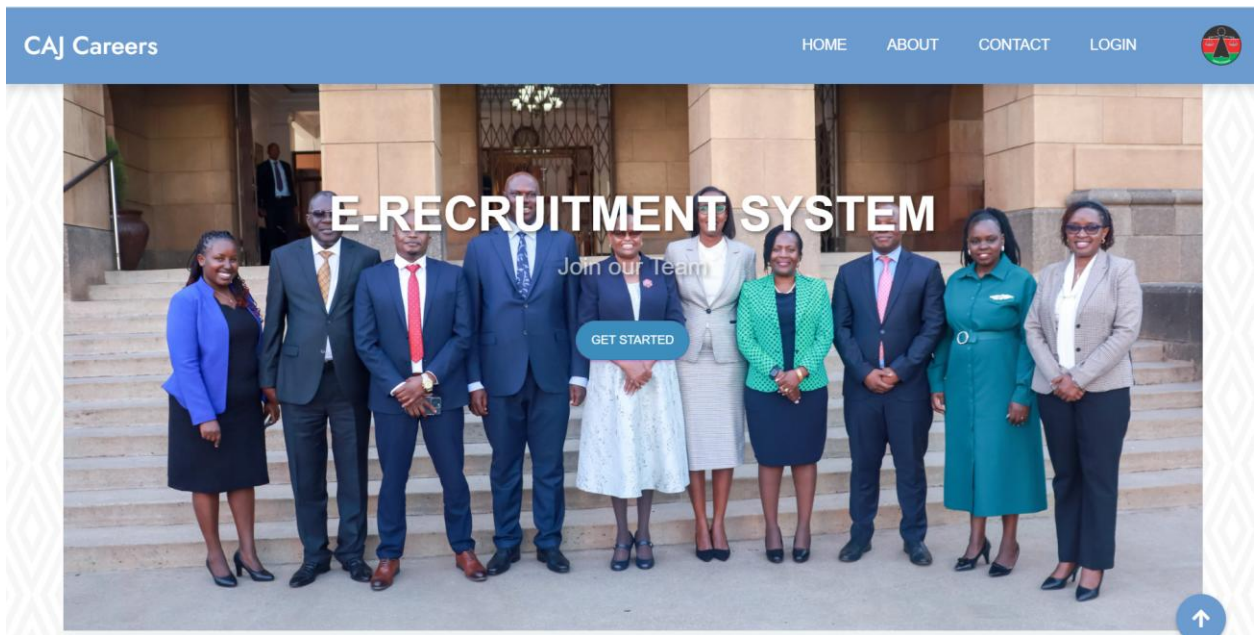
3) Click on the 'get started' tab to view the posted jobs or scroll down the E-recruitment portal homepage to view

Search by job title				
Position Title	**Experience**	**Publication Date**	**Closing Date**	**Positions**
LIBRARY ASSISTANT II	0 year(s)	2025-May-27	2025-Jun-09	1
DRIVER I	3 year(s)	2025-May-27	2025-Jun-09	2

4) Click on the job you are interested in and download the details (job description)

LIBRARY ASSISTANT II

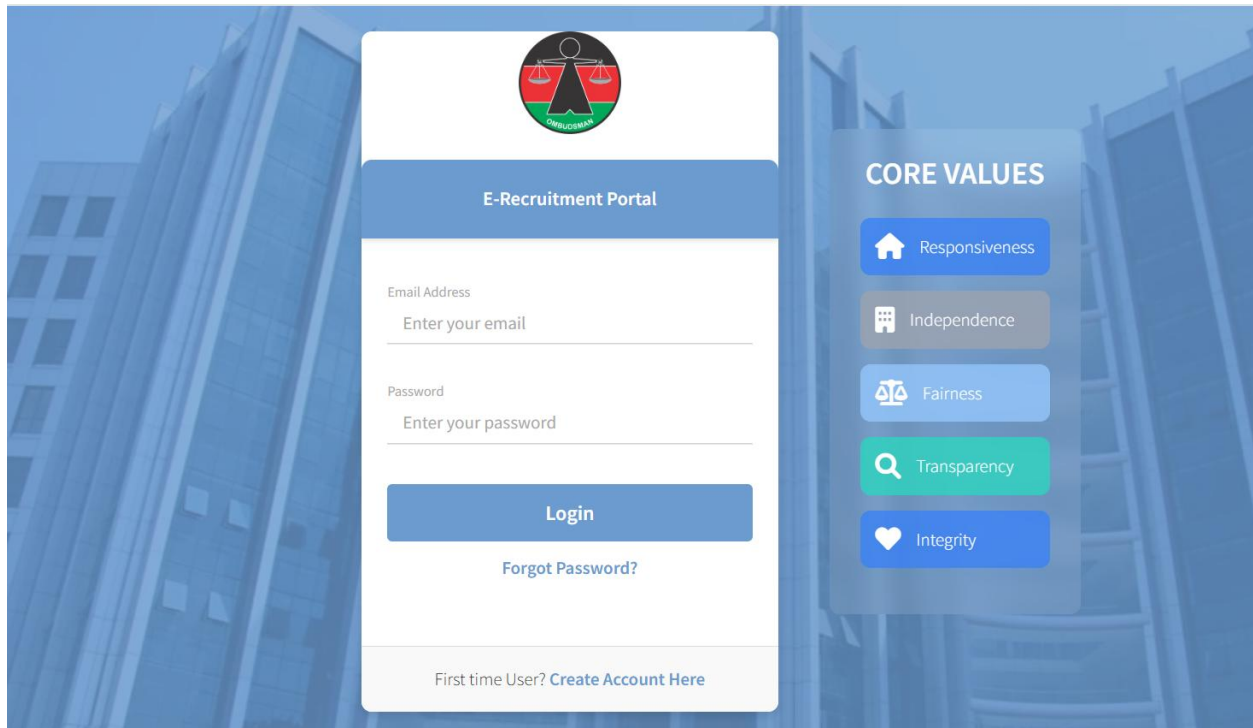💼 **Vacancy Details**
Appointment Type: P&P

🗓 **Important Dates**
Posting Date: 2025-05-27

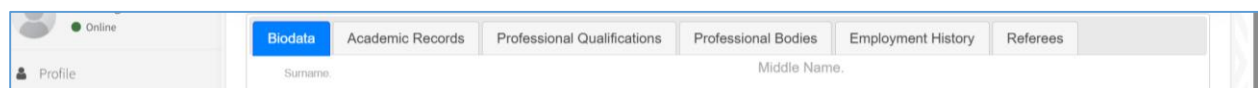Closing Date: 2025-06-09

Position Number: RCRMT00025

APPLY NOW   DOWNLOAD DETAILS

5) Once ready, click on the 'Apply Now' tab; create an account and fill in all the required information as below;

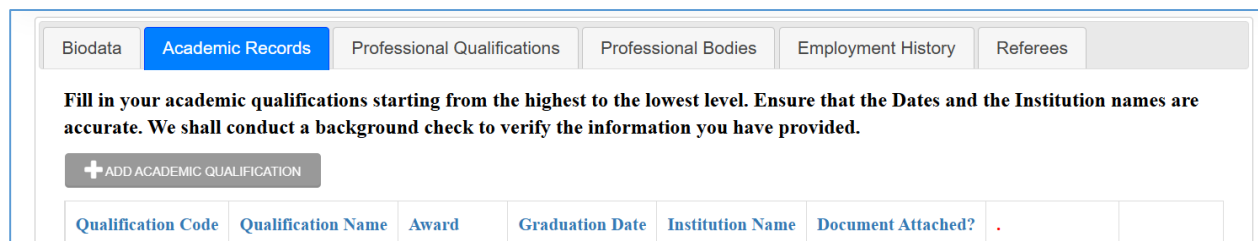## Bio data details

Academic Records and attachments

Professional Qualifications

Employment History

Biodata	Academic Records	Professional Qualifications	Professional Bodies	Employment History	Referees

List Last Four (4) Employers, Starting With Current or Most Recent Employer.

＋ ADD EMPLOYMENT HISTORY

#EmployerName/CompanyName	JobTitle	From	To	Summary of Roles & Responsibilities	Action

Referees

Biodata	Academic Records	Professional Qualifications	Professional Bodies	Employment History	Referees

#As part of recruitment process, you are required to add atleast three (3) professional referees.

＋ ADD PROFESSIONAL REFEREE

FirstName	MiddleName	OtherName	Designation	Organization	Address	Postal Code	City/Town	E-mail	Mobile No.	Actic

6) Once done with inputting all required information, click on the job vacancies within your profile on the left side, select the position applied for and input the remaining details as below then Submit your application.

Application Details

● Online
👤 Profile
🕘 Job Vacancies
💼 My Applications

Current Gross Salary (KSH)
300,000

Notice Period (1W=1Week, 1M= 1Month, 1Y=1Year)
1 WEEK

Job Title
LIBRARY ASSISTANT II

↻ SUBMIT APPLICATION   **✕ CLOSE**

Application Documents

#Please attach application letter and resume.

Document Description	Document Attached?	Action
CURRICULUM VITAE	☑	👁 View | 🗑 Delete | ✎ Attach File
APPLICATION LETTER	☑	👁 View | 🗑 Delete | ✎ Attach File

You will then receive an acknowledgement and status of your Application submission

● Online
👤 Profile
🕘 Job Vacancies
💼 My Applications

No	Job Title	Application Date	Status
APPL00092	PERSONAL ASSISTANT	03/11/25	Submitted

Kindly note once you populate your Account profile, the data will remain in your profile for any other subsequent job application you may apply to the Commission on Administrative Justice.