

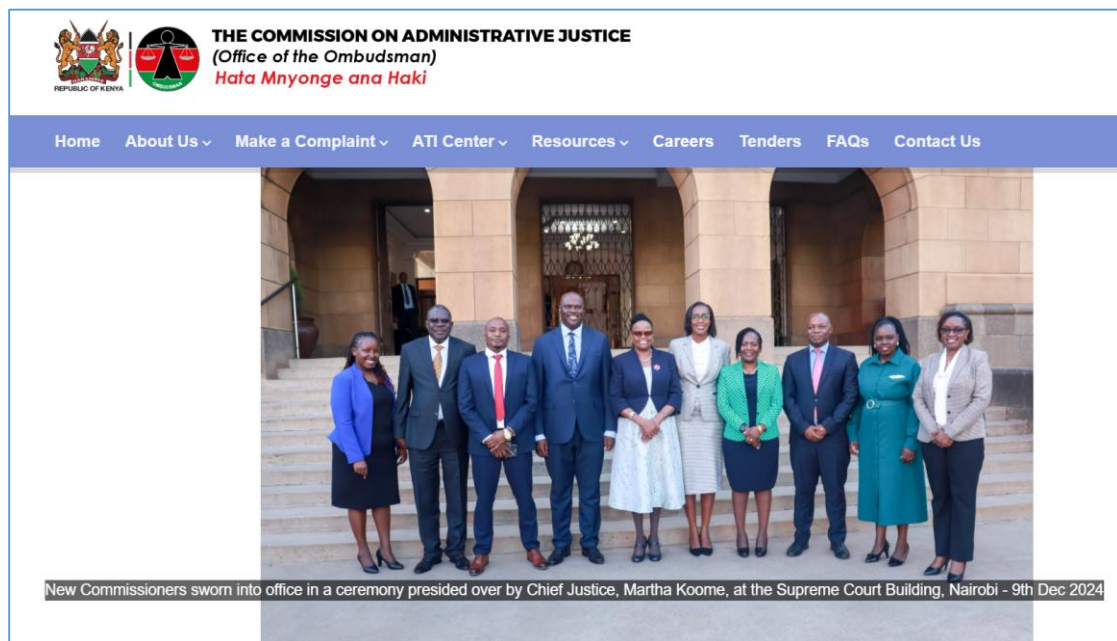
THE COMMISSION ON ADMINISTRATIVE JUSTICE



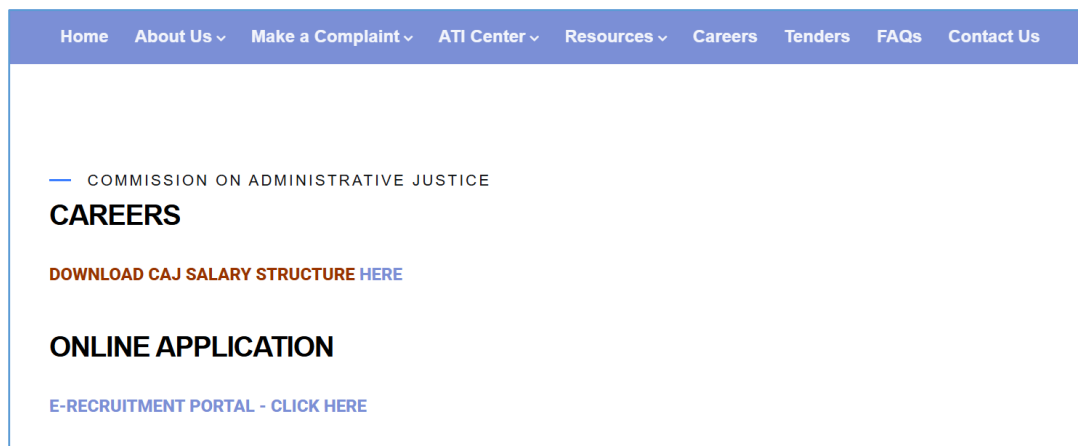
"Hata mnyonge ana haki"

PROCEDURE FOR JOB APPLICATION ON THE E-RECRUITMENT PORTAL;

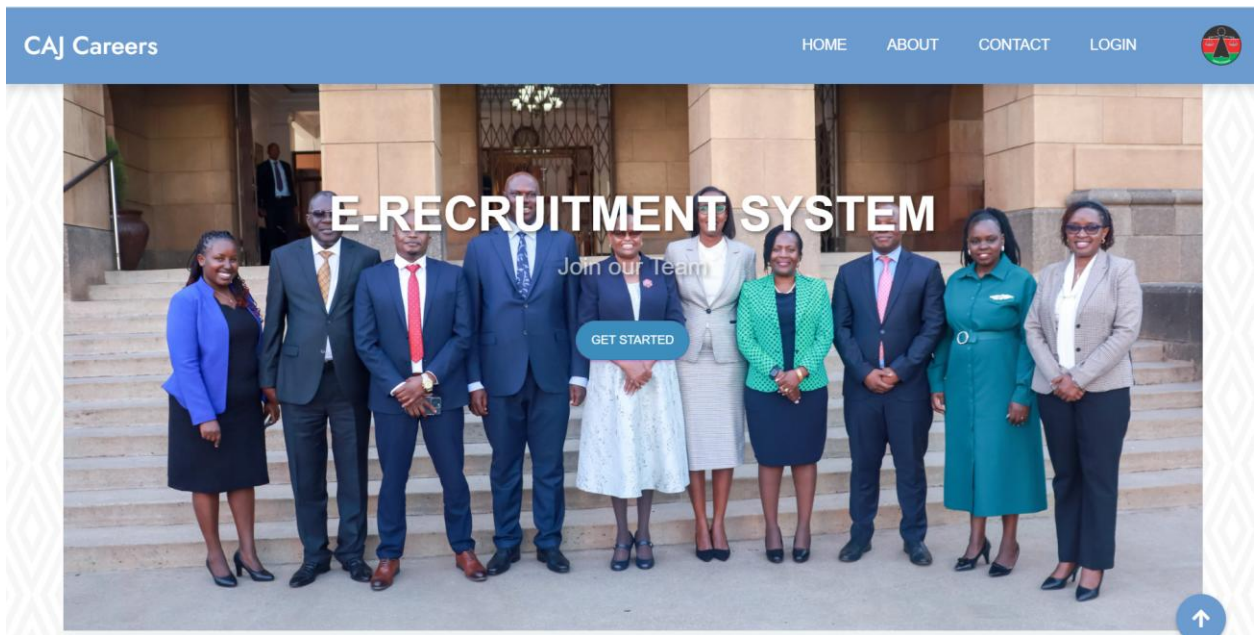
- 1) Access the Commission on Administrative Justice website through the link;
www.ombudsman.go.ke



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




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**

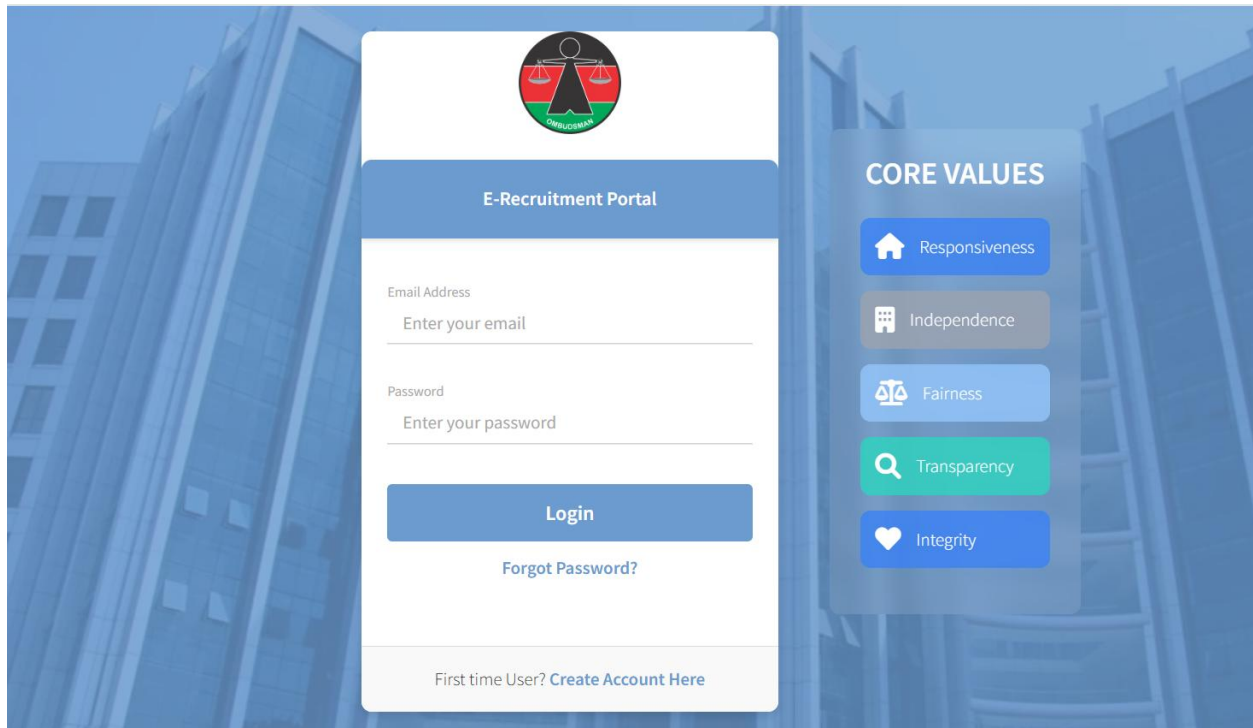
Posting Date: 2025-05-27

Closing Date: 2025-06-09

Position Number: RCRMT00025

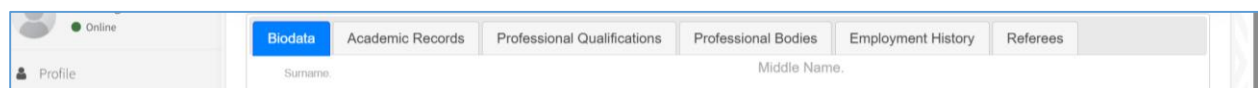
[APPLY NOW](#) [DOWNLOAD DETAILS](#)

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



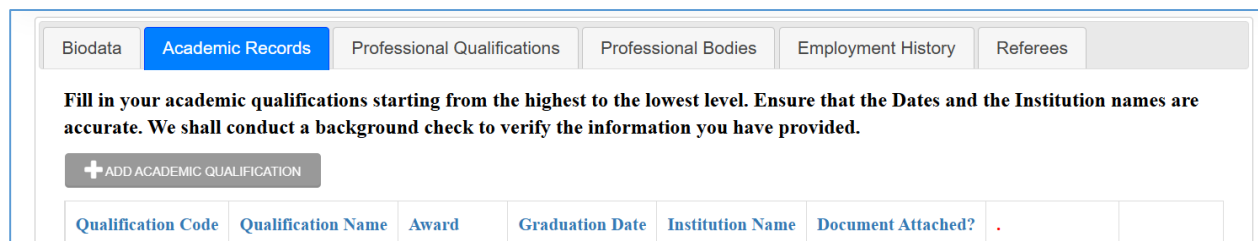
The image shows the E-Recruitment Portal login page. At the top center is a logo featuring a scale of justice and the word 'OMULUGEMA'. Below the logo is the title 'E-Recruitment Portal'. The login form includes fields for 'Email Address' (with placeholder 'Enter your email') and 'Password' (with placeholder 'Enter your password'), followed by a 'Login' button and a 'Forgot Password?' link. At the bottom of the form is a link for 'First time User? Create Account Here'. To the right of the login form is a 'CORE VALUES' section with five buttons: 'Responsiveness' (home icon), 'Independence' (grid icon), 'Fairness' (scales icon), 'Transparency' (magnifying glass icon), and 'Integrity' (heart icon).

Bio data details



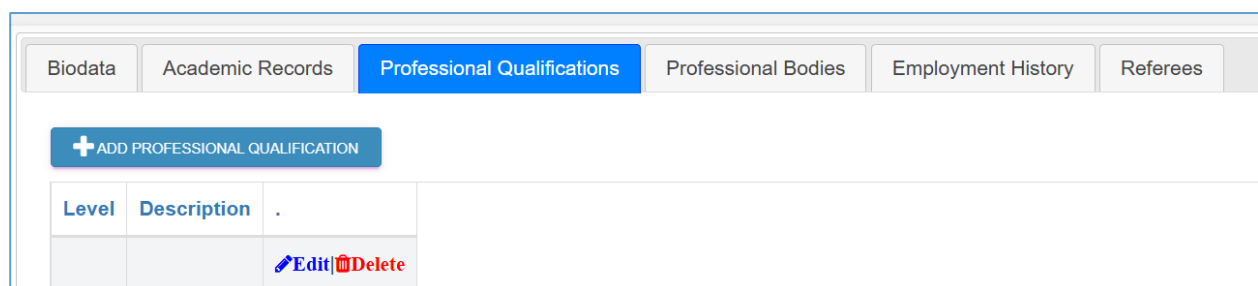
This image shows the navigation bar for the 'Bio data details' section. It includes a user profile icon, a status indicator 'Online', and a 'Profile' link. The main navigation tabs are 'Biodata', 'Academic Records', 'Professional Qualifications', 'Professional Bodies', 'Employment History', and 'Referees'. Below the tabs, there are input fields for 'Surname' and 'Middle Name'.

Academic Records and attachments



This image shows the 'Academic Records' form. The navigation tabs at the top are 'Biodata', 'Academic Records' (active), 'Professional Qualifications', 'Professional Bodies', 'Employment History', and 'Referees'. The form contains a text instruction: 'Fill in your academic qualifications starting from the highest to the lowest level. Ensure that the Dates and the Institution names are accurate. We shall conduct a background check to verify the information you have provided.' Below this is a '+ ADD ACADEMIC QUALIFICATION' button. At the bottom is a table with the following columns: 'Qualification Code', 'Qualification Name', 'Award', 'Graduation Date', 'Institution Name', 'Document Attached?', and a final empty column.

Professional Qualifications



This image shows the 'Professional Qualifications' form. The navigation tabs at the top are 'Biodata', 'Academic Records', 'Professional Qualifications' (active), 'Professional Bodies', 'Employment History', and 'Referees'. The form contains a '+ ADD PROFESSIONAL QUALIFICATION' button. Below this is a table with the following columns: 'Level', 'Description', and a final empty column. At the bottom of the table are 'Edit' and 'Delete' buttons.

Employment History

Biodata	Academic Records	Professional Qualifications	Professional Bodies	Employment History	Referees
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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
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Referees

Biodata	Academic Records	Professional Qualifications	Professional Bodies	Employment History	Referees
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#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.	Action
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- 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.

Online Profile Job Vacancies My Applications	Application Details	Application Documents								
	<p>Current Gross Salary (KSH) 300,000</p> <p>Notice Period (1W=1Week, 1M= 1Month, 1Y=1Year) 1 WEEK</p> <p>Job Title LIBRARY ASSISTANT II</p> <p>SUBMIT APPLICATION CLOSE</p>	<p>#Please attach application letter and resume.</p> <table border="1"> <thead> <tr> <th>Document Description</th> <th>Document Attached?</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>CURRICULUM VITAE</td> <td><input checked="" type="checkbox"/></td> <td>View Delete Attach File</td> </tr> <tr> <td>APPLICATION LETTER</td> <td><input checked="" type="checkbox"/></td> <td>View Delete Attach File</td> </tr> </tbody> </table>	Document Description	Document Attached?	Action	CURRICULUM VITAE	<input checked="" type="checkbox"/>	View Delete Attach File	APPLICATION LETTER	<input checked="" type="checkbox"/>
Document Description	Document Attached?	Action								
CURRICULUM VITAE	<input checked="" type="checkbox"/>	View Delete Attach File								
APPLICATION LETTER	<input checked="" type="checkbox"/>	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.