



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 : 4

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATIONS:

DUTY STATION	REFERENCE NUMBER
Legal Intern – Kwale Huduma Centre	CAJ/INTERN/009/2025
Legal Intern – Bungoma Huduma Centre	CAJ/INTERN/010/2025
Legal Intern – Kakamega Huduma Centre	CAJ/INTERN/011/2025
Legal Intern – Eldoret Regional office	CAJ/INTERN/012/2025

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 duty 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 recognized institution

CLEARANCE/COMPLIANCE CERTIFICATES

Successful candidates will be required to provide copies of clearance or compliance certificates.

DATED at Nairobi this 27th May, 2025