



**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:

- Screening of complainants
- Assisting in handling public complaints and provision of legal advice;
- Assisting in conducting legal research on matters relating to administrative justice and other legal matters;
- Compiling reports and collating data for preparation of briefs
- Any other duty assigned by the Commission from time to time

**JOB SPECIFICATION**

For appointment to this position, a candidate must have;

- 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 27<sup>th</sup> May, 2025