



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

INDENT FOR LEGAL INTERNSHIP-ACCESS TO INFORMATION POSITION
JOB REFERENCE: CAJ INTERN/013/2025

JOB TITLE : LEGAL INTERN-ACCESS TO INFORMATION

REPORTING TO : DIRECTOR, ACCESS TO INFORMATION

DEPARTMENT : ACCESS TO INFORMATION

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : ONE-YEAR CONTRACT

DUTY STATION: NAIROBI

Duties and responsibilities for this position will entail:

- i. Assist in receiving and Reviewing applications on Access to Information
- ii. Assist in conducting inquiries into alleged violations of the ATI Act
- iii. Providing support during ATI hearings
- iv. Assist in undertaking onsite inspections and relevant information inventories
- v. Assist in preparing summons, orders and other legal instruments under ATI Act
- vi. Assist in undertaking relevant researches aimed at developing repository on ATI determinations, advisories and case law
- vii. Participating in development of regulatory framework on ATI Act including relevant regulations, policies, guidelines, rules, model laws
- viii. Assist in providing technical support to public entities and private bodies on implementation of the ATI Act through awareness, sensitization, training and guidance
- ix. Assist in receiving and assessing public entities' reports on ATI implementation
- x. Participating in preparation of relevant guidance on ATI including advisories
- xi. 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