

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata mnyonge ana Haki

CAJ/JOB/002/09/2025

INDENT FOR THE POSITION OF INVESTIGATION OFFICER II

JOB TITLE	:	INVESTIGATION OFFICER II
REPORTING TO	:	ASSISTANT DIRECTOR INVESTIGATION
DEPARTMENT	:	COMPLAINTS, INVESTIGATION AND LEGAL SERVICES
JOB GRADE	:	CAJ 7
NO. OF POSTS	:	2
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- Interviewing complainants and informants and preparing statements;
- Drafting preliminary investigation reports for review;
- Collecting information and undertaking research on various maladministration investigations; Collecting and compiling evidence to identify complainants and perpetrators of maladministration;
- Interviewing perpetrators and informers on cases of administrative justice violations;
- Drafting investigation reports on maladministration issues and
- Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer must have: -

- Bachelor's degree in any of the following fields: Law (LLB), Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution;
- Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to apply online through the Commission's **e-recruitment portal** on or before **14th October 2025 at 5.00p.m.** Those who had applied earlier are encouraged to re-apply.

Prepared by: - **SENIOR HUMAN RESOURCE MANAGEMENT OFFICER**

Reviewed by: -

ASSISTANT DIRECTOR INVESTIGATION

Approved by: -

DIRECTOR COMPLAINTS, INVESTIGATION AND LEGAL SERVICES