

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata mnyonge ana Haki

CAJ/JOB/001/09/2025

INDENT FOR THE POSITION OF CHIEF COMPLIANCE OFFICER

JOB TITLE	CHIEF COMPLIANCE OFFICER
REPORTING TO	DIRECTOR STRATEGY RESEARCH & COMPLIANCE
DEPARTMENT	STRATEGY RESEARCH & COMPLIANCE
JOB GRADE	CAJ 4
NO. OF POSTS	1
TERMS OF EMPLOYMENT	PERMANENT & PENSIONABLE
DUTY STATION	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Develop compliance policies, strategies, procedures, standards and guidelines;
- ii. Analysing data and information on compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- iii. Following up on compliance to recommended compensations or appropriate remedies or measures against persons or bodies to which the CAJ Act applies;
- iv. Developing an effective mechanism for ensuring compliance with constitutional and statutory requirements;
- v. Ensuring that the Commission is compliant in regard to constitutional and legislative requirements and provisions;
- vi. Conducting surveys on maladministration practices to inform policy;
- vii. Monitoring compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- viii. Assessing agencies procedures, practices, systems and documents to identify possible weaknesses and risks on compliance, and recommend appropriate mitigations;

- ix. Maintaining records and data on compliance;
- x. Preparing compliance reports; and
- xi. Any other duty as may be assigned from time to time

JOB SPECIFICATION

For appointment to this grade, an officer must: -

- i. Have served in the grade of Senior Compliance Officer or its equivalent for a minimum period of four (4) years;
- ii. Have a Bachelor degree in any of the following disciplines: Actuarial Science, Law, Political Science, Research, Economics or equivalent qualification from a recognized institution.
- iii. Membership to a professional body where applicable;
- iv. Certificate in Leadership/Corporate Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Certificate in Computer Application Skills from a recognized institution; and
- vi. Demonstrate merit and ability as reflected in work performance and results.

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.**

Prepared by: - SENIOR HUMAN RESOURCE MANAGEMENT OFFICER

Reviewed by: - ASSISTANT DIRECTOR HR&ADMINISTRATION

Approved by: - DIRECTOR SRC