

THE COMMISSION ON ADMINISTRATIVE JUSTICE
(Office of the Ombudsman)***Hata Mnyonge ana Haki*****CAJ/JOB/001/12/2025****INDENT FOR THE POSITION OF DIRECTOR STRATEGY, RESEARCH AND COMPLIANCE**

JOB TITLE : DIRECTOR, STRATEGY RESEARCH AND COMPLIANCE

REPORTING TO : COMMISSION SECRETARY/CEO

DEPARTMENT : STRATEGY, RESEARCH AND COMPLIANCE

JOB GRADE : CAJ 2

NO. OF POSTS : 1

TERMS OF EMPLOYMENT : CONTRACT

DUTY STATION : HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- i. Coordinating the development, monitoring and evaluation of policies, procedures, systems and programmes of the Commission;
- ii. Coordinating the development and implementation of the Commission's strategic plan and performance contracting obligations;
- iii. Overseeing the development and implementation of best practices, policies, procedures and systems for research on matters of administrative justice and access to information;
- iv. Ensuring research on cases, current trends of dispute resolution and other matters on administrative justice and access to information;
- v. Coordinating research on systematic issues and recommending remedial measures and proactive actions;

- vi. Coordinating the monitoring, evaluation and reporting on compliance by State or Public Officers with the Constitutional and Statutory requirements relating to leadership, integrity and ethics;
- vii. Overseeing monitoring, evaluation and reporting on the implementation of the Commission's strategic plan and other annual plans;
- viii. Coordinating the management of complaints records and Commission's Resource Centre;
- ix. Ensuring monitoring and evaluation of the status of the various complaints on maladministration;
- x. Coordinating preparation of statutory 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 Assistant Director, in either Planning and Strategy or Research and Development or Compliance or in an equivalent position for a minimum period of four (4) years;
- ii. Have Bachelors degree in any of the following fields: Economics, Public Policy, Planning, Statistics, Strategic Management, Public Administration, Business Administration, Education, Arts, Anthropology, Sociology or any other equivalent qualification from a recognized institution;
- iii. Have Masters degree in any of the following fields: Economics, Public Policy, Planning, Statistics, Strategic Management, Public Administration, Project Management, Law, Sociology, Anthropology, Development Studies or any other equivalent qualification from a recognized institution;
- iv. Have Certificate in Leadership/Corporate Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Be a Member to a relevant professional body where applicable;
- vi. Certificate in Computer Application Skills from a recognized institution;
- vii. Have demonstrated high professional competence and managerial capability for effective research;
- viii. Have a clear understanding of CAJ mandate and the role of strategy, research and compliance in realization of this mandate;
- ix. Have thorough understanding of national goals, policies and ability to relate them to CAJ strategy, research and compliance; and

- x. Meet the requirements of Chapter six of the Constitution on Leadership and Integrity.

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **6th January' 2026** at **5.00p.m.**