

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata Mnyonge ana Haki

CAJ/JOB/003/12/2025

INDENT FOR THE POSITION OF LEGAL OFFICER I – ADVISORY UNIT – RE-ADVERTISEMENT

JOB TITLE	:LEGAL OFFICER I (ADVISORY UNIT)
REPORTING	:ASSISTANT DIRECTOR ADVISORY UNIT
JOB GRADE	:CAJ 6
NO. OF POSTS	:1
TERMS OF EMPLOYMENT	:PERMANENT AND PENSIONABLE
DUTY STATION	:HEAD OFFICE

MAIN RESPONSIBILITIES

- Assisting in drafting advisory opinions and legal briefs;
- Assist in generating submissions/briefs of appeals registered in the Chairperson's office
- Processing own motion complaints
- Assisting in generating papers/articles on topical issues
- Assisting in protocol and administrative procedures for the chairperson
- Assisting in preparation of speeches and presentation for the Chairperson
- Any other duties as may be assigned from time to time

COMPETENCIES

For appointment to this position, a candidate must;

- Have served in the grade of Legal Officer II – Advisory or an equivalent position for a period of at least four (4) years

- ii. Have a Bachelor of Law Degree (LL.B) from a recognized university.
- iii. Post graduate diploma from Kenya School of Law
- iv. Be an Advocate of the High Court of Kenya with a current practicing certificate.
- v. Have a certificate in computer application skills from a recognized institution

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.**