



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

**INDENT FOR LEGAL INTERNSHIP POSITION**

**CAJ/INTERN/003/2026**

**JOB TITLE** : LEGAL INTERN

**REPORTING TO** : ASSISTANT DIRECTOR, COMPLAINTS, LEGAL SERVICES & REGIONAL COORDINATION

**DEPARTMENT** : COMPLAINTS, INVESTIGATIONS AND LEGAL SERVICES

**NO. OF POSTS** : 1

**TERMS OF EMPLOYMENT** : ONE-YEAR CONTRACT

**DUTY STATION: HEADQUARTERS**

Duties and responsibilities for this position will entail:

- i. Screening of complainants
- ii. Assisting in handling public complaints and provision of legal advice;
- iii. Assisting in conducting legal research on matters relating to administrative justice and other legal matters;
- iv. Compiling reports and collating data for preparation of briefs
- v. 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 27<sup>th</sup> February, 2026