



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

**INDENT FOR SUPPLY CHAIN MANAGEMENT INTERNSHIP POSITION**

**CAJ/INTERN/004/2026**

<b>JOB TITLE</b>	<b>: SUPPLY CHAIN MANAGEMENT INTERN</b>
<b>REPORTING TO</b>	<b>: ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT</b>
<b>DEPARTMENT</b>	<b>: SUPPLY CHAIN UNIT</b>
<b>NO. OF POSTS</b>	<b>: 1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>: ONE-YEAR CONTRACT</b>
<b>DUTY STATION</b>	<b>: NAIROBI</b>

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for this position will entail:

- i. Assist in collecting and compiling data for preparing procurement plans
- ii. Assist in participating to undertake market surveys of goods, services and works
- iii. Assist in participating in the procurement process
- iv. Assist in controlling and rationing stores
- v. Assist in keeping security and safe custody of stores
- vi. 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 any of the following disciplines: - Supply Chain Management and Logistics, Purchasing and Supplies Management, Procurement and Supplies Management, Procurement, Commerce (Supplies Management option), Business Administration (Supplies Management Option) or an equivalent qualification 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