



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

**INDENT FOR INTERNAL AUDIT & RISK INTERNSHIP POSITION**  
**JOB REFERENCE: CAJ INTERN/006/2026**

**JOB TITLE** : INTERNAL AUDIT & RISK INTERN  
**REPORTING TO** : ASSISTANT DIRECTOR, INTERNAL AUDIT & RISK  
**DEPARTMENT** : INTERNAL AUDIT & RISK UNIT  
**NO. OF POSTS** : 1  
**TERMS OF EMPLOYMENT** : ONE-YEAR CONTRACT

**DUTY STATION: NAIROBI**

Duties and responsibilities for this position will entail:

- i. Assist in undertaking audit assignments and preparing detailed audit observations and reports
- ii. Participating in carrying out institutional risk evaluation, and efficiency audit
- iii. Assist in conducting financial and systems audit
- iv. Participating in developing and updating of internal audit manual;
- v. Assist in carrying out audit inspections of CAJ's records
- vi. Assist in auditing of systems and processes
- vii. Assist in carrying out audit checks and identifying any accounting errors
- viii. Assist in collecting data on periodical financial returns, estimates and expenditure
- ix. Assist in examining vouchers, cashbooks, ledgers confirming the propriety and accuracy of the transactions
- x. Assist in Auditing annual accounts
- xi. Any other duty assigned by the Commission from time to time

## JOB SPECIFICATION

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following disciplines: - Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its 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 11<sup>th</sup> March, 2026



Prepared by: .....  .....

Reviewed by: .....  .....

Approved by: .....  .....