



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

**INDENT FOR RECORDS MANAGEMENT INTERNSHIP INTERN POSITION**

- JOB TITLE** : RECORDS MANAGEMENT INTERN
- REPORTING TO** : ASSISTANT DIRECTOR, HUMAN RESOURCE MANAGEMENT & ADMINISTRATION
- DEPARTMENT/UNIT** : RECORDS UNIT
- NO. OF POSTS** : 1
- TERMS OF EMPLOYMENT** : ONE-YEAR CONTRACT

**DUTY STATIONS:**

DUTY STATION	REFERENCE NUMBER
Records Management Intern – Headquarters	CAJ/INTERN/009/2026
Records Management Intern – Kisumu Office	CAJ/INTERN/010/2026

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for this position will entail:

- i. Assisting in receiving, filing, retrieving and dispatch of mail, records and information
- ii. Assisting in coding and indexing of files as stipulated in the records management manuals
- iii. Assisting in updating and storing of the Commission's records
- iv. Assisting in tracking of files and documents
- v. Assisting in appraising and updating records for retention and disposal
- vi. Assisting in implementing the records management classification systems; and
- vii. Assisting in identifying potential risk pertaining to records management

**JOB SPECIFICATION**

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following fields: Information Science, Records Management, Information Management, Records and Information Technology, Archival Studies or any other relevant 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 15<sup>th</sup> June , 2026

