



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

**INDENT FOR LEGAL INTERNSHIP POSITIONS**

**JOB TITLE : LEGAL INTERN**

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

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

**NO. OF POSTS : 4**

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

**DUTY STATIONS:**

<b>DUTY STATION</b>	<b>REFERENCE NUMBER</b>
Legal Intern –Headquarters	CAJ/INTERN/011/2026
Legal Intern – Nyahururu Office	CAJ/INTERN/012/2026
Legal Intern – Embu Huduma Centre	CAJ/INTERN/013/2026
Legal Intern – Nakuru Huduma Centre	CAJ/INTERN/014/2026

**DUTIES AND RESPONSIBILITIES**

- 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 15<sup>th</sup> June , 2026

