



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

**INDENT FOR INVESTIGATIONS INTERNSHIP INTERN POSITION**  
**CAJ/INTERN/015/2026**

<b>JOB TITLE</b>	<b>: INVESTIGATIONS INTERN</b>
<b>REPORTING TO</b>	<b>: ASSISTANT DIRECTOR, INVESTIGATIONS</b>
<b>DEPARTMENT</b>	<b>: COMPLAINTS, INVESTIGATIONS &amp; LEGAL SERVICES</b>
<b>NO. OF POSTS</b>	<b>: 1</b>
<b>TERMS OF EMPLOYMENT</b>	<b>: ONE-YEAR CONTRACT</b>
<b>DUTY STATION</b>	<b>: HEAD OFFICE</b>

**DUTIES AND RESPONSIBILITIES**

Duties and responsibilities for this position will entail:

- i. Assist in undertaking investigations on reported cases of maladministration and access to information
- ii. Participate in collecting and compiling evidence to identify perpetrators
- iii. Assist in interviewing witnesses and preparing statements
- iv. Participate in drafting preliminary investigation reports for review
- v. Participate in drafting investigation reports on maladministration issues.
- vi. Assist in the updating of investigations registers and database; and
- vii. Undertake Any other duties that might be assigned to them from time to time by the Assistant Director Investigations

**JOB SPECIFICATION**

For appointment to this position, a candidate must have;

- i. Bachelor's degree in any of the following fields: Law(LLB), Anthropology, Criminology, Political Science, Sociology or 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 15<sup>th</sup> June , 2026

