

THE COMMISSION ON ADMINISTRATIVE JUSTICE

(Office of the Ombudsman)



Hata Mnyonge ana Haki

CAJ/JOB/001/9/2026

INDENT FOR THE POSITION OF ASSISTANT DIRECTOR ACCESS TO INFORMATION

JOB TITLE	ASSISTANT DIRECTOR – ACCESS TO INFORMATION
REPORTING	DIRECTOR ACCESS TO INFORMATION
JOB GRADE	CAJ 3
NO. OF POSTS	1
TERMS OF EMPLOYMENT	PERMANENT & PENSIONABLE
DUTY STATION	HEAD OFFICE

DUTIES AND RESPONSIBILITIES:

- (i) Providing guidance in the review and determination of applications on violation of the right of access to information;
- (ii) Designing and development of programmes to facilitate proactive disclosure of information and data held by public entities and private bodies;
- (iii) Initiating the designing and facilitating mechanisms for hearing and determination of access to information applications;
- (iv) Requesting, receiving and evaluating public entities reports on implementation of the Access to Information Act;
- (v) Developing and implementing programmes for public sensitization and awareness on access to information;
- (vi) Organizing for public sensitization and awareness on the right of access to information;
- (vii) Spearheading investigations on violations of the provisions of the Access to Information Act;
- (viii) Monitoring Kenya's compliance with international treaty obligations relating to freedom of and the right of access to information;
- (ix) Providing support and guidance to public entities and private bodies on implementation of the Access to Information Act;
- (x) Planning the design and development of programmes to ensure public entities' records and information management systems are kept and maintained in a manner facilitating access to information;
- (xi) Advising on legal approach on handling access to information;

- (xii) Coordinating the design and development of programmes to ensure facilitation of protection of persons disclosing information in public interest; and
- (xiii) Coordinating the preparation of various reports on the status of Access to Information Act implementation.

COMPETENCIES

For appointment to this grade, an officer must have:-

- i. Served in the grade of Chief Access to Information Officer for a minimum period of four (4) years;
- ii. Bachelors degree in any of the following disciplines: - Public Administration, Law, Information Management, Archival Studies or equivalent qualification from a recognized institution;
- iii. Masters degree in any of the following disciplines: - Public Administration, Law, Business Administration, Information Management, Archival Studies or equivalent qualification from a recognized institution.
- iv. Certificate in Leadership/Corporate Management Course lasting not less than four (4) weeks from a recognized institution;
- v. Membership of professional body where applicable;
- vi. A clear understanding of CAJ mandate and the role of access to information in realization of this mandate;
- vii. Demonstrated professional, managerial and leadership competence as reflected in work performance and results; and
- viii. Met the requirements of Chapter six of the Constitution on Leadership and Integrity.

All interested candidates who meet the job indent for this position are encouraged to send their application through the CAJ E-recruitment portal accessible via www.ombudsman.go.ke by **13th October' 2026 at 5.00p.m.**