

THE COMMISSION ON ADMINISTRATIVE JUSTICE (Office of the Ombudsman)



Hata mnyonge ana Haki

CAJ/JOB/002/09/2025

DEADLINE EXTENDED TO 16TH OCTOBER 2025 AT 5PM DUE TO A TECHNICAL OUTAGE

INDENT FOR THE POSITION OF INVESTIGATION OFFICER II

JOB TITLE	:	INVESTIGATION OFFICER II
REPORTING TO	:	ASSISTANT DIRECTOR INVESTIGATION
DEPARTMENT	:	COMPLAINTS, INVESTIGATION AND LEGAL SERVICES
JOB GRADE	:	CAJ 7
NO. OF POSTS	:	2
TERMS OF EMPLOYMENT	:	PERMANENT & PENSIONABLE
DUTY STATION	:	HEAD OFFICE

DUTIES AND RESPONSIBILITIES

- i. Interviewing complainants and informants and preparing statements;
- ii. Drafting preliminary investigation reports for review;
- iii. Collecting information and undertaking research on various maladministration investigations; Collecting and compiling evidence to identify complainants and perpetrators of maladministration;
- iv. Interviewing perpetrators and informers on cases of administrative justice violations;
- v. Drafting investigation reports on maladministration issues and
- vi. Any other duty as may be assigned from time to time.

JOB SPECIFICATION

For appointment to this grade, an officer 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;
- ii. Certificate in Computer Application Skills from a recognized institution.

All interested candidates who meet the job indent for this position are encouraged to apply online through the Commission's **e-recruitment portal** on or before **14th October 2025 at 5.00p.m.** Those who had applied earlier are encouraged to re-apply.

Prepared by: - SENIOR HUMAN RESOURCE MANAGEMENT OFFICER

Reviewed by: - ASSISTANT DIRECTOR INVESTIGATION

Approved by: - DIRECTOR COMPLAINTS, INVESTIGATION AND LEGAL SERVICES



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