



REPUBLIC OF KENYA

**THE SELECTION PANEL FOR THE SELECTION OF NOMINEES FOR THE APPOINTMENT AS  
CHAIRPERSON AND MEMBERS OF COMMISSION ON ADMINISTRATIVE JUSTICE (CAJ)**

**INVITATION FOR APPLICATIONS FOR THE POSITIONS OF  
CHAIRPERSON AND TWO (2) MEMBERS OF CAJ**

Pursuant to Section 11(4) of the Commission on Administrative Justice Act (Cap. 7J), the Selection Panel invites applications from suitably qualified persons to be considered for nomination for appointment as the **Chairperson** and **two (2) Members** of the Commission on Administrative Justice (CAJ).

**Requirements for Appointment**

**1) Chairperson of the Commission**

A person shall be qualified for appointment as the Chairperson, if such a person:-

- has knowledge and at least fifteen years' experience in matters relating to human rights, law, conflict resolution, arbitration or administrative justice;
- holds a degree from a University recognized in Kenya; and
- meets the requirements of Chapter Six of the Constitution.

**2) Members of the Commission**

A person shall be qualified for appointment as a Member, if such a person:-

- holds a degree from a university recognized in Kenya;
- has knowledge and experience of at least ten (10) years in matters relating to any of the following fields;
  - law;
  - public administration;
  - economics or finance;
  - gender and social development;
  - human rights;
  - conflict resolution;
  - management; or
  - social sciences.
- has had a distinguished career in their respective fields; and
- meets the requirements of Chapter six of the Constitution.

**3) Duties and Responsibilities**

The Chairperson and the Members shall ensure that the Commission functions effectively and meets its mandate as set out in Section 8 of the Commission on Administrative Justice Act (Cap. 7J).

**4) Disqualification from Appointment**

A person shall not be qualified for appointment as the Chairperson or a Member if such person:

- is a member of Parliament or a County Assembly;
- is a member of a governing body of a political party;
- is a member of a local authority;
- is an undischarged bankrupt; or
- has been removed from office for contravening the provisions of the Constitution or any other law.

**5) Tenure of Office**

The Chairperson and Members appointed shall serve for a single term of six (6) years and shall not be eligible for re-appointment.

**6) Terms and Conditions of Service**

- The Chairperson and Members of the Commission shall serve on a full-time basis.
- Shall not hold any other office or employment for profit whether public or private.
- The remuneration and benefits for the Chairperson and Members of the Commission shall be as determined by the Salaries and Remuneration Commission.

**7) How to Apply**

- All applications both manual and online** should be accompanied by a curriculum vitae, copies of relevant academic and professional certificates, national identity card or passport together with relevant testimonials and supporting documents.
- All applications should be clearly marked "**Application for the position of Chairperson, Commission on Administrative Justice**" or "**Application for the position of Member, Commission on Administrative Justice**" and submitted in any of the following ways:
  - Hand delivery  
The Ministry of Public Service and Human Capital Development, Harambee House, **10<sup>th</sup> Floor Room 1011, Monday to Friday (between 8.00 a.m. and 5.00 p.m. E.A.T)**
  - Online  
e-mail to: [selectionpanelcaj2024@psyg.go.ke](mailto:selectionpanelcaj2024@psyg.go.ke)
  - Post Office in ordinary or registered mail, to:

**The Chairperson  
Selection Panel for the selection of nominees for appointment of  
Chairperson and Two Members, CAJ  
P.O. Box 30050-00100  
NAIROBI**

**Important Notes:**

- Names of all applicants, shortlisted candidates and an interview schedule will be published in the Kenya Gazette, two daily newspapers and the Ministry of Public Service and Human Capital Development website; [www.psyg.go.ke](http://www.psyg.go.ke) after the lapse of the application period.
- Shortlisted candidates shall be required to produce valid clearance certificates during the interview from the following institutions;
  - Ethics and Anti-Corruption Commission;
  - Higher Education Loans Board;
  - Kenya Revenue Authority;
  - Credit Reference Bureau; and
  - Directorate of Criminal Investigations (Certificate of Good Conduct).
- Shortlisted candidates shall be required to produce their original national identity cards or passports, academic and professional certificates, transcripts and testimonials during the interviews.
- Note that it is a criminal offence to produce fake certificates or impersonate.
- The nominated candidates shall be required to go through the National Assembly for vetting and approval pursuant to the Public Appointments (Parliamentary Approval Act (No. 33 of 2011)).
- Canvassing for these positions will lead to automatic disqualification.**
- Women, minorities, marginalized and persons with disabilities are encouraged to apply.**

All applications both manual and online must reach the selection panel **on or before Monday, 23<sup>rd</sup> September, 2024, 5.00 p.m. E.A.T.**

**FCPA Edwin Makori**

**Chairperson**

**Selection Panel for the selection of nominees for appointment of  
Chairperson and Two Members of the Commission on Administrative Justice**