

MOUNT KENYA UNIVERSITY
SCHOOL OF COMPUTING AND INFORMATICS
DEPARTMENT OF INFORMATION TECHNOLOGY
BACHELOR OF SCIENCE IN INFORMATION TECHNOLOGY
INDUSTRIAL ATTACHMENT REPORT.
OFFICE OF THE ATTORNEY GENERAL - NAIROBI
SIMON GITAU KARANJA
BIT/2021/96482

This attachment report is submitted in partial fulfillment of requirement for
the Mount Kenya University award of BACHELOR OF INFORMATION
TECHNOLOGY

18 September to 6th December 2024.

DECLARATION

I hereby declare that this attachment report is based on my original work except for citations and quotations which have been duly acknowledged. I also declare that it has not been previously and concurrently submitted for any other degree or award at Mount Kenya University

Signature: _____

Name: _____

ID No: _____

Date: _____

ASSESSOR

I the assessor undersigned do hereby certify that this is a true report for the attachment undertaken by the above-named student and that it has been submitted to Mount Kenya University with my approval.

Assessor name.....

Signature.....

Date

DEDICATION

I extend my heartfelt dedication for this attachment to my guardian and my family, whose unwavering moral and spiritual support empowered me to undertake and successfully complete this endeavor. I am deeply grateful to my supervisors and lecturers for providing guidance and support throughout my attachment period.

ACKNOWLEDGEMENTS

I would like to thank everyone who contributed to the successful completion of this attachment. I would like to express my gratitude to my industry supervisor, Mr. Andrew muchiri and university supervisor, Mr. Jefitha Muchiri for their invaluable advice, guidance, and enormous patience.

In addition, I would also like to express my gratitude to my parents and friends who had helped and encouraged me.

CHAPTER ONE: INTRODUCTION

1.1 Description of the Organization

1.1.1 Brief history

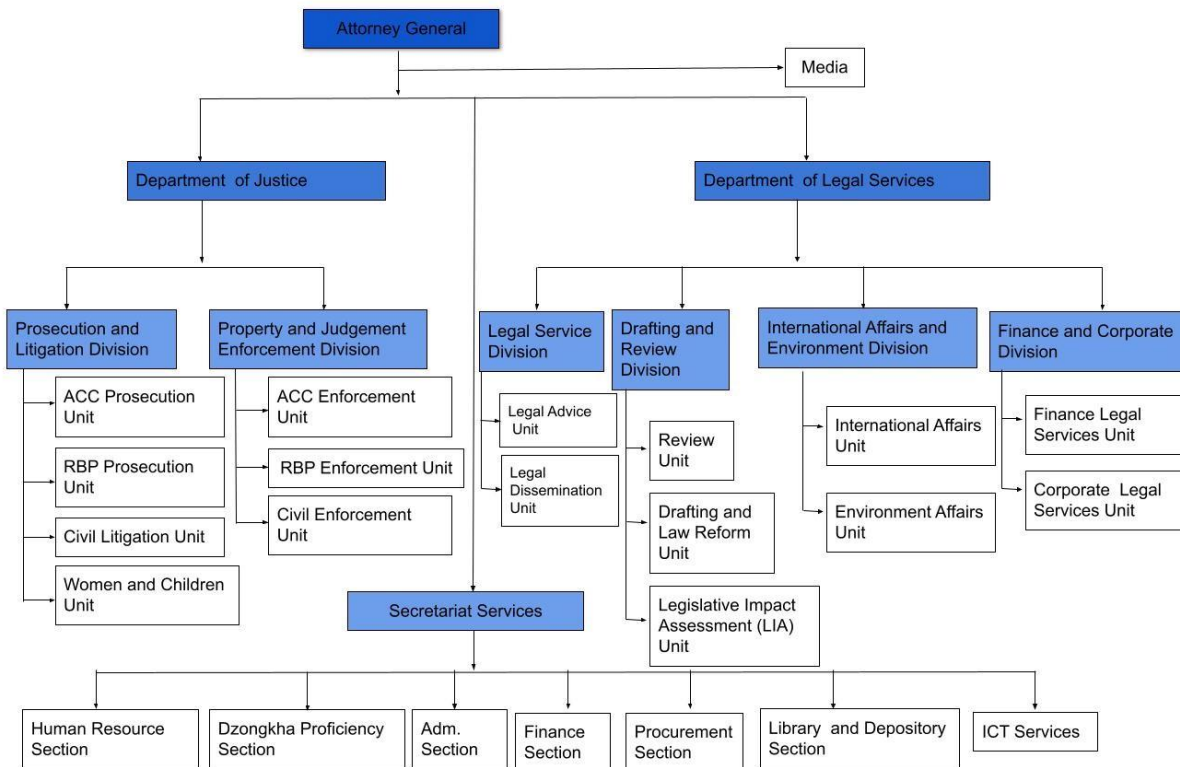
The Office of the Attorney General in Kenya is one of the oldest legal institutions in the country, established to provide legal counsel to the government and its various agencies. Its origins date back to the colonial period when the Attorney General's role was primarily to represent the British Crown in legal matters. After Kenya gained independence in 1963, the Office of the Attorney General was enshrined in the Constitution as a key institution responsible for offering legal advice to the government and representing it in court.

The Attorney General is the principal legal adviser to the government and plays a critical role in ensuring adherence to the rule of law, constitutionalism, and the protection of public interest. Over the years, the Office has undergone several reforms to align with Kenya's evolving legal landscape.

Notably, the 2010 Constitution introduced significant changes, separating the functions of the Attorney General and the Director of Public Prosecutions (DPP). The Attorney General's role became advisory and representational, while the DPP assumed the prosecutorial mandate.

The Office of the Attorney General is currently responsible for drafting government bills, reviewing contracts and agreements, and representing the government in both domestic and international legal matters. It also oversees legal reforms, ensures compliance with international treaties, and provides leadership in the legal profession within the public sector.

1.1.2 Corporate Structure



1. Department of Legal Affairs and Litigation

This department is responsible for representing the government in both civil and constitutional litigation in local and international courts. It also advises on legal disputes involving the government and offers legal opinions to ministries, departments, and agencies (MDAs).

Key Functions:

Representation of the government in court cases.

Drafting legal opinions on disputes.

Advising on constitutional and statutory interpretation.

2. Department of Treaties and Agreements

This department handles Kenya's participation in international treaties and agreements. It ensures that the country's commitments align with its domestic laws and policies.

Key Functions:

Negotiating, drafting, and reviewing international treaties.

Advising on treaty ratification and implementation.

Monitoring Kenya's compliance with international obligations.

3. Legislative Drafting Department

This department is tasked with drafting bills, subsidiary legislation, and legal notices for the government. It ensures that the laws being enacted are clear, coherent, and aligned with the Constitution.

Key Functions:

Drafting government bills and statutory instruments.

Reviewing legal documents and contracts.

Advising on the interpretation of laws.

4. Department of Public Trustee

The Public Trustee Department manages estates of deceased persons, guardianship of minors, and other related matters. It acts as a trustee or administrator of estates where the deceased did not leave a will or where no executor is available.

Key Functions:

Administration of deceased estates.

Guardianship and management of minors' property.

Offering trust services to the public.

5. Department of Registrar General

This department is responsible for registration services, including company registration, marriage registration, and intellectual property registration.

Key Functions:

Registration of companies, partnerships, and business names.

Registration of marriages and societies.

Administration of trademarks, patents, and copyrights.

6. Department of Law Reform

The Law Reform Department reviews and recommends changes to existing laws to ensure they remain relevant and effective. It works closely with various stakeholders to identify areas requiring legal reform.

Key Functions:

Researching and recommending legal reforms.

Reviewing outdated or ineffective laws.

Advising on policy development to align with legal standards.

7. Department of Administrative and Support Services

This department handles administrative and logistical functions within the Office of the Attorney General, ensuring efficient operations and support for the legal departments.

Key Functions:

Human resource management and staff welfare.

Procurement and financial management.

IT support and office logistics.

8. Department of Civil Registration Services

The Civil Registration Department manages the registration of vital events such as births and deaths, ensuring the accurate recording and issuance of certificates.

Key Functions:

Registration and issuance of birth and death certificates.

Maintenance of civil records.

Providing statistical data on vital events.

9. Office of the Solicitor General

The Solicitor General is the principal assistant to the Attorney General and oversees the daily operations of the Office. The Solicitor General provides strategic leadership and ensures the implementation of the Attorney General's directives.

Key Functions:

Overseeing departmental operations.

Coordinating legal advice and representation.

Supporting the Attorney General in fulfilling constitutional duties.

10. Department of Information and Communication Technology (ICT)

The Department of ICT within the Office of the Attorney General is responsible for managing the organization's technological infrastructure and ensuring the efficient use of digital tools and systems to support legal services. This department plays a critical role in facilitating communication, data management, and cybersecurity to enhance the overall efficiency of the Office's operations.

Key Functions:

- **Network and Systems Administration:**

Managing and maintaining the organization's IT infrastructure, including servers, networks, and user accounts.

Ensuring network security and availability to support the Office's operations.

- **Software and Hardware Support:**

Installing, configuring, and maintaining hardware and software systems.

Providing technical support and troubleshooting for staff.

- **Cybersecurity:**

Implementing security measures to protect sensitive government data from cyber threats.

Monitoring and managing firewalls, intrusion detection systems, and antivirus solutions.

- **Data Management and Backup:**

Ensuring the proper storage, backup, and recovery of critical data. Managing databases and ensuring data integrity and accessibility.

- **ICT Policy Development:**

Developing and implementing ICT policies and guidelines in line with government standards.

Ensuring compliance with data protection and IT governance policies.

- **User Support and Training:**

Providing ICT training to staff to enhance their digital skills.

Offering user support through helpdesk services for resolving IT-related issues.

- **Innovation and Digital Transformation:**

Promoting the adoption of new technologies to streamline legal and administrative processes.

Supporting e-Government initiatives and digital service delivery.

Importance:

The ICT Department ensures that the Office of the Attorney General operates efficiently by leveraging technology to enhance service delivery, secure sensitive information, and support communication and collaboration within and across departments. Its role is vital in modernizing legal services and aligning the Office's operations with global technological advancements.

1.2 Mission, Vision and Values

Mission:

To provide efficient, impartial, and professional legal services to the Government of Kenya and its agencies, while upholding the rule of law, justice, and constitutionalism. The mission focuses

on offering timely legal advice, representation, and support to promote good governance and protect public interest.

Vision:

To be a leading institution in the provision of legal services that fosters the rule of law, justice, and integrity. The vision emphasizes a commitment to excellence in legal advisory services and enhancing access to justice in Kenya.

Core Values:

The Office of the Attorney General is guided by the following core values, which shape its operations and service delivery:

Integrity:

The Office upholds high ethical standards, honesty, and accountability in all its dealings to promote public confidence and trust.

Professionalism:

It ensures the delivery of legal services with competence, diligence, and adherence to legal standards and best practices.

Accountability:

The institution commits to transparency and accountability in its activities, ensuring responsibility to the government and the public.

Rule of Law:

The Office is dedicated to promoting and protecting the rule of law, ensuring that all actions and decisions comply with legal and constitutional frameworks.

Impartiality:

It provides unbiased legal advice and representation, ensuring fairness and objectivity in its dealings with all stakeholders.

Innovation and Excellence:

The Office embraces innovation to enhance efficiency and strives for excellence in delivering high-quality legal services.

Teamwork and Collaboration:

It fosters a collaborative work environment, encouraging teamwork and partnerships with other government agencies and stakeholders.

Service to the Public:

The institution is committed to serving the public interest by ensuring that legal services are accessible, responsive, and focused on the needs of the citizens.

CHAPTER TWO : DUTIES AND RESPONSIBILITIES

2.1 Overview of the IT Department Responsibilities

As an intern in the ICT department at the Office of the Attorney general Nairobi, I contributed to various tasks aimed at ensuring the smooth operation of the hotel's technological infrastructure. The ICT department was responsible for maintaining all technical systems, ensuring data security, providing technical support, and implementing upgrades to enhance operational efficiency.

2.2 My Key Duties and Responsibilities

During my attachment, I was actively involved in a variety of activities that contributed to my growth and development in IT. My duties and responsibilities included:

Networking Tasks:

Assisted in setting up and configuring network devices such as routers and switches.

Monitored network performance and resolved connectivity issues.

Supported the maintenance of the Local Area Network (LAN) and internet services.

Hardware Installation and Maintenance:

Installed and configured computers, printers, and other peripheral devices.

Performed routine maintenance and troubleshooting of IT hardware.

Upgraded hardware components to enhance performance.

Software Installation and Support:

Installed, updated, and configured various software applications.

Resolved software-related issues and supported users with application problems.

Documented software configurations and created user manuals.

System Administration:

Managed user accounts and access rights using Active Directory.

Monitored server performance and performed basic server maintenance.

Assisted in the management of email systems and backup procedures.

Cybersecurity:

Participated in updating antivirus software and firewall settings.

Monitored security logs for potential threats and reported incidents.

Supported the implementation of security policies to safeguard data.

IT Support and Troubleshooting:

Responded to user queries and resolved technical issues related to hardware and software.

Provided on-site and remote support for end-users.

Documented common issues and solutions for future reference.

Data Management and Backup:

Assisted in performing regular data backups and ensured data recovery processes were in place.

Organized and maintained IT inventory records and asset tracking.

2.3 Additional Learning Experiences

Workplace Communication: Gained experience in communicating technical concepts to non-technical staff and providing clear instructions to ensure problems were resolved efficiently.

Time Management: Developed strong time management skills, particularly when handling multiple tasks, such as network troubleshooting and guest service requests, at the same time.

CHAPTER THREE: LIMITATION CONCLUSION AND RECOMMENDATION

3.1 Summary of Attachment Experience

The attachment at the Office of the Attorney General provided valuable practical experience and insight into the day-to-day operations of an IT department in a government institution. I gained hands-on experience in networking, hardware and software management, system administration, and IT support. This attachment allowed me to apply theoretical knowledge from my studies to real-world scenarios, enhancing both my technical and problem-solving skills.

3.2 Challenges Faced

Throughout the attachment period, I encountered several challenges, including:

Technical Issues:

- Adapting to complex IT systems and unfamiliar software tools.
- Resolving unexpected hardware malfunctions.

Resource Constraints:

- Limited access to advanced tools and equipment for troubleshooting and maintenance.

Time Management:

- Balancing multiple tasks and meeting deadlines in a fast-paced environment.

Cybersecurity Threats:

- Keeping up with the latest security measures to protect sensitive government data.

3.3 Recommendations

Based on my experience, I propose the following recommendations to improve future attachment programs and IT operations:

Structured Mentorship:

- Introduce a mentorship program to guide interns through technical tasks and provide regular feedback.

Training and Resources:

- Provide interns with access to online learning resources and tools to enhance their technical skills.

System Documentation:

- Develop comprehensive documentation of IT systems and procedures to assist in troubleshooting and onboarding.

Cybersecurity Awareness:

- Conduct regular cybersecurity training to keep staff and interns updated on best practices.

3.4 Conclusion

The industrial attachment was a highly rewarding experience that enriched my understanding of IT operations in a government setting. It provided an opportunity to develop technical competencies, problem-solving abilities, and teamwork skills. The knowledge and experience gained will be invaluable as I pursue a career in IT. I am grateful for the opportunity to contribute to the Office of the Attorney General and appreciate the support and guidance received throughout the attachment.