



JUDICIAL SERVICE COMMISSION

INTERNSHIP VACANCIES IN JUDICIARY

The Judicial Service Commission is established under **Article 171** of the Constitution of Kenya, 2010 with a mandate of promoting and facilitating the independence and accountability of the Judiciary, and the efficient, effective and transparent Administration of Justice.

The Commission invites applications from suitable and qualified candidates to fill **one hundred and nine (109)** internship vacancies in the Judiciary.

The Internship program will offer opportunities for the graduates to consolidate and translate the skills learned from their training into meaningful, relevant, and practical on-the-job experience.

Eligibility

- i. The Internship Programme is open to unemployed Kenyan youths aged between **(18 and 35 years old)** with a Degree or **Diploma** from a recognized training institution (who have not been exposed to work experience related to the area of study within **two years of graduation**, that is, from **July 2022** to the date of this advertisement).
- ii. The applicants should **NOT** have undertaken any other internship program in the Government and shall be willing and ready to be deployed in any Court Station within the Republic of Kenya.
- iii. Proficient in Computer skills
- iv. Meet Requirements of Chapter Six (6) of the Constitution.

Deployment Areas

The Interns will be deployed in the Judiciary work stations where they possess the relevant functional qualifications.

Reporting Responsibilities

The intern will be responsible to a designated supervisor/ mentor.

INTERNSHIP PROGRAMME

JOB REFERENCE NUMBER: V/NO.9 /2024

POSITION: GRADUATE INTERNSHIP PROGRAMME

Number of Posts : Fifty two (52)

Terms and Engagement Period : Twelve (12) months Non – Renewable
Internship Program

Stipend Allowance (Gross) : **Kshs. 25,000 per month**

Deployment Areas

S/No	Functions/Areas of Deployment	Vacancies
1.	Office Administration (Secretarial Services)	20
2.	Information Communication & Technology (Application Development)	12
3.	Supply Chain Management	8
4.	Information Science and Records Management Services	9
5.	Building Services a. Mechanical Engineering b. Electrical Engineering c. Architecture	3

Detailed Requirements for functional areas of internship

1. Office Administration (Secretarial Services)

Number of Posts: Twenty (20)

Terms of Service: Twelve (12) month's Non – Renewable
Internship Program

Stipend Allowance (Gross): Kshs. 25,000 per month

Requirements for Appointment

For appointment to an internship position as an Office Administrator, a candidate must:

- Have a **bachelor's degree** in Secretarial Studies or Bachelor of Business and Office Management or any other equivalent and relevant qualification from a recognized institution.
- Have graduated not earlier than the **year 2022; and**
- Be proficient in Computer skills.

2. Information Communication & Technology (Application Development)

Number of Posts: Twelve (12)
Terms of Service: Twelve (12) month's Non – Renewable Internship Program
Stipend Allowance (Gross): Kshs. 25,000 per month

Requirements for Appointment

For appointment to an internship position as an Application Developer, a candidate must

- Have a **Bachelor of Science degree in any of the following fields:** Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution.
- Have graduated not earlier than the **year 2022;**

3. Supply Chain Managementn Management

Number of Posts : Eight (8)
Terms of Service: Twelve (12) month's Non – Renewable Internship Program
Stipend Allowance (Gross) : Kshs. 25,000 per month

Requirements for Appointment

For appointment to an internship position in Supply Chain Management, a candidate must:

- Have a **bachelor's degree** in Purchasing and Supplies, Procurement and Logistics Management, Bachelor of Commerce (Supplies Management option), Bachelor of Business Administration (Supplies Chain Management) from a recognized institution.
- Have graduated not earlier than the **year 2022; and**
- Be proficient in Computer skills.

4. Internship: Information Science and Records Management Services

Number of Posts : Nine (9)
Terms of Service : Twelve (12) month's Non – Renewable Internship Program
Stipend Allowance (Gross) : Kshs. 25,000 per month

Requirements for Appointment

For appointment to an internship position in Information Science and Records Management Services, a candidate must:

- Have a **bachelor's degree** in any of the following disciplines: - Records Management, Information Science or its equivalent qualification from a recognized institution.
- Have graduated not earlier than the **year 2022; and**
- Be proficient in Computer skills.

5. BUILDING SERVICES

- a) **Mechanical Engineering**
- b) **Electrical Engineering**
- c) **Architecture**

Number of Posts : Three (3) – one each

Terms of Service : Twelve (12) month's Non – Renewable Internship Program

Stipend Allowance (Gross) : Kshs. 25,000 per month

Requirements for Appointment

For appointment to an internship position in the building services, a candidate must:

- Have a **Bachelor's degree in any of the following fields**; Mechanical Engineering, Electrical Engineering, Architecture or equivalent qualification from a recognized institution;
- Have graduated not earlier than the **year 2022; and**
- Be proficient in Computer skills.

B. DIPLOMA INTERNSHIP PROGRAMME

- Number of Posts** : Fifty-seven (57)
- Terms and Engagement Period** : Twelve (12) months Non – Renewable Internship Program
- Stipend Allowance (Gross)** : Kshs. 20,000 per month

Deployment Areas

Functional areas for required Interns

S/No	Functions/Areas of Deployment	Vacancies
1.	Office Administration (Secretarial Services)	25
2.	Information Communication & Technology a) ICT Security b) Network Engineering c) Database Administration d) Web Development e) System Administration f) Application Development g) ICT Support Engineering	12
3.	Supply Chain Management	8
4.	Information Science and Records Management Services a. Library Services b. Records Management	9
5.	Building Services a. Structural Engineering b. Architecture c. Construction/Project Management	3

Detailed Requirements for functional areas of internship

1. Office Administration (Secretarial Services)

- Number of Posts:** Twenty -five (25)
- Terms of Service:** Twelve (12) month's Non – Renewable Internship Program
- Stipend Allowance (Gross):** Kshs. 20,000 per month

Requirements for Appointment

For appointment to an internship position as an Office Administrator, a candidate must:

i. Have a **Diploma** in Secretarial Studies or Diploma in from Kenya National Examination Council or equivalent qualification from a recognized institution;

OR

ii. Have the following qualifications from the Kenya National Examination Council;

- Shorthand III (minimum 100 w.p.m.);
- Typewriting III (50 w.p.m)/Computerized Document Processing III;
- Business English III/Communications II;
- Secretarial Duties II;
- Office Practice II;
- Commerce II;
- Office Management III/Office Administration and Management III;

iii. Have graduated not earlier than the **year 2022**;

2. Internship: Information Communication & Technology ship: Information Communication & Technology

- i) ICT Security
- ii) Network Engineering
- iii) Database Administration
- iv) Web Development
- v) System Administration
- vi) Application Development
- vii) ICT Support Engineering

Number of Posts: Twelve (12)

Terms of Service: Twelve (12) month's Non – Renewable Internship Program

Stipend Allowance (Gross): Kshs. 20,000 per month

Requirements for Appointment

For appointment to an internship position in ICT, a candidate must:

- i. **Have a Diploma** in any of the following fields: Computer Science, Information Technology, Information and Communication Technology or its equivalent from a recognized institution.
- ii. Have graduated not earlier than the **year 2022**;

3. Internship: Supply Chain Management

Number of Posts : Eight (8)

Terms of Service: Twelve (12) month's Non – Renewable Internship Program

Stipend Allowance (Gross): Kshs. 20,000 per month

Requirements for Appointment

For appointment to an internship position in Supply Chain Management, a candidate must:

- i. Have a **Diploma** in any of the following disciplines: - Purchasing and Supplies Management, Procurement and Logistics Management from a recognized institution;
- ii. Have graduated not earlier than the **year 2022; and**
- iii. Be proficient in Computer skills.

4. Internship: Information Science and Records Management Services : Information Science and Records Management Services

a. **Library Services**

b. **Records Management**

Number of Posts: Nine (9)

Terms of Service: Twelve (12) month's Non – Renewable
Internship Program

Stipend Allowance (Gross): Kshs. 20,000 per month

Requirements for Appointment

For appointment to an internship position in Information Science and Records Management Services, a candidate must:

- i. Have a **Diploma** in any of the following disciplines: Information Science, Library Science, Knowledge Management or Records Management or its equivalent qualification from a recognized institution.
- ii. Have graduated not earlier than the **year 2022; and**
- iii. Be proficient in Computer application skills.

5. Internship: Building Services

a) **Structural Engineering**

b) **Architecture**

c) **Construction/Project Management**

Number of Posts : Three (3)

Terms of Service : Twelve (12) month's Non – Renewable
Internship Program

Stipend Allowance (Gross) : Kshs. 20,000 per month

Requirements for Appointment

For appointment to an internship position in the building services, a candidate must:

- i. Have a **Diploma** in Structural Engineering, Architecture Construction/ Project Management or equivalent qualification from a recognized institution;
- ii. Have graduated not earlier than the **year 2022; and**
- iii. Be proficient in Computer skills.

Core Competencies and Attributes

- i. Good communication skills;
- ii. Interpersonal skills;
- iii. Team player; and
- iv. High level of Integrity.

HOW TO APPLY

Interested and qualified graduates are requested to make their applications by:

- i. Filling an **Online Application Form** available at the JSC jobs portal: <https://jsc.go.ke/jobs-2/>.
- ii. Uploading soft copies of the following documents to the online application-
 - (a) A letter of application.
 - (b) A detailed and **updated** curriculum vitae.
 - (c) Names of two (2) character referees;
 - (d) Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents.
 - (e) Certified copies of academic and professional certificates, testimonials, and academic transcripts.
 - (f) Applicant's recent colored passport size photographs (1 No.)

Applicants **MUST** take note that it is a criminal offense to provide false information and documents in the job application and the same will be verified by relevant bodies.

The application must reach the Commission **NOT LATER THAN 22ND NOVEMBER 2024 AT 5.00PM**

CAUTION: The recruitment exercise is free of charge. The Commission does not ask for any money nor ask applicants to undergo any medical examination.

Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Judicial Service Commission is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates. Applicants from special groups are encouraged to apply.

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