



## JUDICIAL SERVICE COMMISSION

### VACANCY ANNOUNCEMENT

The Judicial Service Commission (JSC) is a Constitutional Commission established under Article 171 of the Constitution of Kenya, 2010 to promote and facilitate the independence and accountability of the Judiciary and the efficient, effective, and transparent administration of justice.

The Commission invites applications from suitable candidates to fill the following position:

#### POSITION: SECRETARY TAX APPEALS TRIBUNAL

**Job Reference Number :** V/No.8 /2024

**Number of Posts :** One (1)

**Terms of Service:** Fulltime basis for a term of three years, renewable subject to satisfactory performance

***The Commission offers a competitive package in line with its Policies and Procedures***

#### Job Purpose:

To ensure effective and efficient management of the day-to-day affairs of the Tax Appeals Tribunal as stipulated in **Section 7A of the Tax Appeals Tribunal Act**

#### Reporting Responsibilities

Functionally, the Secretary shall report to the Chairperson of the Tribunal and Administratively to the Registrar, Tribunals.

#### Area of Deployment:

Tax Appeals Tribunal Offices, Nairobi, or any other place that may be designated from time to time.

## Key Duties and Responsibilities:

**Section 7A of the Tax Appeals Tribunal Act provides** that the Tribunal Secretary shall perform the following functions among others:

- i. The day-to-day management of the affairs of the Tribunal in consultation with the Registrar of the Tribunals.
- ii. Keeping proper records of Tax Appeals filed, judgment delivered, and the Tax Appeals settled out of the Tribunal.
- iii. Under the guidance of the Chairperson and Registrar Tribunals, providing policy and strategic leadership of the Tribunal and the Secretariat.
- iv. Mobilizing and managing the resources of the Tribunal.
- v. Coordinating the preparation and approval of annual budget estimates by the Tribunal through a resolution by not less than half of the members.
- vi. Overseeing the financial management and administrative functions of the Tribunal in accordance with the Public Finance Management Act, 2012.
- vii. Keeping proper books of account of the financial affairs of the Tribunal; and
- viii. Any other functions that may be assigned by the Chairperson and the Registrar, Tribunals from time to time.

## Job Requirements: Academic and Professional Qualifications

For appointment to the position of Secretary, Tax Appeals Tribunal, an applicant must be in possession of the following qualifications as provided **under Section 7(1) Tax Appeals Tribunal Act.**

- i. A degree in law or business, finance, economics, insurance or related field from a university recognized in Kenya,
- ii. Has completed five (5) years since he/she left the Authority, if the person is a former employee of the Kenya Revenue Authority.
- iii. Is not a tax agent.
- iv. Has not been convicted of a felony.
- v. Has not been adjudged bankrupt by a court of competent jurisdiction,
- vi. Has met his tax obligations; and
- vii. Be a member of a relevant professional body in good standing
- viii. Meet the requirements of Chapter Six of the Constitution on leadership and integrity.

## Experience:

A **minimum of ten (10) years'** experience in matters relating to the following disciplines: law, business, finance, economics, insurance-related field from a university recognized in Kenya, with at **least five (5) years** at the senior management.

## Job Core Competencies:

- i. Professional Competency
- ii. Strategic Leadership and Good Interpersonal Skills.
- iii. Strategic outlook and strong decision-making abilities.
- iv. Ability to develop and maintain multiple stakeholder partnerships.
- v. Excellent written and Oral Communication Skills.
- vi. Analytical and Negotiation Skills.
- vii. Good Judgmental Skills.
- viii. Confidentiality and Integrity.
- ix. Commitment to Public and Community Life
- x. Time Management and the ability to prioritize work; and
- xi. Research and Data Management Skills.

## HOW TO APPLY

Interested and qualified persons are requested to make their applications by: -

Filling an **Online Application** for Employment Form available at the JSC jobs portal: <https://jsc.go.ke/jobs-2/> Applicants should upload soft copies of the following documents to the online application-

- (a) A letter of application.
- (b) A detailed and updated curriculum vitae, *to include background information such as past employment record (if any).*
- (c) Names of three (3) referees; two (2) professional referee and one (1) character reference.
- (d) Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents; and
- (e) Copies of academic and professional certificates, testimonials and academic transcripts and certificate of admission to the roll of Advocates-
- (f) Shortlisted candidates shall be required to produce **originals** of their National Identity Card, academic and professional certificates, and transcripts during interview.

**Appointed candidates will be required to submit valid copies of clearance certificates from the following bodies.**

- Kenya Revenue Authority
- Higher Education Loans Board
- Directorate of Criminal Investigation
- Ethics and Anti-Corruption Commission
- A recognized Credit Reference Bureau; and
- Clearance from relevant professional body.

Applicants **MUST** take note that it is a criminal offence 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 22<sup>ND</sup> NOVEMBER 2024 AT 5.00PM**

Only shortlisted and successful 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.***