



JUDICIAL SERVICE COMMISSION

VACANCY ANNOUNCEMENT

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 candidates to fill the position of **Resident Magistrate.**

POSITION: RESIDENT MAGISTRATE

Job Reference Number : V/No. 17/2025

Number of Posts: **One hundred (100) posts**

Terms of Service : Permanent and pensionable

Gross Salary Scale: **Min. Kshs 198,060 - Max Kshs 240,690 p.m.**

Job Purpose:

The job holder is required to preside over a Resident Magistrate's Court in any part of the Republic of Kenya with jurisdiction as stipulated in various statutes, and to carry out a wide range of administrative functions, for those heading stations.

Reporting Responsibilities:

The job holder is responsible to a designated Honourable Judge or Judicial Officer.

Area of Deployment:

The successful candidates will be posted to any court station in the Republic of Kenya.

Key Duties and Responsibilities:

- i. Presiding as a Resident Magistrate in any court station in Kenya with jurisdiction as stipulated in various statutes;
- ii. Performing Deputy Registrars duties as stipulated in various statutes;
- iii. Overseeing the operations of the court(s) and management of staff under his/her charge;
- iv. Carrying out a wide range of administrative functions for those heading stations.

Job Requirements: Academic and Professional Qualifications

For appointments to the position of Resident Magistrate, the applicant must possess the following minimum requirements set out in **Section 32(2) of the Judicial Service Act:**

1. Be an Advocate of the High Court of Kenya;
 - (a) Hold a Bachelor of Laws (LLB) degree or its equivalent from a recognized University.
 - (b) Hold a postgraduate diploma in law from the Kenya School of Law or an exemption by the Council of Legal Education or equivalent qualification from a recognized institution.
 - (c) Admission to the Roll of Advocates.
2. Be of high moral character, integrity, and impartiality (meet the requirements of Chapter Six of the Constitution on Leadership and Integrity).
3. Demonstratable management skills.
4. Proficiency in computer applications.
5. Have no pending complaints with the Advocates Complaints Commission or the Disciplinary Committee.

Experience:

Have at least **three (3) years'** post admission experience either in legal practice or other relevant employment.

Job Core Competencies:

- i. Oral & Written Communication Skills
- ii. Excellent Conceptual & Analytical Skills
- iii. Interpersonal Skills
- iv. Report Writing Skills
- v. Research Skills
- vi. High attention to detail
- vii. Sound independent judgement

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 community service, financial discipline, pro bono activity (if any), involvement as a party in litigation and involvement in political activity including financial contribution to political party parties (if any) and criminal record, professional engagement, three (3) professional references and two (2) character references who can verify and comment on the applicant's past and present employment;
- (c) Names of three (3) professional references and two (2) character references who can verify and comment about the applicant's past and present employment or engagement;
- (d) Copies of Testimonials, National ID/ passport, professional certificates, and academic transcripts
- (e) A copy of **Certificate of Admission to the Roll of Advocates**.
- (f) Copy of a Clearance certificate from **Advocates Complaints Commission**.
- (g) Current practicing certificate.
- (h) Applicant's recent colored passport-size photograph and
- (i) **Five (5) sample writings** of any professional writings, including but not limited to judgments, advocacy submissions in courts, scholarly writings or any legal publications that the applicant has authored.

The applications must reach the Commission **NOT LATER THAN 30TH JUNE, 2025 AT 5.00PM**

NOTES:

1. Only shortlisted and successful candidates will be contacted.
2. Canvassing in any form will lead to automatic disqualification.
3. Successful 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 certificate.
 - Certificate of Good Standing from Law Society of Kenya.
 - Clearance from relevant professional body.
4. The Judicial Service Commission is committed to implementing the provision of Article 232 of the Constitution on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men, women, members of all ethnic groups and persons with disabilities.
5. Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts, Certificate of Admission to roll of advocate during interview.
6. The Commission will verify certificates submitted with respective institutions. It is observed that it is a criminal offense to present fake documents or false information

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.

PLEASE NOTE THAT JSC RECRUITMENT SERVICES ARE FREE OF CHARGE

THE SECRETARY,
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