



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 Kadhi**.

POSITION: RESIDENT KADHI

Job Reference Number : V/No. 18/2025

Number of Posts: **Five (5) posts**

Terms of Service : Permanent and Pensionable

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

Job Purpose:

The job holder is required to preside over Kadhis Courts in any part of the Republic of Kenya.

Reporting Responsibilities:

The job holder is responsible functionally to the Chief Kadhi and administratively to the Honorable Judge/ Judicial Officer at the station of deployment.

Area of Deployment:

The successful candidates will be posted to any Kadhis Court in the Republic of Kenya.

Key Duties and Responsibilities:

The Jurisdiction of the Kadhi Court is provided under Article 170 (5) of the Constitution of Kenya, to determine questions of Muslim law relating to personal status, marriage, divorce or inheritance in proceeding in which all the parties profess the Muslim religion and submit to the Jurisdiction Kadhi's Courts.

The specific duties and responsibilities of the resident Kadhi, will involve:

- i. Arbitration of disputes on inheritance, marriage and divorce in Muslim families;
- ii. Solemnizing and registering Muslim marriages;
- iii. Supervising pronouncement of Muslim divorces and registering them;
- iv. Signing of affidavits, declarations and agreements;
- v. Translating Arabic related documents;
- vi. Supervising the registries under him in consultation with the head of station
- vii. Keeping records of all arbitrations and submitting returns of registered marriages and divorces to the Chief Kadhi; and
- viii. Carrying out wide range of administrative functions for those heading Kadhis' Court Station.

Job Requirements: Academic and Professional Qualifications

For appointment as a Resident Kadhi, an applicant must possess the following qualification:

- i. Have a degree in Islamic Law or its equivalent from a recognized University or Institution.
- ii. Professes the Muslim religion
- iii. Possess such knowledge of the Muslim law applicable to any sects of Muslims.
- iv. Have ability to effectively communicate in English, Kiswahili and Arabic language.
- v. Be of good conduct in accordance with the Islamic faith; and
- vi. Proficiency in Computer Applications
- vii. Meet the requirements of Chapter Six of the Constitution on Leadership and Integrity.

Experience:

At least **three (3) years** of relevant experience.

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 Certificates and transcripts
- (e) Applicant's recent colored passport-size photograph and
- (f) **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**

NOTE

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, and
 - Clearance from relevant professional body (As applicable)
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. PLEASE NOTE THAT JSC
RECRUITMENT SERVICES ARE FREE OF CHARGE***

THE SECRETARY,
JUDICIAL SERVICE COMMISSION,
P.O. BOX 40048 – 00100 NAIROBI,
Telephone: +254 20-2739180

E-mail: recruitment@jsc.go.ke
CBK Pension Towers, 13th Floor.
Harambee Avenue, Nairobi