



JUDICIAL SERVICE COMMISSION

EXTERNAL 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 **Director of Security Services** in the Judiciary.

POSITION: DIRECTOR, SECURITY SERVICES (JSG 1)

Job Reference Number : V/No.19/2025

Number of Posts : One (1)

Terms of Service: **Five (5) Year Contract** *(Renewable subject to satisfactory performance)*

The Commission will offer a competitive remuneration package to the successful candidate.

Job Purpose:

The job holder will be responsible for overseeing the Security functions and services; development, implementation and review of security policies and strategies within the Judiciary.

Reporting Responsibilities:

The job holder is responsible to the Chief Registrar of the Judiciary.

Area of Deployment:

Directorate of Security Services.

Key Duties and Responsibilities:

- i. Administration of Security Services within the Judiciary;
- ii. Overseeing the formulation, implementation, and review of the institution's security policies, strategies, standards, and guidelines;
- iii. Providing strategic direction for threat assessments, intelligence gathering, and criminal investigations involving Judiciary personnel or assets;
- iv. Coordinating development and implementation of the Security Operations manual;
- v. Overseeing Security Surveys, inspections, and threat assessments within the Judiciary;
- vi. Coordinating creation of security disaster and/or crisis preparedness plans for the Judiciary;
- vii. Overseeing the continuous training and scheduling of security personnel in the Judiciary;
- viii. Determining potential security vulnerabilities within the institution through continuous risk management audits and making recommendations to management;
- ix. Advising Management on appropriate and timely security measures and their management;
- x. Ensuring protection of Judiciary assets against theft, pilferage, damage, misuse, sabotage or other harmful causes;
- xi. Overseeing investigations into security irregularities, potential threats and overseeing remedial action taken to protect Judiciary interest;
- xii. Facilitating the establishment and maintenance of linkages with law enforcement agencies to enhance Judiciary security;
- xiii. Overseeing the management of contracted security services;
- xiv. Facilitating investigations on Judiciary motor vehicle accidents and recommending remedial action;

- xv. Serving as a liaison between Judiciary and Security Agencies in matters related to Security;
- xvi. Overseeing the collaboration of Security operational issues with the Judiciary Police Unit.
- xvii. Undertaking, implementing, monitoring and reviewing the directorate's annual budgetary allocations; and
- xviii. Ensuring efficient performance management, mentoring and guidance of staff in the Directorate.

Job Requirements: Academic and Professional Qualifications

For appointment to this position, the applicant must have:

- i. Master's degree in security studies or related discipline from a recognized institution
- ii. Bachelor's degree in security studies or a related discipline from a recognized university
- iii. Strategic Leadership Development Program (SLDP) or equivalent from a recognized institution;
- iv. Membership to a recognized relevant professional body
- v. Proficiency in computer applications; and
- vi. Meet the minimum requirements of Chapter Six (6) of the Constitution.

Experience:

At least **fifteen (15) years' relevant** work experience with at least **five (5) years** at **Senior Management Level** in Security Operations & Management, or a comparable and relevant position.

Job Core Competencies:

- i. Strategic Leadership and Good Interpersonal Skills;
- ii. Excellent written and Oral Communication Skills;
- iii. Analytical and Negotiation Skills;
- iv. Organizational and Planning Skills;

- v. Confidentiality and Integrity;
- vi. Attention to details and accuracy;
- vii. Decision Making Skills;
- viii. Time Management and the ability to prioritize work; and
- ix. 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) professional references and two (2) character references who can verify and comment about the applicant's past and present employment or engagement;
- (d) Copy of Testimonials, National ID/passport, Academic & Professional certificates, and academic transcripts;
- (e) Certificate of Membership of a professional body.
- (f) Applicant's recent colored passport-size photograph

The applications must reach the Commission **NOT LATER THAN 25TH JULY 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
 - Certificate of Good Standing from the Law Society of Kenya.
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, 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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