



JUDICIAL SERVICE COMMISSION

VACANCY ANNOUNCEMENT

The Judicial Service Commission (JSC) is established under **Article 171 of the Constitution of Kenya, 2010**, with the 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 following vacancy in the Co-operative Tribunal.

POSITION: CHAIRPERSON CO-OPERATIVE TRIBUNAL (GRADE E3)

Job Reference Number: V/NO.22 /2025

Number of Posts: One (1)

Terms of Service: Three (3) years full-time contract (renewable once)

Remuneration: The remuneration and allowances of the Chairperson shall be paid at rates determined by the Judicial Service Commission in consultation with the Salaries and Remuneration Commission.

Job Purpose:

To Chair and preside over Tribunal sittings with jurisdictions as stipulated in Section 79 of the Cooperative Societies Act Cap 490.

Reporting Responsibilities

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

Area of Deployment:

The successful candidate will be posted in the designated office of the Tribunal.

Job Requirements: Academic and Professional Qualifications:

For appointment to the position of **Chairperson, Co-operative Tribunal**, a candidate must meet the following minimum requirements;.

- i. Hold a law degree from a recognized university;
- ii. Be an advocate of the High Court of Kenya, or possess an equivalent qualification in a Common-law jurisdiction;
- iii. At least five (5) years of experience
- iv. Be a member in good standing of relevant professional body
- v. Meet the requirements of Chapter Six of the Constitution on leadership and integrity.
- vi. In addition, the applicant must demonstrate a high degree of professional competence, communication skills, fairness, good temperament, good judgment in both legal and life experiences and commitment to public and community service.

Job Core Competencies:

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

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 (where applicable).
- (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 25TH JULY 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, and
 - 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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