



JUDICIAL SERVICE COMMISSION

VACANCIES ANNOUNCEMENT

The Judicial Service Commission (JSC) is a corporate body 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 position:

MEMBER RETIREMENT BENEFITS APPEALS TRIBUNAL– TWO(2) POSTS

Job Reference Number: V/No. 38/ 2025

Job Requirements: Academic and Professional Qualifications:

Pursuant to **Section 47 (2) of the Retirement Benefits Act**, a person to be appointed as a Member Retirement Benefits Appeals Tribunal must possess the following qualifications.

- i. Hold a relevant bachelor's degree in the relevant field from a university recognized in Kenya
- ii. Have expert knowledge in retirement matters, scheme management, and research
- iii. Qualification and experience in alternative dispute resolution will be an added advantage.
- iv. Meet the requirements of Chapter Six of the Constitution on leadership and integrity.

Job Core Competencies:

- i. High degree of professional competence
- ii. Good oral & written communication skills

- iii. Good temperament
- iv. Good judgement in both legal and life experience
- v. Commitment to public and community service

Tenure of Office

Under **Section 47 (2) of the Retirement Benefits Act**, the tenure of office for the members shall be three (3) years **on a part-time** basis.

Remuneration:

The remuneration fees or allowances of the members of the Retirement Benefits Appeals Tribunal shall be paid at rates determined by the Judicial Service Commission in consultation with the Salaries and Remuneration Commission.

HOW TO APPLY

Interested and qualified persons are requested to make their applications by filling out 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 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) professional certificates, testimonials, and academic transcripts, Certificate of Admission to the roll of advocate (where applicable)
- (e) Applicant's recent colored passport-size photograph

(f) Five (5) sample writings, including but not limited to judgments, advocacy submissions in courts, scholarly writings, or any legal publications that the applicant has authored (applicable for applicants for the position of Member with a law degree);

The applications must reach the Commission NOT LATER THAN 5TH DECEMBER 2025

AT 5.00 PM

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- 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 the 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 during the interview.*
 - 6. 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,

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