



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 **Assistant Director, ICT (Security)** in the Judiciary: -

POSITION: ASSISTANT DIRECTOR, ICT (SECURITY) (JSG 3)

Job Reference Number : V/No. 4/2026

Number of Posts : One (1)

Terms of Service : Permanent & Pensionable

Gross Salary Scale : **Kshs. 306,675 - 439,613 p.m.**

Job Purpose:

The job holder will be responsible for enforcing compliance with established ICT policies, procedures, strategies, guidelines & standards and regulations on cyber security.

Reporting Responsibilities:

The job holder is responsible to the Director, ICT.

Area of Deployment:

Directorate of Information Communication & Technology.

Key Duties and Responsibilities:

- i. Planning, designing, and implementing ICT security strategies.
- ii. Managing teams responsible for security operations, engineering, and governance.
- iii. Overseeing incident response, threat detection, and vulnerability management.
- iv. Reporting on security risks to Judiciary management and leadership.
- v. Aligning cyber programmes with business continuity and regulatory goals.
- vi. Leading risk assessments, security audits, and compliance reviews.
- vii. Managing vendor relationships and security tooling selection.
- viii. Driving organisation-wide security awareness and training.
- ix. Supporting the Director ICT and OCRJ on high-risk ICT security decisions.
- x. Coordinating implementation and enforcement of ICT policies, procedures, strategies, guidelines & standards and regulations.
- xi. Ensuring documentation of ICT security and solutions.
- xii. Implementing ICT quality control standards and security systems.
- xiii. Coordinating implementation and monitoring of ICT security projects.
- xiv. Coordinating with users to ensure the developed ICT solutions are fit for purpose.
- xv. Preparing ICT work plans and budget development for the Judiciary.
- xvi. Coordinating research for ICT security solutions; and
- xvii. Conducting performance management, mentoring, guidance and counselling of staff.

Job Requirements: Academic and Professional Qualifications

For appointment to this grade, the applicant must have: -

- i. Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science &

Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution.

- ii. Possess at least one (1) technical certification in relevant IT Security professional qualifications, i.e. Cisco Certified Network Associate (CCNA)/ Certified Information Systems Auditor (CISA) certification/ Certified Information Systems Security Professional (CISSP) CCIE (Security), CEH, CHP or other relevant security certification and project management.
- iii. Member of a recognized professional body.
- iv. Possess at least one (1) technical certification in ICT and project management.
- v. A course in senior management or its equivalent from a recognized institution; and
- vi. Meet the requirements of Chapter Six (6) of the Constitution.

Experience:

- i. Served for a minimum of **three (3) years** at the grade of Senior ICT Officer or in a comparable position.
- ii. Demonstrated expertise in security architecture and technologies, including assessment methodologies, compliance frameworks, and best practices.
- iii. Comprehensive knowledge of security standards and compliance requirements such as PCI, HIPAA, Sarbanes-Oxley, ISO 27001, NIST CSF, COBIT, ITIL, and SANS 20.
- iv. Proven track record in risk assessment, risk management procedures, security assessments, vulnerability management, and penetration testing.

- v. Extensive experience in preparing RFP/RFI responses, proposals, and solution designs, with a strong working knowledge of vendor programs and the partner ecosystem.
- vi. Expertise in cloud architecture, associated security challenges, and vendor-provided security solutions.
- vii. Familiarity with emerging cybersecurity threats and established sources of cybersecurity intelligence.

Job Core Competencies:

- i. Excellent written and oral communication skills.
- ii. Leadership & Good interpersonal skills.
- iii. Professional and Technical competence.
- iv. Confidentiality and Integrity.
- v. Attention to details and accuracy.
- vi. Analytical & Negotiation Skills; and
- vii. Organizational, planning skills and results oriented.

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:

jsc.go.ke/jobs

Applicants should upload soft copies of the following documents to the **online application portal**:

- (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;

- (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) 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 5TH FEBRUARY 2026 AT 5.00PM**

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PLEASE 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.
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. It is a criminal offense to present fake documents or false information.

**To proceed and apply for this position please click this link
recruitment.jsc.go.ke**

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