



## **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 (Infrastructure)** in the Judiciary.

#### **1. POSITION: ASSISTANT DIRECTOR, ICT (INFRASTRUCTURE) (JSG 3)**

<b>Job Reference Number</b>	<b>:</b>	<b>V/No.5/2026</b>
<b>Number of Posts</b>	<b>:</b>	<b>One (1)</b>
<b>Terms of Service</b>	<b>:</b>	<b>Permanent &amp; Pensionable</b>
<b>Gross Salary Scale</b>	<b>:</b>	<b>Kshs. 306,675 - 439,613 p.m.</b>

#### **Job Purpose:**

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

#### **Reporting Responsibilities:**

The job holder is responsible to the Deputy Director, ICT Operations.

#### **Area of Deployment:**

Directorate of Information Communication & Technology.

### **Key Duties and Responsibilities:**

- i. Plan, design, and oversee the implementation of ICT strategies.
- ii. Coordinate and enforce compliance with ICT policies, procedures, guidelines, standards, and relevant regulatory frameworks.
- iii. Develop and implement ICT solutions' backup and business disaster management.
- iv. Ensure documentation of ICT infrastructure and solutions.
- v. Implement ICT quality control standards and security systems.
- vi. Supervise installation and maintenance of ICT infrastructure.
- vii. Coordinate implementation and maintenance of computerized court processes.
- viii. Coordinate implementation and monitoring of ICT projects.
- ix. Supervise the implementation of ICT user training programs and materials.
- x. Coordinate with users to ensure the developed ICT solutions are fit for purpose.
- xi. Prepare ICT work plans and budget development for the Judiciary;
- xii. Coordinate research for ICT solutions; and
- xiii. Conduct 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 Infrastructure, Network and System Administration professional qualifications, i.e. Cisco Certified Network Associate (CCNA)/ MCSE / VMware/ Redhat / EMC /Hyper-V, Proxmox, or other relevant security certification and project management.
- iii. Member of a recognized professional body.
- iv. A Course in Senior Management or its equivalent from a recognized institution; and
- v. Met 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. Proficiency with VMware, Proxmox, Hyper-V, or other virtualisation technologies.
- iii. Have experience in backup, recovery, and disaster recovery planning.
- iv. Demonstrate knowledge of storage systems, network connectivity, and server management.
- 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. Have experience with performance tuning and capacity planning for virtual environments.
- vii. Familiarity with ICT security best practices for virtualization.
- viii. Understanding of licensing and regulatory compliance related to virtualized systems.

#### 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](https://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 past employment record (if any)*.
- (c) Names of three (3) referees; two (2) professional referee and one (1) character reference;
- (d) Certified copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
- (e) Certified copies of academic and professional certificates, testimonials and academic transcripts;
- (f) Applicant's recent coloured passport size photographs (2 No.).

The application must reach the Commission **NOT LATER THAN 5<sup>TH</sup> FEBRUARY 2026**.

## 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](http://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,***

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