



## JUDICIAL SERVICE COMMISSION

### INTERNAL 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 (Court Support Systems)** in the Judiciary: -

#### 1. POSITION: ASSISTANT DIRECTOR, ICT (COURT SUPPORT SYSTEMS) (JSG 3)

<b>Job Reference Number</b>	:	V/No. 6/2026
<b>Number of Posts</b>	:	One (1)
<b>Terms of Service</b>	:	Permanent & Pensionable
<b>Gross Salary Scale</b>	:	<b>Kshs. 306,675 - 439,613 p.m.</b>

#### Job Purpose:

The job holder will be responsible for overseeing the deployment and support of ICT services in 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. Coordinate implementation of ICT policies, procedures, strategies, guidelines & standards and regulations.
- ii. Enforce compliance with established ICT policies, procedures, strategies, guidelines & standards and regulations.
- iii. Ensure documentation of ICT infrastructure and solutions at various locations.
- iv. Provide escalation point for technical and expert advice on all aspects of the hardware, software, and network infrastructure, ensuring systems are managed and maintained in accordance with best practice standards.
- v. Ensure the Configuration Management Database is kept up to date (including ICT Asset management).
- vi. Ensure provision of technical user support services and training.
- vii. Supervise installation and maintenance of ICT systems in the Judiciary.
- viii. Coordinate implementation and maintenance of computerized court processes.
- ix. Prepare ICT work plan and budget development for the Judiciary.
- x. Liaise with users to ensure ICT solutions are fit for purpose.
- xi. Management of leased services deployed at the various court stations.
- xii. Approval of ICT equipment specifications; 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. Member of a recognized professional body.
- iii. Possess at least one (1) technical certification in ICT Networks, Hardware or project management.
- iv. A course in senior management or its equivalent from a recognized institution.
- v. Meet the requirements of Chapter Six (6) of the Constitution.

### Experience:

- i. Served a minimum of **three (3) Years'** at the grade of Senior ICT Officer JSG 4 or in a comparable position.
- ii. Have experience in backup, recovery, and disaster recovery planning.
- iii. Extensive experience in preparing RFP/RFI responses, proposals, and solution designs, with a strong working knowledge of vendor programs and the partner ecosystem.
- iv. Extensive experience in developing, deploying, and integrating software solutions.
- v. Must be a good mentor and coach.
- vi. Possess excellent problem-solving, analytical, and communication skills.
- vii. Proven experience managing and leading cross-functional teams.
- viii. Strong project management skills.
- ix. Ability to communicate effectively with team members, stakeholders, and customers; and
- x. Familiar with Network, Hardware, software development tools and technologies.

### 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 colored passport size photographs (2 No.).

The application must reach the Commission **NOT LATER THAN 30<sup>TH</sup> JANUARY 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,  
JUDICIAL SERVICE COMMISSION,  
P.O. BOX 40048 – 00100 NAIROBI,  
Telephone: +254 20-2739180  
E-mail: recruitment@jsc.go.ke*

*CBK Pension Towers, 13<sup>th</sup> Floor.*  
*Harambee Avenue, Nairobi*