



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 (Systems)** in the Judiciary.

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

Job Reference Number	:	V/No.7/2026
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.

Reporting Responsibilities:

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

Area of Deployment:

Directorate of Information Communication & Technology.

Key Duties and Responsibilities:

- i. Coordinate the preparations of project roadmap timelines, assessing potential risks/timeline slips and making adjustments as needed.
- ii. Oversee and coordinate the review, testing, debugging/troubleshooting, maintenance, and secure custody of software source code for all developed applications.
- iii. Ensuring the development of standards and guidelines for software design lifecycle and coding to be used by the software team.
- iv. Communicating project status to key stakeholders throughout the entire development process.
- v. Identifying, researching and evaluating ICT innovative opportunities to improve Judiciary processes for effective service delivery through partnership and collaboration with Judiciary directorates' end-users and other stakeholders whilst maintaining quality and efficiency in service delivery.

Leading software development resources (in-house and ERP contracted) on architecture improvement projects, customizing internal systems with off the shelf software.
- vi. Undertaking, implementing, monitoring and reviewing the section's annual budgetary allocations; and
- vii. 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. Member of a recognized professional body;
- iii. Possess at least one (1) Technical certifications in ICT and project management;
- iv. A course in senior management or its equivalent from a recognized institution; and
- v. 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 JSG 4 or six (6) years ICT Officer I JSG 5 in a comparable position.
- ii. Have experience with 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. Experience with performance tuning and capacity planning for systems and databases.
- v. Extensive experience in developing, deploying, and integrating software solutions.
- vi. Must be a good mentor & coach.
- vii. Possess excellent problem-solving, analytical, and communication skills.
- viii. Proven experience managing and leading software development teams and possess project management skills.
- ix. Familiarity with 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

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 30TH 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

***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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