



## JUDICIAL SERVICE COMMISSION

### 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 a vacancy in the position of **Registrar Judicial Service Commission.**

#### **POSITION: REGISTRAR, JUDICIAL SERVICE COMMISSION**

**Job Reference Number** : V/No. 3/2026

**Number of Posts** : One (1)

**Terms of Service** : Permanent and Pensionable

**Remuneration and benefits:** Based on guidelines by the Salaries and Remuneration Commission of Kenya, Gross Monthly Remuneration Minimum of **Kshs.770,000** and a Maximum of **Kshs.1,044,908.**

#### **Job Purpose:**

The Registrar will be responsible for providing strategic leadership and oversight in the management of the technical and shared services functions of the Judicial Service Commission (JSC), supporting the Commission in fulfilling its constitutional mandate by steering the development and implementation of policies, strategies, and programs that enhance the administration of justice, institutional efficiency, and public accountability.

#### **Reporting Responsibilities:**

The job holder is responsible to the Secretary, Judicial Service Commission.

## **Area of Deployment:**

Judicial Service Commission Offices.

## **Key Duties and Responsibilities:**

The office holder shall be responsible to the Secretary of Judicial Service Commission and will perform the following duties and responsibilities:

- i. Provide overall leadership and direction in the administration of the Judicial Service Commission Secretariat by developing and implementing strategic plans, annual work programmes, and operational initiatives aligned with the Commission's mandate.
- ii. Be responsible for the overall day-to-day administration and management of the Commission Secretariat; including overseeing effective management of human, financial and physical resources deployed within the Commission.
- iii. Coordinating and implementing staff development programmes, performance management systems and succession planning within the Commission.
- iv. Identifying and overseeing implementation of audit recommendations, quality assurance and integrity mechanisms within the Commission.
- v. Developing data-driven performance monitoring and evaluation frameworks for the Secretariat.
- vi. Supporting the Commission in ensuring compliance with the Constitution, enabling legislation and relevant policies by providing accurate, evidence-based advice that will facilitate informed decision-making.
- vii. Promoting public awareness of the Commission's role and enhancing transparency in its operations through engagement with key stakeholders and other institutions and agencies.
- viii. Leading in resource mobilization efforts by cultivating partnerships, engaging stakeholders, securing financial and non-financial resources, and developing strategies that strengthen the organization's funding base.
- ix. Promoting and maintaining the culture of high ethical standards, professionalism, values and principles of the public service within the Commission.
- x. Performing such other duties as may be assigned by the Secretary from time to time.

## **Job Requirements: Academic and professional Qualifications for appointment:**

For appointment to the position of Registrar Judicial Service Commission, an applicant must possess the following qualifications:

- i. Bachelor of Laws Degree (LLB) from a recognized institution.
- ii. Master's degree in the following disciplines: Law, Business Administration, Social Sciences or any other relevant field from a recognized University will be an added advantage.
- iii. Be an advocate of the High Court of Kenya.
- iv. Be in possession of a current practicing certificate (where applicable).
- v. A leadership management course lasting not less than four (4) weeks from a recognized institution.
- vi. Have proficiency in computer applications.
- vii. Have demonstrable competence in the performance of administrative duties.
- viii. Meet the requirements of Chapter Six (6) of the Constitution.

#### **Experience:**

At least **ten (10) years** of relevant work experience, with at least **five (5) years** in a senior management position.

#### **Job Skills and Attributes:**

- i. Strategic Leadership
- ii. Governance and policy management skills
- iii. Excellent administrative, planning and operational management skills
- iv. Innovative and transformative leadership skills
- v. Commitment to public and community service
- vi. Excellent Communication skills
- vii. Confidentiality, High Integrity, and ethical conduct.
- viii. Decision making and analytical skills

#### **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: <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 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 5<sup>TH</sup> FEBRUARY 2026 AT 5.00PM**

#### **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
  - Certificate of Good Standing from the Law Society of Kenya.
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, Certificate of Admission to roll of advocate during interview.
6. The Commission will verify certificates submitted with respective institutions. It is observed that it is a criminal offense to present fake documents or false information.

**To proceed and apply for this position please click this link**  
**<https://recruitment.jsc.go.ke:8092>**

***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](mailto:recruitment@jsc.go.ke)***  
***CBK Pension Towers, 13<sup>th</sup> Floor.***  
***Harambee Avenue, Nairobi***