



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 the position of **Deputy Director, Research and Policy** at the **Kenya Judiciary Academy**.

POSITION: DEPUTY DIRECTOR, RESEARCH AND POLICY, JSC 4

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| Job Reference Number | : | V/No. 11/2026 |
| Number of Posts | : | One (1) |
| Terms of Service | : | 5 years Contract (<i>Renewable subject to satisfactory performance</i>) |
| Gross Salary Scale | : | Kshs.389,093 – 628,899 p.m. |

Job Purpose:

The Deputy Director, Research and Policy will be responsible for providing strategic direction and oversight in the development, coordination, and implementation of research and policy initiatives that inform and support judicial education and training programmes. The Deputy Director will ensure that training content is evidence-based, aligned with current and emerging jurisprudential trends, and contributes to judicial excellence.

Reporting Responsibilities:

The job holder is responsible to the Director General, Kenya Judiciary Academy.

Area of Deployment:

Kenya Judiciary Academy Offices.

Key Duties and Responsibilities:

The office holder shall be responsible to the Director General, Kenya Judiciary Academy and will perform the following duties and responsibilities:

- i. Spearheading and coordinating research on emerging jurisprudential and legal issues affecting the Judiciary.
- ii. Identifying research gaps and design projects to support judicial training and policy formulation.
- iii. Ensuring quality assurance in research methodologies and outputs.
- iv. Leading the formulation, review, and dissemination of policy documents, standards, and guidelines for the Academy and the Judiciary at large.
- v. Providing policy advice based on empirical research findings.
- vi. The development and management of the Academy's Resource Center and the Judiciary Library System.
- vii. Coordinating the development of systems for organizing and disseminating research findings to stakeholders.
- viii. Ensuring continuous alignment of research with judicial education needs.
- ix. Establishing strategic linkages with national, regional, and international research institutions and academia to support judicial education.
- x. Facilitating the development and implementation of capacity-building plans for judicial officers based on research-informed needs assessments; and
- xi. Coordinating the development of periodic reports, policy briefs, and publications on matters of jurisprudence and judicial education.

Job Requirements: Academic and Professional Qualifications for appointment:

For appointment to the position of Deputy Director, Research and Policy, an applicant must possess the following qualifications:

- i. Bachelor of Laws Degree (LLB) from a recognized institution.
- ii. Master's degree in any of the following fields: *Law, Legal Studies, Jurisprudence or relevant Social Sciences* or equivalent qualification from a recognized Institution.
- iii. Postgraduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law or an exemption from Council of Legal Education.
- iv. Membership to the Law Society of Kenya (LSK).
- v. Be admitted as an Advocate of the High Court of Kenya.
- vi. A leadership management course lasting not less than four (4) weeks from a recognized institution will be an added advantage.
- vii. Have proficiency in computer applications.
- viii. Have demonstrable competence in the performance of administrative duties.
- ix. Meet the requirements of Chapter Six (6) of the Constitution.

Experience:

At least **fifteen (15) years** of relevant work experience, with at least **three (3) years** of which must have been at the grade of Assistant Director, or in a comparable 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 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 Academic and Professional certificates, Academic and Professional transcripts, Testimonials, National ID/ Passport.
- (e) Applicant's recent colored passport-size photograph and

The applications must reach the Commission **NOT LATER THAN 16TH 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 a 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, 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.

***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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