



## 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 **Law Clerk**.

### POSITION: LAW CLERK

<b>Job Reference Number :</b>	V/No.12 /2026
<b>Number of Posts:</b>	<b>One (1)</b>
<b>Terms of Service :</b>	<b>Five (5) years</b> renewable contract subject to satisfactory performance.
<b>Gross Salary Scale:</b>	<b>Min. Kshs 231,077 - Max Kshs 344,688 p.m.</b>

### Job Purpose:

The Law Clerk is responsible for carrying out legal research work for a Judge performing Judicial Functions.

### Reporting Responsibilities

The job holder is responsible to the designated Honourable Judge of the Supreme Court.

### Area of Deployment:

A Law Clerk will be deployed to the Supreme Court of Kenya, Nairobi.

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

The specific duties of the Law Clerk will involve;

- i. Analyzing pleadings and appreciating their tenor and effect;
- ii. Examining the detailed content of the facts and decisions of the Courts;
- iii. Taking stock of the full tenor and effect of the submissions made in the Courts;
- iv. Collecting and collating all relevant authorities emanating from counsel and, any other relevant material;
- v. Conducting extensive legal research and writing for the respective Judges and Judicial officers;
- vi. Drafting bench memoranda and well-researched opinions on various legal and factual issues; and
- vii. Preparing pre-trial and post-trial media summaries.

### **Job Requirements: Academic and Professional Qualifications**

For appointment to this grade, the applicant must have: -

- i. Bachelor of Laws (LLB) degree from a recognized University.
- ii. A Post Graduate Diploma in Law.
- iii. Be an Advocate of the High Court with a current practicing certificate.
- iv. Membership to Law Society of Kenya.
- v. A Senior Management Course or its equivalent will be an added advantage.
- vi. Proficiency in Computer applications.
- vii. Demonstrated merit and ability as reflected in work performance and results; and
- viii. Meet the requirements of Chapter Six (6) of the Constitution.

### **Experience:**

Be an advocate of the High Court of Kenya **with at least six (6) years** post – admission qualification.

### **Job Core Competencies:**

- i. Excellent written and oral communication skills;
- ii. Leadership & good interpersonal skills;
- iii. Professional and technical competence;
- iv. Confidentiality, high Integrity, attention to details and accuracy;
- v. Analytical & conceptual skills; and
- vi. 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: <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, three (3) professional references and two (2) character references who can verify and comment on the applicant's past and present employment;
- (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 Certificates and transcripts a
- (e) Copy of **Certificate of Admission to the Roll of Advocates**.
- (f) Copy of current Practicing Certificate (unless where exempted)

(g) Applicant's recent colored passport-size photograph and

(h) **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 15<sup>TH</sup> APRIL 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.

***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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