



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 **Director, Public Affairs and Corporate Communication** in the Judiciary.

POSITION: DIRECTOR, PUBLIC AFFAIRS AND CORPORATE COMMUNICATION (JSG 1)

Job Reference Number	: V/No.21/2026
Number of Posts	: One (1)
Terms of Service	: Five (5) year contract
Consolidated Gross Salary Scale	: Kshs. 525,221 – 849,014 p.m

Job Purpose:

The job holder will be responsible for spearheading the formulation, implementation and review of Judiciary's communications policies and strategies.

Reporting Responsibilities

The job holder is responsible to Chief Registrar of the Judiciary.

Area of Deployment:

The Job holder will be deployed to the Directorate Public Affairs and Corporate Communication.

Key Duties and Responsibilities:

- i. Spearheading formulation, implementation and review of Judiciary's communications policies and strategies;
- ii. Spearheading and advising on communication in the Judiciary;
- iii. Ensuring effective and efficient crisis communication management;
- iv. Promoting public engagement;
- v. Managing corporate information gateways;
- vi. Spearheading branding and production of promotional materials;
- vii. Overseeing the development and implementation of strategies;
- viii. Coordinating preparation of timely media supplements, appearances, documentaries, press releases and features;
- ix. Managing the Judiciary's digital platforms;
- x. Overseeing branding and publicity of the Judiciary for events;
- xi. Spearheading the development and implementation of initiatives to promote Judiciary's corporate image;
- xii. Facilitating promotion of public awareness of Judiciary's programs and processes;
- xiii. Coordinating development and dissemination of Information, Education and Communication materials;
- xiv. Facilitating research on public opinion towards Judiciary;
- xv. Overseeing Management of Judiciary Call Centers and Customer Care desks;
- xvi. Overseeing the Customer Relationship Management (CRM) database/register;
- xvii. Undertaking the roles of Judiciary spokesperson such as ;Articulating Judiciary Policies and Decisions; Managing Media Relations; Crisis Communication; Monitoring Public Opinion and Judicial Perception; Strengthening Judiciary Communication Structures; Ensuring Consistent Messaging and Institutional Alignment; Providing Periodic Public Updates
- xviii. Undertaking, implementing, monitoring and reviewing the directorate annual budgetary allocations; and
- xix. Overseeing Performance Management, mentoring, guidance and counseling of staff.

Job Requirements: Academic and Professional Qualifications

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

- i. Bachelor's Degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Corporate Communication, Social Sciences, or any other approved equivalent qualifications from a recognized university/institution;
- ii. Master's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Corporate Communication, Social Sciences, or any other approved equivalent qualifications from a recognized university/institution;
- iii. Membership of Public Relations Society of Kenya or any other relevant professional body;
- iv. A course in Strategic Leadership Development or its equivalent from a recognized institution;
- v. Proficiency in computer applications; and
- vi. Meet the Requirements of Chapter Six (6) of the Constitution.

Experience:

Minimum **Fifteen (15) years** relevant work-experience with at least **five (5) years** in Middle Level Management.

Job Core Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent written and oral communication skills;
- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality and Integrity;
- vi. Attention to details and accuracy;
- vii. Rational Decision-Making Skills;
- viii. Time Management and the ability to prioritize work; and
- ix. Research and Data Management 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 past employment record (if any)*.
- (c) Names of three (3) referees; two (2) professional referee and one (1) character reference;
- (d) Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
- (e) Copies of academic and professional certificates, testimonials and academic transcripts;
- (f) Applicant's recent coloured passport size photograph.

Shortlisted candidates will be required to submit valid copies of clearance certificates from the following bodies during the interview: -

- 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.

The application must reach the Commission **NOT LATER THAN 12TH JUNE 2026 AT 5.00PM**

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 the 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 the interview.**
6. 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***

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