



## 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 Strategy, Planning, Monitoring and Evaluation** in the Judiciary.

### POSITION: DEPUTY DIRECTOR STRATEGY, PLANNING, MONITORING AND EVALUATION (JSG 2)

<b>Job Reference Number</b>	:	V/No. 22 /2026
<b>Number of Posts</b>	:	One (1)
<b>Terms of Service</b>	:	Five (5) year contract-renewable subject to satisfactory performance
<b>Gross Salary Scale</b>	:	<b>Kshs.389,053 – 628,899 p.m.</b>

#### Job Purpose:

To facilitate strategic planning, monitoring and evaluation of projects and programs to enhance organizational effectiveness.

#### Reporting Responsibilities:

The job holder is responsible to the Director, Strategy Planning and Organizational Productivity.

#### Area of Deployment:

Directorate of Strategy, Planning and Organizational Productivity.

#### Key Duties and Responsibilities:

- i. Spearheading the coordination of development, review, and implementation tracking of the Judiciary's Strategic Plans, sectoral policies, and operational plans.
- ii. Ensuring institutional strategic priorities are aligned with national development frameworks such as Judiciary of Kenya strategic agenda, and national development blueprints.
- iii. Providing strategic advisory support to policy coherence and results-based management.
- iv. Establishing, operationalizing, and continuously strengthening institutional Monitoring & Evaluation (M&E) systems, tools, and reporting frameworks to track performance of projects and programmes.
- v. Coordinating the design, appraisal, implementation, and evaluation of directorate programmes and projects in accordance with the project cycle management framework.
- vi. Coordinating preparation and dissemination of periodic planning, monitoring and evaluation reports
- vii. Consolidating and monitoring Judiciary project portfolios to ensure strategic value and budget alignment.
- viii. Ensuring planning and budgeting processes are integrated to enhance resource optimization and value for money.
- ix. Leading capacity-building initiatives on strategic planning, M&E systems, and performance management across departments and court stations.

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

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

- i. Master's degree in any of the following disciplines: Economics, Project Management, Business Administration, Strategic Management, Mathematics, Statistics, Social Sciences or relevant qualification from a recognized institution
- ii. A bachelor's degree in any of the following disciplines: Economics, Project Management, Public Policy & Administration, Statistics, Mathematics, Social Sciences or any other relevant qualification from a recognized institution.
- iii. Relevant professional certification.
- iv. Membership to a relevant professional body.
- v. A Course in Strategic Leadership Development or its equivalent.
- vi. Proficiency in computer applications; and
- vii. Met the requirements of Chapter Six (6) of the Constitution.

### **Experience:**

Minimum **Twelve (12) Years** relevant work-experience with at least **three (3) Years** in Senior Management Level OR **Six (6) Years** in Middle Level Management.

## Job Core Competencies:

- i. Strategic Leadership and Good Interpersonal Skills.
- ii. Excellent written and oral communication skills.
- iii. Analytical and Negotiation Skills.
- iv. Organizational and planning skills.
- v. Confidentiality, Integrity and Attention to details
- vi. Rational & Evidence-Based Decision-Making Skills
- vii. Time Management and the ability to prioritize work.
- viii. 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 12<sup>TH</sup> 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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