



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, Organizational Productivity & Quality Assurance** in the Judiciary.

POSITION: DEPUTY DIRECTOR, ORGANIZATIONAL PRODUCTIVITY & QUALITY ASSUARANCE - (JSG 2)

Job Reference Number	:	V/No.24/2026
Number of Posts	:	One (1)
Terms of Service	:	Five (5) year contract-renewable subject to satisfactory performance
Gross Salary Scale	:	Kshs.389,053 – 628,899 p.m.

Job Purpose:

To drive organizational excellence by designing, implementing, and monitoring productivity enhancement and quality assurance frameworks that optimize processes, improve performance outcomes, and promote a culture of continuous improvement

Reporting Responsibilities:

The jobholder 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 design, implementation, and sustainability of organizational productivity models to enhance efficiency across directorates and court stations
- ii. Overseeing the development and implementation of models for monitoring and evaluating the effectiveness of performance metrics within implementing units
- iii. Coordinating the development, implementation, and periodic review of incentive schemes to motivate and recognize high-performing units and individuals
- iv. Establishing systems and initiatives that promote creativity and innovation in service delivery processes
- v. Lead the development, implementation, and maintenance of quality management systems (QMS) to ensure standardization and consistency of Judiciary services.
- vi. Coordinate development, implementation, and periodic review of service delivery charters to institutionalize service quality standards.
- vii. Plan and execute periodic court user surveys to measure public confidence in the delivery of judicial services
- viii. Coordinate the preparation, consolidation, and dissemination of periodic performance reports to management for decision-making and ensure reporting is evidence-based, accurate, and aligned with strategic objectives.
- ix. Conduct training, mentoring, guidance, and performance management of employees to strengthen institutional capability in productivity and quality assurance.
- x. Foster a high-performance culture and support professional development initiative.

Job Requirements: Academic and Professional Qualifications

For appointment 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. 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 Decision-Making 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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