



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, Internal Audit** in the Judiciary: -

POSITION: DEPUTY DIRECTOR, INTERNAL AUDIT

Job Reference Number	:	V/No.25/2026
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 assess and review compliance with Acts, regulations and guidelines and make recommendations.

Reporting Responsibilities:

The job holder is responsible to the Director, Audit and Risk Management

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Providing strategic support to the Director in the governance, planning, and overall effectiveness of the Internal Audit function.

- ii. Developing and implementing Risk-Based Annual Audit Plan aligned with the Judiciary's strategic objectives and risk profile.
- iii. Facilitating financial, compliance, and operational audits, ensuring adherence to professional standards.
- iv. Providing guidance on audit methodologies, plans, and programs to ensure compliance with professional standards and adequate audit coverage.
- v. Oversee the quality assurance improvement program to maintain conformance of audit practice to Global Internal Audit Standards;
- vi. Coordinating execution of audit engagements, reviewing significant findings, final audit reports for submission to senior management and oversight committees.
- vii. Developing and maintaining systems for monitoring, reporting, and escalating the implementation of internal and external audit recommendations.
- viii. Tracking the implementation of audit recommendations to ensure corrective actions are taken
- ix. Coordinating investigations and special audits, ensuring independence, objectivity, and appropriate corrective action.
- x. Providing independent and objective assurance on the adequacy and effectiveness of internal control systems.
- xi. Facilitating development and review of the Internal Audit Charter, manuals, methodologies and guidelines.
- xii. Conducting performance management, mentoring, guidance and counselling 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: Commerce (Accounting/Finance), Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: Commerce (Accounting/Finance), Business Administration or any other recognized equivalent qualification from a recognized institution;

- iii. Certified Public Accountant of Kenya (CPA K) or Certified Chartered Accountants (ACCA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (C.I.S.A); or equivalent qualification from a recognized institution;
- iv. Registered member of the Institute of Certified Public Accountants of Kenya (ICPAK) and Institute of Internal Auditors (IIA); or relevant body
- v. A Course in Strategic Leadership Development or its equivalent from a recognized institution;
- vi. Proficiency in computer applications; and
- vii. Meet the Requirements of Chapter Six (6) of the Constitution.

Experience:

Minimum **twelve (12) years** relevant work-experience with at least **three (3) years** in level of senior management.

Job Core Competencies:

- i. Strategic Leadership and 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***

THE SECRETARY,
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