



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, Risk Management**, in the Judiciary.

POSITION: DEPUTY DIRECTOR, RISK MANAGEMENT - (JSG 2)

Job Reference Number	:	V/No. 26/2026
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. Developing and implementing a comprehensive risk management framework that aligns with the organization's strategic goals and objectives.

- ii. Establishing and maintaining risk management policies, manuals, procedures and tools in compliance with relevant laws, regulations, and industry standards.
- iii. Facilitating Identification, assessment, and prioritization of risks across all functions including financial, operational, regulatory, and strategic risks.
- iv. Developing and implementing risk mitigation strategies and action plans to minimize potential negative impacts on the organization for effective service delivery.
- v. Preparing and presenting regular risk reports to management and the leadership, highlighting key risks, trends, and mitigation strategies.
- vi. Working closely with Implementing Functions to promote a risk-aware culture and ensure that risk management practices are embedded into organization processes and decision-making
- vii. Liaising with relevant stakeholders in the development and execution of crisis management and business continuity plans for sustained service delivery.
- viii. Driving improvement and enhancements in risk management practices and behaviors on strategic projects
- ix. Ensuring development, maintenance, and periodic review of the Judiciary Risk Register to ensure accuracy and relevance to emerging risks.
- x. Providing risk assurance and advisory services to senior management to support informed decision-making.
- xi. Facilitating the integration of risk management into strategic planning, budgeting, performance management, and operational processes.
- xii. Coordinating statutory, regulatory, and external risk reviews and engagements with relevant stakeholders.
- xiii. 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: Risk Management, Finance, Accounting, Business Administration, or any other recognized equivalent qualification from a recognized institution;

- ii. Master's degree in any of the following disciplines: Risk Management, Finance, Accounting, Business Administration or any other recognized equivalent qualification from a recognized institution;
- iii. Certified Public Accountants of Kenya (CPA K) or Certified Chartered Accountants (ACCA) or Certification in Risk Management Assurance (CRMA) or equivalent qualification from a recognized institution;
- iv. Registered as a member and be in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Institute of Risk Management (IRM) or any other recognized professional 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** at the 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***

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