



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 **Assistant Director, Information Systems Audit**, in the Judiciary.

POSITION: ASSISTANT DIRECTOR, INFORMATION SYSTEMS AUDIT - (JSG 3)

Job Reference Number	:	V/No.27 /2026
Number of Posts	:	One (1)
Terms of Service	:	Permanent & Pensionable
Gross Salary Scale	:	Kshs. 306,675 – 439,613 p.m.

Job Purpose:

To identify the operating risks that may affect operations and delivery of services, assess their likelihood of occurrence, potential impact and recommend mitigation.

Reporting Responsibilities:

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

Area of Deployment:

Directorate of Audit and Risk Management.

Key Duties and Responsibilities:

- i. Providing leadership in the continuous identification and prioritization of Information Systems and ICT processes subject to audit coverage.
- ii. Conducting continuous risk assessment of the information technology environment and developing and facilitating implementation of an appropriate Information Systems Audit Plan
- iii. Coordinating Information Systems audit activities and assignments to ensure effective coverage, quality assurance, and optimal use of resources.
- iv. Conducting comprehensive audits of IT systems, networks, and applications to verify compliance with internal policies and external standards
- v. Identifying, analyzing and documenting information system security risks and control weaknesses and making appropriate recommendations.
- vi. Ensuring quality assurance over Information System audit working papers, findings, and reports, and continuously reviewing and verifying audit outputs.
- vii. Monitoring and following up on the implementation of internal and external Information System audit recommendations and maintaining systems for tracking implementation status.
- viii. Facilitating ongoing compliance reviews of ICT systems with applicable laws, regulations, policies, standards, and procedures.
- ix. Overseeing the conduct of operational, compliance, financial, investigative, and special Information Systems audits as required.
- x. Ensuring preparation and submission of periodic Information Systems audit reports and continuously advising management on areas for improvement.
- xi. Providing Advisory services on information technology developments for appropriate risk identification, evaluation and appropriate built-in of relevant controls
- 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: Information Technology, Computer Science, Information Systems, Engineering, Business Administration, Mathematics, Statistics, or any other relevant field;
- ii. Professional Certification in Information Systems Audit (e.g. CISA, CISM, CRISC, CISSP, CGEIT)
- iii. Registered member of the ISACA; (ISC)², CIIISec or any other relevant recognized professional body in Information Systems Audit
- iv. A Course in Senior Management 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 **nine (9) years** relevant work-experience with at least **three (3) years** at middle level management.

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership and Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality and Integrity;
- v. Attention to details and accuracy;
- vi. Analytical & Negotiation Skills; and
- vii. Organizational, planning skills and Results-oriented

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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