



## JUDICIAL SERVICE COMMISSION

### INTERNAL 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 Judicial Staff to fill the position of **Assistant Director, Internal Audit** in the Judiciary.

### POSITION: ASSISTANT DIRECTOR, INTERNAL AUDIT (JSG 3)

<b>Job Reference Number</b>	:	V/No. 28/2026
<b>Number of Posts</b>	:	One (1)
<b>Terms of Service</b>	:	Permanent & Pensionable
<b>Gross Salary Scale</b>	:	<b>Kshs. 306,675 - 439,613 p.m.</b>

### Job Purpose:

To provide independent, objective assurance and consulting activity designed to add value and improve the operations of the Judiciary.

### Reporting Responsibilities:

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

### Area of Deployment:

Directorate of Audit & Risk Management.

### Key Duties and Responsibilities:

- i. Reviewing audit working papers, audit findings and recommendations;
- ii. Reviewing draft audit reports;
- iii. Following up on the implementation of internal and external audit recommendations;

- iv. Undertaking independent and objective audit and risk assurance in compliance with strategic direction of the Judiciary;
- v. Identifying risks and recommend mitigating measures;
- vi. Appraising the efficiency, effectiveness and adequacy of internal controls systems to mitigate risks and recommend remedial actions;
- vii. Appraising the economy, efficiency and effectiveness with which finances and other resources are managed and utilized;
- viii. Assessing the reliability of management information utilized in decision making;
- ix. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
- x. Reviewing the controls for safeguarding the assets of the Judiciary;
- xi. Undertaking investigations and special audits and recommend corrective measures;
- xii. Developing Internal Audit and Risk Management Manual, Internal Audit Charter and Guidelines; and
- 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 fields: Commerce (Accounting/Finance), Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Certified Public Accountants (CPA K) or Certified Chartered Accountants (ACCA) or Certified Internal Auditor (CIA) or Certified Information Systems Auditor (C.I.S.A); or equivalent qualifications from a recognized institution.
- iii. Registered and be a member in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA) or any other recognized professional body;
- iv. Senior Management Course from a recognized institution; and
- v. Meet the requirements of Chapter Six (6) of the Constitution.

### **Experience:**

Minimum **three (3) years'** work experience as Senior Internal Auditor, JSG 4 or a comparable and relevant position.

### Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & 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 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***

THE SECRETARY,  
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