



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 the position of **Senior Information Systems Auditor** in the Judiciary.

POSITION: SENIOR INFORMATION SYSTEMS AUDITOR (JSG 4)

Job Reference Number	:	V/No.29/2026
Number of Posts	:	One (1)
Terms of Service	:	Permanent & Pensionable
Gross Salary Scale	:	Kshs. 235,904 – 338,164 p.m.

Job Purpose:

To conduct audits on the Judiciary's IT infrastructure, application systems and processes to provide assurance regarding the integrity, availability and confidentiality of the Judiciary's information through evaluation of internal controls within the information systems environment.

Reporting Responsibilities:

The job holder is responsible to the Assistant Director, Information Systems Audit

Area of Deployment:

Directorate of Audit & Risk Management

Key Duties and Responsibilities:

- i. Identifying activities and processes subject to Information Systems audit coverage;

- ii. Carrying out annual risk assessment and preparation of annual internal audit work plan and budget;
- iii. Managing and coordinating various information systems audit activities and assignments;
- iv. Reviewing audit assignment proposals, audit plans and engagement programmes for audit of ICT systems;
- v. Reviewing information systems audit working papers, audit findings and ensure that draft audit reports on information systems are prepared in time;
- vi. Reviewing draft audit reports on ICT systems and submit for approval;
- vii. Reviewing responses from auditees on ICT systems, prepare final audit reports and submit for approval;
- viii. Ensuring maintenance of high audit standards, adherence to plans, budgets and work schedules;
- ix. Providing leadership in monitoring and making follow up on the implementation of internal and external audit recommendations and maintaining a database of the implementation rate;
- x. Ascertaining compliance with existing regulations, instructions and procedures in implementation of ICT systems;
- xi. Preparing monthly, quarterly and annual internal audit reports/returns and advice on areas for improvement;
- xii. Supporting operational, compliance, financial and investigative audits, as assigned;
- xiii. Heading special audit assignment teams that may be appointed from time to time;
- xiv. Identifying training needs for ICT auditors and ensure that relevant trainings are provided;
- xv. Researching and keeping abreast with relevant changes in laws, regulations and procedures in auditing, accounting, finance, procurement and other relevant areas; and
- xvi. Conducting performance management, mentoring, guidance.

Job Requirements: Academic and Professional Qualifications

For appointments to this grade, the applicant must have: -

- i. Bachelor's degree in any of the following disciplines: Computer Science, Engineering, Business Administration, Mathematics, Statistics, or any other relevant field;
- ii. Certified Information Systems Auditor (C.I.S.A) certificate;
- iii. Registered as a member of Information Systems Audit and Control Association (ISACA);
- iv. A certificate in Senior Management Course from the Kenya School of Government or its equivalent from a recognized institution; and
- v. Met the requirements of Chapter Six (6) of the Constitution.

Experience:

Minimum **three (3) years'** work experience as Internal Auditor I, JSG 5 or a comparable and relevant position.

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;
- v. Analytical & Negotiation Skills; and
- vi. 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

THE SECRETARY,
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