



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 **Officer II, Strategy, Planning & Organizational Productivity** in the Judiciary.

POSITION: OFFICER II, STRATEGY, PLANNING & ORGANIZATIONAL PRODUCTIVITY - (JSG 6)

Job Reference Number	:	V/No. 34 /2026
Number of Posts	:	Nine (9)
Terms of Service	:	Permanent and Pensionable
Gross Salary Scale	:	Kshs. 139,588 – 200,097 p.m.

Job Purpose:

To assist in the implementation and evaluation of performance and quality management systems for continuous improvement and accountability.

Reporting Responsibilities:

The job holder is responsible to Strategy Planning and Organizational Productivity Officer I

Area of Deployment:

Directorate of Strategy Planning and Organizational Productivity

Key Duties and Responsibilities:

- i. Supporting monitoring, evaluation, and reporting on the implementation of policies, projects, programs, strategic plans, and work plans.
- ii. Supporting development and reviewing of monitoring and evaluation tools, systems, and procedures.

- iii. Compiling program progress reports from implementing units.
- iv. Supporting the preparation of quarterly and annual projects, programs, and policy reports
- v. Undertaking courts' caseload data collection, collation, and analysis.
- vi. Cleaning courts' caseload data for quality checks, completeness, accuracy, and consistency.
- vii. Preparing quarterly and annual court statistics reports.
- viii. Maintaining and updating courts' caseload databases.
- ix. Supporting the conduct of feasibility studies, surveys, and research on emerging issues and best practices to inform policy decisions.
- x. Supporting implementation of organizational productivity and quality assurance initiatives
- xi. Supporting development and maintenance of standard operating procedures, policies, and guidelines.
- xii. Assisting in identifying, incubation and implementation of service delivery innovations

Job Requirements: Academic and Professional Qualifications

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

- i. A Bachelor's degree in any of the following disciplines: Economics, Statistics, Data Science, Computer Science, Mathematics, Project Management, Public Policy, Social Sciences or any other relevant qualification from a recognized institution.
- ii. A course in management or its equivalent.
- iii. Proficiency in computer applications.
- iv. Meets the requirements of Chapter Six (6) of the Constitution.

Experience:

None.

Job Core Competencies:

- i. Good Interpersonal and Communication skills.
- ii. Data and statistical analysis skills.
- iii. Supervisory and Problem-solving skills.
- iv. Report writing skills.
- v. Confidentiality and Integrity.
- vi. Hands-on and Results Oriented.
- vii. Ability to work under pressure and
- viii. Merit and ability as reflected in work performance and results.

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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