



## **JUDICIAL SERVICE COMMISSION**

### **VACANCIES ANNOUNCEMENT**

The Judicial Service Commission (JSC) was established under **Article 171 of the Constitution of Kenya in 2010**, with the 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 following positions of Member, Tax Appeals Tribunal.

#### **MEMBER TAX APPEALS TRIBUNAL – (NON-ADVOCATE) TWO (2) POSTS**

**Job Reference Number: V/No.49/2026**

#### ***Job Requirements: Academic and Professional Qualifications:***

Under Section 4A (b) of the Tax Appeals Tribunal (Amendment) Act of 2022 the applicant must have the following minimum requirements.

- i. Hold a bachelor's degree in any of the following disciplines: business, finance, public finance, economics, insurance, or related discipline from a recognized university in Kenya or any other relevant qualification from an institution recognized in Kenya.
- ii. Have at least ten (10) years of experience in matters relating to the discipline referred to under item (i) above.
- iii. Is not a public officer or a tax agent.
- iv. Has not at any time within the preceding five (5) years been an employee of the Kenya Revenue Authority;
- v. Has met his Tax obligations
- vi. Has not been convicted of an offense under any law; and
- vii. Has not been adjudged bankrupt by a court of competent jurisdiction.

- viii. Qualification and experience in alternative dispute resolution will be an added advantage.
- ix. Have a high moral character and integrity in accordance with Chapter Six of the Constitution

#### ***Job Core Competencies:***

- i. Oral & Written Communication Skills
- ii. Excellent Conceptual & Analytical Skills
- iii. Interpersonal Skills
- iv. Report Writing Skills
- v. Research Skills
- vi. High attention to detail
- vii. Sound independent judgment.

#### **Terms of Service**

Under **Section 5(1) and (1A) of the Tax Appeals Tribunal (Amendment) Act of 2022**, the term of service for the Member shall not exceed three (3) years but shall be eligible for re-appointment for one further term of three years.

The Member of the Tribunal shall serve on a full-time basis.

#### **Remuneration:**

Section 8 (1) of the Tax Appeals Tribunal Act (CAP 469A) the remuneration and allowances of the Members of the Tax Appeals Tribunal shall be determined by the Judicial Service Commission in consultation with the Salaries and Remuneration Commission.

#### **HOW TO APPLY**

1. Interested and qualified persons are requested to make their applications by filling out 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 community service, financial discipline, pro bono activity (if any), involvement as a party in litigation, and involvement in political activity, including financial contribution to political party parties (if any) and criminal record, professional engagement, three

- (3) professional references and two (2) character references who can verify and comment on the applicant's past and present employment;
- (c) Names of three (3) professional references and two (2) character references who can verify and comment about the applicant's past and present employment or engagement;
- (d) (d) Copy of professional certificates, testimonials, and academic transcripts, certificate of Admission to roll of advocate (where applicable)
- (e) Applicant's recent colored passport-size photograph and
- (f) **Five (5) sample** writings of any professional writings, including but not limited to judgments, advocacy submissions in courts, scholarly writings or any professional publications that the applicant has authored.

The applications must reach the Commission **NOT LATER THAN 13<sup>TH</sup> AUGUST 2026 AT 5.00 P.M.**

#### 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 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 interview.
6. It is a criminal offense to present fake documents or false information.

***THE JUDICIAL SERVICE COMMISSION IS AN EQUAL-OPPORTUNITY  
EMPLOYER***

THE SECRETARY,  
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