



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 therefore invites applications from suitable candidates to fill the position of **Member, Co-operative Tribunal (Non- Advocate)**.

MEMBER CO-OPERATIVE TRIBUNAL (NON-ADVOCATE)- ONE (1) POST

Job Reference Number: V/No. 39/2026

Job Requirements: Academic and Professional Qualifications:

Under **Section 77(1)(d) of the Cooperative Societies Act, CAP 490**, the applicant must have the following minimum requirements.

- i. Have a bachelor's degree from a recognized university.
- ii. At least ten (10) years' experience in the field of co-operative management and practice.
- iii. Qualification and experience in alternative dispute resolution will be an added advantage.
- iv. Meet the requirements of Chapter Six of the Constitution on leadership and integrity.

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

Terms of Service

Under **Section 77(3) of the Cooperative Societies Act, CAP 490**, a Member of the Cooperative Tribunal shall serve for a term of three (3) years, renewable once, subject to satisfactory performance.

Remuneration:

Section 84 of the Cooperative Societies Act, the remuneration and allowances of the Members of the Cooperative Tribunal shall be determined by the Cabinet Secretary.

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 13TH 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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