



JUDICIAL SERVICE COMMISSION
VACANCY ANNOUNCEMENT

The Judicial Service Commission (JSC) is established under Article 171 of the Constitution of Kenya, 2010. The Mandate of the Commission is to promote and facilitate independence and accountability of the Judiciary in efficient, effective and transparent Administration of Justice. The Commission invites applications from suitable candidates to fill the following vacancies.

A. POSITIONS IN THE JSC SECRETARIAT

1. POSITION : DIRECTOR, LEGAL SERVICES (JCG 1)

Job Reference Number : V/No. 5/2020

Number of Posts : One (1)

Terms of Service : Three (3) year contract-renewable
subject to satisfactory performance

Gross Salary Scale : **Kshs. 504,200 – 618,100 p.m.**

Job Purpose:

The Job holder is responsible for providing litigation and legal advisory services, coordination of investigations to ensure effective complaints processing and sustainable stakeholders' engagement.

Reporting Responsibilities:

The job holder will be responsible to the Registrar, Judicial Service Commission

Area of Deployment:

Directorate of Legal Services

Key Duties and Responsibilities:

- i. Managing and coordinating the activities of the Directorate of Legal Services;
- ii. Conducting research on relevant laws and preparing measures to implement policy decisions of the Commission;
- iii. Ensuring that the Commission complies with all applicable laws, regulations and laid down procedures;
- iv. Continuously update the Commission on any changes in the law;
- v. Reviewing draft policies of the Commission to ensure that they are in compliance with the law;
- vi. Undertaking internal legal compliance audits and ensuring recommendations are disseminated and implemented;
- vii. Representing the Commission on legal cases instituted by or against the Commission;
- viii. Preparing litigation documents; pleadings, notices, affidavits and correspondence;
- ix. Liaising with Commission Counsel and attending Court;
- x. Conducting investigations on complaints, disciplinary cases and other matters requiring investigations;
- xi. Gathering information and preparing intelligence reports;
- xii. Processing of complaints / petitions received by the Commission;
- xiii. Maintaining proper and up-to-date data on complaints filed and processed;
- xiv. Managing the Complaints Management Information System; and
- xv. Developing and implementing stakeholder engagement strategies to sustain valuable stakeholder relationships.

Job Requirements: Academic and Professional Qualifications:

- i. A Master's degree in Law or its equivalent qualifications from a recognized Institution;
- ii. A Bachelor's degree in Law or its equivalent qualification from a recognized Institution;
- iii. A Post Graduate Diploma from the Kenya School of Law;
- iv. Advocate of the High Court of Kenya;
- v. Membership to relevant professional body with Good Standing;

- vi. A Course in Strategic Leadership and Development or its equivalent;
- vii. Proficiency in Computer Applications; and
- viii. Meets the requirements of Chapter Six (6) of the Constitution

Work Experience:

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

- i. Minimum fifteen (15) Years relevant work experience in a Legal Environment;
- ii. At least five (5) Years at Senior Management Level;
- iii. Prior experience working on legal matters including but not limited to judicial reforms, legislative drafting, Investigations and Complaints Management, legal research and analysis shall be added advantage.

Core Job Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent Communication skills - Verbal and Written;
- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality, High Integrity, attention to details and accuracy;
- vi. Rational Decision Making Skills;
- vii. Time Management and the ability to prioritize work; and
- viii. Research and Data Management Skills

2. POSITION : DIRECTOR, BOARD SERVICES (JCG 1)

Job Reference Number : V/No. 6/2020

Number of Posts : One (1)

Terms of Service : Three (3) years contract-renewable subject to satisfactory performance

Gross Salary Scale : Kshs. 504,200 – 618,100 p.m.

Job Purpose:

The Job holder is responsible for providing efficient, professional, technical and administrative services to the Commission's Board activities.

Reporting Responsibilities:

The job holder will be responsible to the Registrar, Judicial Service Commission

Area of Deployment:

Directorate of Board Services

Key Duties and Responsibilities:

- i. Managing and coordinating the activities of the Directorate of Board Services;
- ii. Organizing, coordinating and preparing Commission's agenda, Board papers and Notices of meetings;
- iii. Coordinating receipt of Board papers from various departments and presenting the same to Commission meetings;
- iv. Maintaining dockets and calendars for Commission and schedule related Commission meetings;
- v. Making arrangements for conferences and workshops for Commissioners;
- vi. Facilitating Corporate and Strategic Planning for the Commission;
- vii. Monitoring and evaluating the implementation of Commission decisions, directives and regulations;
- viii. Ensuring compliance with Commission decisions and laid down, service regulations, policies and guidelines in discharge of delegated roles;
- ix. Preparing quarterly reports to the Commission on efficiency and effectiveness of the discharge of the Commission functions; and
- x. Analyzing cases to ensure compliance to requirements and other guidelines before tabling to the Commission's Board.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Relevant Master's degree in Social Sciences or its equivalent qualification from a recognized Institution;
- ii. A Bachelor's degree in Social Sciences or its equivalent qualification from a recognized Institution;
- iii. Relevant Professional Qualifications;
- iv. Membership to a relevant professional body with Good Standing;

- v. Corporate Secretary qualification will be an added advantage;
- vi. A Course in Strategic Leadership and Development or its equivalent from a recognized institution;
- vii. Proficiency in Computer Applications; and
- viii. Meets the requirements of Chapter Six (6) of the Constitution

Work Experience:

- i. Minimum Fifteen (15) Years relevant work experience;
- ii. At least Five (5) Years in Senior Management Level; and
- iii. Experience working with Boards.

Core Job Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent Communication skills - Verbal and Written;
- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality, High Integrity, attention to details and accuracy;
- vi. Rational Decision Making Skills;
- vii. Time Management and the ability to prioritize work; and
- viii. Research and Data Management Skills

3. POSITION : DIRECTOR, FINANCE AND ADMINISTRATION (JCG 1)

Job Reference Number	: V/No. 7/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) years contract-renewable subject to satisfactory performance
Gross Salary Scale	: Kshs. 504,200 – 618,100 p.m.

Job Purpose:

The job holder is responsible for providing efficient and effective Financial, Human Resource and Corporate Services to the Commission.

Reporting Responsibilities:

The job holder will be responsible to the Registrar, Judicial Service Commission

Area of Deployment:

Directorate of Finance and Administration

Key Duties and Responsibilities:

- i. Managing and coordinating the activities of the Directorate of Finance and Administration;
- ii. Overseeing the annual finance planning/budgeting processes and preparing the annual operating budget;
- iii. Overseeing preparation of financial statements and monitoring for presenting to the commission;
- iv. Ensuring efficient functioning and documentation of all financial systems including receipts, disbursements, billing, bookkeeping, budgeting and accounting;
- v. Overseeing all Human Resource, employee relations, equal employment opportunity functions of the Commission;
- vi. Establishing and monitoring staff performance and development goals consistent with the Commission's strategic plan;
- vii. Overseeing the professional development/training program for staff and ensuring completion of annual performance appraisals;
- viii. Ensuring a linkage in functional services between the Commission and the Judiciary;
- ix. Overseeing payroll and benefits including paid time off accrual and retirement plans;
- x. Provision of Administrative Support Services, Facilities management and maintenance;
- xi. Overseeing and managing contracted services provided to the Commission;
- xii. Negotiating and management of property leases;
- xiii. Facilitating ICT services and inventory;
- xiv. Overseeing office operations and matters relating to facilities in the Commission including insurance and major equipment acquisition and maintenance;

Job Requirements: Academic and Professional Qualifications:

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

- i. A Relevant Master's degree or its equivalent qualification from a recognized Institution;
- ii. A Bachelor's degree in Finance, Accounts, Human Resource Management or equivalent qualifications from a recognized Institution;
- iii. Relevant professional qualifications;
- iv. Membership to relevant professional body with Good Standing;
- v. A course in Strategic Leadership and Development or its equivalent from a recognized institution;
- vi. Proficiency in Computer Applications; and
- vii. Meets the requirements of Chapter Six (6) of the Constitution

Work Experience:

- i. Minimum of fifteen (15) years of relevant work experience
- ii. At least five (5) years at Senior Management level;
- iii. Experience as Head of Finance and Administration functions shall be an added advantage

Core Job Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent Communication skills - Verbal and Written;
- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality, High Integrity, attention to details and accuracy;
- vi. Rational Decision Making Skills;
- vii. Time Management and the ability to prioritize work; and
- viii. Research and Data Management Skills

4. POSITION : SENIOR PUBLIC AFFAIRS AND CORPORATE COMMUNICATIONS OFFICER (JCG 4)

Job Reference Number	: V/No. 8/2020
Number of Posts	: One (1)
Terms of Service	: Three (3) years Contract - Renewable subject to satisfactory performance
Gross Salary Scale	: Kshs. 169,800 – 227,000 p.m.

Job Purpose:

The job holder will be responsible for enhancement of communication between the Commission and its internal and external stakeholders.

Reporting Responsibilities

The job holder will be responsible to the Registrar, Judicial Service Commission

Area of Deployment:

Public Affairs and Corporate Communication Department

Key Duties and Responsibilities:

- i. Overseeing formulation, implementation and reviewing of the Commission's Communication policies, strategies and guidelines;
- ii. Ensuring effective and efficient crisis communication management;
- iii. Championing public engagement for effective stakeholders' relations;
- iv. Managing corporate information gateways for effective communication;
- v. Overseeing the development and implementation of strategies to foster positive media relations;
- vi. Coordinating preparation of timely media supplements, appearances, documentaries, press releases and features;
- vii. Managing the Commission's digital platforms;
- viii. Managing executive events with a view to securing institutional profiling moments;
- ix. Spearheading the development and implementation of initiatives to promote the Commission's positive corporate image and foster relations with stakeholders;
- x. Facilitating promotion of public awareness of the Commission's programs and processes through development and dissemination of Information, Education and Communication materials;
- xi. Overseeing the development and implementation of a robust internal communication strategies;

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in any of the following: Mass Communication, Communication Studies, Journalism, Public Relations, Corporate

- Communication or any other equivalent qualifications from a recognized university/institution;
- ii. A Post-Graduate Diploma in any of the following: Mass Communication, Communication Studies, Journalism, Public Relations, Corporate Communication any other equivalent qualifications from a recognized university/institution;
 - iii. Membership to relevant professional body with Good Standing;
 - iv. A Senior Management course or its equivalent from a recognized institution;
 - v. Proficiency in Computer Applications; and
 - vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum of Six (6) years relevant work Experience;
- ii. At least Three (3) years at Supervisory Management level;

Core Job Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

B. POSITIONS IN THE JUDICIARY

DIRECTORATE OF INFORMATION, COMMUNICATION & TECHNOLOGY

1. POSITION	:	DIRECTOR, INFORMATION COMMUNICATION & TECHNOLOGY (JSG 1)
Job Reference Number	:	V/No. 9/2020
Number of Posts	:	One (1)

- Terms of Service** : Three (3) years contract-renewable subject to satisfactory performance
- Gross Salary Scale** : **Kshs. 504,200 – 618,100 p.m.**

Job Purpose:

The job holder is responsible for developing, implementing, administering and managing all ICT initiatives to support the mandate of the Judiciary.

Reporting Responsibility

The job holder will be responsible to the Chief Registrar of the Judiciary

Area of Deployment:

Directorate of Information Communication and Technology

Key Duties and Responsibilities:

- i. Providing ICT strategic vision, planning and operational leadership, leading and overseeing the implementation of Judiciary's long and short term ICT plans in accordance with approved strategy;
- ii. Advising the Judiciary on the development, implementation and maintenance of computerized court process, Network Infrastructure implementation, administration and upgrading of network systems and desktop environment that responds to user demands on service delivery taking into account Judicial policies and government standards;
- iii. Formulating, implementing and reviewing of ICT policies, strategies, Identifying and evaluating emerging technologies (hardware and software), procedures and guidelines pertaining to Judiciary processes;
- iv. Coordinating the development, reviewing and implementation of the Judiciary digital strategy across the Judiciary Offices to ensure it reflects the Judiciary's mandate, needs of the business and emerging service priorities;
- v. Overseeing the development and implementation of ICT business disaster management strategies to ensure Judicial network systems, establishments and the physical environment, data and users are protected against cyber-attacks, risk exposure, unauthorized access, data loss and corruption;
- vi. Implementing frameworks and systems to improve delivery of administrative services to Judicial stakeholders, which include but not

limited to Judicial operation support, digitization of court process, Court Management Systems, Digital Audio Recording and Transcription, Virtual Court Systems (teleconferencing) and document management systems;

- vii. Overseeing implementation of a secure Judiciary Enterprise Resource Planning System (ERP), security back-up and disaster recovery measures for all information, technology and systems in the Judiciary;
- viii. Overseeing the timely implementation and monitoring of ICT projects, that are supported by best practice knowledge, demonstrate business value and financial viability, in line with scope and user requirements and ensure governance arrangements are established for the monitoring and control;
- ix. Overseeing installation and maintenance of ICT systems in the Judiciary by ensuring the provision of cost-effective, efficient, high quality ICT services in line with identified needs and ensuring measures are in place to monitor the effectiveness of ICT services within the Judiciary;
- x. Implementing knowledge management frameworks to guide efficient and effective digitization, records and storage management, distribution of proprietary and confidential information to the public in compliance with Government standards, policies and procedures on security, confidentiality, and integrity pertaining to the historical storage and distribution;
- xi. Identifying, researching and evaluating ICT innovative opportunities to improve Judiciary processes for effective service delivery through partnership and collaboration with Judiciary directorates' end-users and other stakeholders whilst maintaining quality and efficiency in service delivery;
- xii. Undertaking, implementing, monitoring and reviewing the directorate's annual budgetary allocations;
- xiii. Managing departmental internal controls and procedures, supervising prudent use of ICT financial resources, performance management activities, human resource, ICT assets and physical resources to meet strategic departmental goals;

- xiv. Overseeing the development and implementation of ICT user training programs and materials in liaison with the Judiciary's Directorate of Human Resource Management & development as well as the ICT Authority to ensure technical staff have the right skills and service knowledge and end-users have the digital skills required to promote and accelerate the implementation of the Judiciary Digital Strategy; and
- xv. Ensuring efficient Performance Management, mentoring, guidance and counseling of staff.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Master's degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or its equivalent qualification from a recognized Institution;
- ii. A Bachelor of Science degree in any of the following fields: Computer Science, Computer Technology, Informatics, Computer Science & Technology, Information Systems, Business Information Technology (BBIT), Computing Science and Technology, Computer Security and Forensics or equivalent qualification from a recognized Institution;
- iii. Possess at least five (5) Professional Certifications in ICT and one (1) Certification in Project Management;
- iv. Membership to relevant professional body with Good Standing;
- v. A Course in Strategic Leadership and Development or its equivalent from a recognized institution; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum of fifteen (15) years relevant work Experience;
- ii. At least five (5) years at a Senior Management Level.

Core Job Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent Communication skills - Verbal and Written;

- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality, High Integrity, attention to details and accuracy;
- vi. Rational Decision Making Skills;
- vii. Time Management and the ability to prioritize work;
- viii. Research and Data Management Skills;
- ix. Professional and Technical competence; and
- x. A demonstrated track record in the delivery of ICT projects and services, strategy development and execution

2. POSITION : SENIOR ICT ASSISTANT (JSG 7)

Job Reference Number : V/No. 10 /2020

Number of Posts : Thirty (30)

Terms of Service : Pensionable

Gross Salary Scale : **Kshs. 83,300 – 106,400 p.m.**

Job Purpose:

The job holder will be responsible for supporting ICT initiatives/solutions to enhance the mandate of the Judiciary.

Reporting Responsibilities

The job holder will be responsible to the ICT Officer in-charge in area of deployment

Area of Deployment:

Court Stations

Key Duties and Responsibilities:

- i. Supporting and assisting in the implementation of computer systems and new applications at Court Stations;
- ii. Providing user support and training of users;
- iii. Undertaking basic development of ICT solutions and projects;
- iv. Troubleshooting system and network issues and diagnosing and solving hardware or software faults;

- v. Maintaining printers, photocopiers, scanners and other peripherals to ensure availability of service;
- vi. Installing and configuring computer hardware operating systems and applications;
- vii. Providing support, including procedural documentation and relevant reports;
- viii. Undertaking repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- ix. Monitoring the performance of Information Communication Technology equipment; and
- x. Reporting any faults for further action.

Job Requirements: Academic and Professional Qualifications:

For appointment to this grade, the applicant must have:

- i. Diploma in any of the following fields: Computer Science, Information Technology, Information and Communication Technology or equivalent qualifications from a recognized institution;
- ii. Demonstrated merit and ability as reflected in work performance and results; and
- iii. Meets the Requirements of Chapter Six (6) of the Constitution

Work Experience:

- i. Minimum of three (3) years relevant work experience

Job Core Competencies:

- i. Good Interpersonal relations;
- ii. Good Communication skills
- iii. Problem-solving skills
- iv. Ability to work under pressure
- v. Have shown merit and ability as reflected in work performance and results

DIRECTORATE OF SUPPLY CHAIN MANAGEMENT

3. POSITION : ASSISTANT DIRECTOR, SUPPLY CHAIN MANAGEMENT (JSG 3)

Job Reference Number	:	V/No. 11/2020
Number of Positions	:	One (1)
Terms of Service	:	Pensionable
Gross Salary Scale	:	Kshs. 283,000 – 360,600 p.m.

Job Purpose:

The job holder will be responsible for ensuring efficient procurement planning and management within the Judiciary; analyzing and coordinating the administrative, technical and commercial aspects of the tendering and contract process; and ensuring efficient management of stores, inventory and assets management in the Judiciary.

Reporting Responsibility

The job holder will be responsible to the Director, Supply Chain Management

Area of Deployment:

- i. Procurement Planning and Secretariat or
- ii. Tendering, Contracts Administration and Management or
- iii. Stores, Inventory, Asset Management and Disposals

Key Duties and Responsibilities:

- i. Developing and implementing Supply Chain Management (SCM) policies, procedures, strategies and programs in line with the Public Procurement and Asset Disposal Act, (PPADA) 2015 and Regulations;
- ii. Providing professional opinion and advisory services on Supply Chain Management;
- iii. Ensuring strict adherence to the Public Procurement and Asset Disposal Act, 2015 and the Judiciary Procurement and Disposal manual and policies;

- iv. Coordinating the preparation, advertisement, submission, opening and evaluation of Tenders/ Request for Proposals (RFPs) and other procurement initiatives;
- v. Providing secretariat services to the Procurement/Tender /Disposal and Evaluation Committees, and Contract Implementation Teams;
- vi. Preparing and implementing procurement and asset disposal plans;
- vii. Monitoring contract management by user functions in conformity with the terms and condition of the contracts;
- viii. Ensuring update and management of inventory, stock, Disposals and Asset Register;
- ix. Conducting procurement market research, surveys and global trends with respect to Supply Chain Management;
- x. Preparing and submitting timely and periodic management and statutory reports; and
- xi. Facilitating Performance Management, mentoring, guidance and counseling of staff.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in any of the following disciplines: - Purchasing and Supplies, Procurement and Logistics Management, Commerce (Supplies Management option), Business Administration (Supply Chain Management) from a recognized institution;
- ii. A Post Graduate qualification in Supply Chain Management, Procurement & Logistics Management (CIPS, CPSP) or any other relevant qualifications;
- iii. Membership to relevant professional body with Good Standing and Current Practicing License;
- iv. A Senior Management Course or its equivalent from a recognized institution;
- v. Proficiency in Computer Applications; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum nine (9) years' relevant work experience;
- ii. At least three (3) years of which should be at Middle Management level;

Core Job Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence
- iv. Confidentiality, High integrity, attention to details and accuracy;
- v. Analytical and Negotiation skills; and
- vi. Organizational planning skills and results-oriented

4. POSITION : SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (JSG 4)

Job Reference Number : V/No. 12/2020

Number of Positions : Seven (7)

Terms of Service : Pensionable

Gross Salary Scale : **Kshs. 169,800 – 227,000 p.m.**

Job Purpose:

The job holder is responsible for coordinating the operations of designated Supply Chain Management (SCM) functions and implementation of Procurement and Asset Disposal systems

Reporting Responsibilities

The job holder will be responsible to the Assistant Director, Supply Chain Management

Area of Deployment:

- i. Procurement Planning and Secretariat; or
- ii. Tendering, Contracts Administration and Management; or
- iii. Stores, Inventory, Asset Management and Disposals

Key Duties and Responsibilities:

- i. Implementing the Public Procurement and Asset Disposal Act, (PPADA)2015, policies and Regulations;
- ii. Conducting procurement market research, surveys and global trends with respect to Supply Chain Management;

- iii. Ensuring effective coordination, preparation and implementation of Procurement and Disposal plans;
- iv. Identifying and implementing cost-saving/reduction initiatives within the Supply Chain Management function;
- v. Participating in preparation, advertisement, opening and evaluation of tenders and disposal processes;
- vi. Reviewing, disseminating and ensuring implementation of the Directorate's Service Charter;
- vii. Offering secretariat services to the various Procurement and Disposal Committees;
- viii. Ensuring efficient and effective Inventory and Asset Management system;
- ix. Preparing, managing, monitoring and evaluating the execution of contracts; and
- x. Preparing and submitting statutory and management periodic reports in a timely manner.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in any of the following disciplines: - Purchasing and Supplies, Procurement and Logistics Management, Commerce (Supplies Management option), Business Administration (Supply Chain Management) from a recognized institution;
- ii. A Post Graduate qualification in Supply Chain Management, Procurement & Logistics Management (CIPS, CPSP) or any other relevant qualifications;
- iii. Membership to relevant professional body with Good Standing and Current Practicing License;
- iv. A Senior Management Course or its equivalent from a recognized Institution;
- v. Proficiency in Computer Applications; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum six (6) years' relevant work experience;
- ii. At least three (3) years at Middle Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational planning skills and Results-oriented

DIRECTORATE OF AUDIT AND RISK MANAGEMENT

5. POSITION : **ASSISTANT DIRECTOR, RISK MANAGEMENT (JSG 3)**

Job Reference Number : V/No. 13/2020

Number of Positions : One (1)

Terms of Service : Pensionable

Gross Salary Scale : **Kshs. 283,000 – 360,600 p.m.**

Job Purpose:

The job holder will be responsible for identifying, assessing critical risks that the Judiciary faces, formulating and executing strategies to guard against the risks, conducting compliance reviews on the implementation and operational effectiveness of the risk management policies and making appropriate recommendations.

Reporting Responsibility

The Job holder will be responsible to the Director, Audit and Risk Management

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Identifying in consultation with the management, the relevant operating risks that may affect operations and delivery of services and assess their likelihood of occurrence and potential impact;
- ii. Leading in the development and implementation of the Risk Management Policy and strategy that aligns with the strategic Plan;
- iii. Developing, implementing, and maintaining a compliance framework on statutory, contractual and internal obligations (e.g code of conduct, internal controls and quality management systems);
- iv. Preparing an annual Risk and Compliance Review Plan to be approved by the Audit, Governance and Risk Management Committee;
- v. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
- vi. Preparing and presenting comprehensive and insightful reports for all risk and compliance assessments undertaken;
- vii. Engaging stakeholders through the risk and compliance review process ensuring all stakeholders are kept informed at all stages of the review process;
- viii. Monitoring key metrics to confirm achievement of the risk and compliance plans and their contribution to the overall strategic plan;
- ix. Tracking and monitoring Risk and Compliance assessments findings and ensure recommendations made are implemented;
- x. Driving training and sensitization of judicial officers and staff in risk management and compliance;
- xi. Updating and consolidating the Judiciary Risk register;
- xii. Providing leadership, developing, training, coaching, motivating and evaluating risk management staff to achieve their highest levels of performance;
- xiii. Facilitating statutory and external risk and compliance reviews; and

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce, Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as a Certified Public Accountants (CPA K) or Certified Chartered Accountants (ACCA) or Risk Management or Certified Information Systems Auditor (CISA) or equivalent qualifications from a recognized institution.
- iii. Professional Membership to a relevant professional body with Good Standing;
- iv. A Certification in Certified Information System Auditors (C.I.S.A);
- v. A Senior Management Course or its equivalent from a recognized institution;
- vi. Proficiency in Computer Applications; and
- vii. Meets the Requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum nine (9) years relevant work experience
- ii. At least three (3) years at Middle Level Management;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

6. POSITION : SENIOR INTERNAL AUDITOR, (JSG 4)

Job Reference Number : V/No. 14/2020

Number of Positions : Two (2)

Terms of Service : Pensionable

Gross Salary Scale : Kshs. 169,800 – 227,000 p.m.

Job Purpose:

The Job holder will provide independent, objective assurance and consulting audit services designed to add value and improve the Judiciary's operations and effectiveness in governance.

Reporting Responsibility

The job holder is responsible to Assistant Director, Internal Audit.

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Carrying out annual risk assessment and preparing annual internal audit work plan and budget;
- ii. Preparing audit working papers and draft reports;
- iii. Reviewing responses from audit clients and preparing final audit reports;
- iv. Following up on the implementation of internal and external audit recommendations;
- v. Preparing periodic internal audit reports;
- vi. Carrying out investigations on irregularities identified or reported.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce (Accounting/Finance) or Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as a Certified Public Accountants of Kenya (CPA K) or Association of Certified Chartered Accountants (ACCA) or Certified Information Systems Auditors (C.I.S.A) or equivalent qualification from a recognized institution.
- iii. Membership to relevant professional body with Good Standing;
- iv. A Senior Management Course or its equivalent from a recognized institution;
- v. Proficiency in Computer Application skills; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum six (6) years relevant work experience
- ii. At least three (3) years at Middle Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

7. POSITION : **INTERNAL AUDITOR 1 (JSG 5)**

Job Reference Number : V/No. 15 /2020

Number of Positions : Five (5)

Terms of Service : Pensionable

Gross Salary Scale : **Kshs. 104,300 – 131,100 p.m.**

Job Purpose:

The job holder will provide independent, objective assurance and consulting audit services designed to add value and improve organizational operations and effectiveness

Reporting Responsibility

The Job holder is responsible to the Senior Internal Auditor

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Collecting and analyzing audit evidence;
- ii. Review internal control systems in operation and report on any weakness;
- iii. Preparing audit reports;
- iv. Verifying the existence of assets administered by the Judiciary;
- v. Undertaking special audit investigations and;
- vi. Prepare and maintain audit working papers.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce (Accounting/Finance) or Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as a Certified Public Accountants of Kenya (CPA K) or Association of Certified Chartered Accountants (ACCA) or Certified Information Systems Auditor (C.I.S.A) or equivalent qualification from a recognized institution;
- iii. Membership to relevant professional body with Good Standing;
- iv. A Management Course or its equivalent from a recognized institution;
- v. Proficiency in Computer Application; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum three (3) years relevant work experience;
- ii. At least three (1) years at Supervisory Management level;

Core Job Competencies:

- i. Good Interpersonal and Communication skills;
- ii. Supervisory and Problem-solving skills;
- iii. Confidentiality and High Integrity;
- iv. Hands-on and Results Oriented;
- v. Ability to work under pressure; and
- vi. Merit and ability as reflected in work performance and results

8. POSITION	:	INTERNAL AUDITOR II, (JSG 6)
Job Reference Number	:	V/No. 16 /2020
Number of Positions	:	Six (6)
Terms of Service	:	Pensionable
Gross Salary Scale	:	Kshs. 94,400 – 118,900 p.m.

Job Purpose:

The job holder will provide independent, objective assurance and consulting audit services designed to add value and improve organizational operations and effectiveness

Reporting Responsibility

The Job holder is responsible to the Senior Internal Auditor

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Collecting and analyzing audit evidence;
- ii. Review internal control systems in operation and report on any weakness
- iii. Preparing audit reports;
- iv. Verifying the existence of assets administered by the Judiciary;
- v. Undertaking special audit investigations and;
- vi. Preparing and maintaining audit working papers.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce (Accounting/Finance), Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as a Certified Public Accountants or Certified Chartered Accountants (ACCA) or Certified Information Systems Auditor (CISA) or equivalent qualifications from a recognized institution will be an added advantage;
- iii. Proficiency in Computer Applications; and
- iv. Meets the requirements of Chapter Six (6) of the Constitution.

Core Job Competencies:

- i. Good Interpersonal relations;
- ii. Good Communication skills;
- iii. Problem-solving skills
- iv. Confidentiality and High Integrity
- v. Ability to work under pressure; and
- vi. Merit and ability as reflected in work performance and results

9. POSITION : **SENIOR INFORMATION SYSTEMS, AUDITOR (JSG 4)**

Job Reference Number : V/No. 17/2020

Number of Positions	:	One (1)
Terms of Service	:	Pensionable
Gross Salary Scale	:	Kshs. 169,800 – 227,000 p.m.

Job Purpose:

The job holder will provide independent, objective assurance and consulting audit services designed to add value and improve the Judiciary's system operations and effectiveness.

Reporting Responsibility

The job holder is responsible to Assistant Director, Audit

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Identify activities and processes subject to Information Systems audit coverage, evaluating their significance and assessing the degree of risk inherent in terms of the audit costs involved.
- 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. Preparing/Reviewing information systems audit working papers, audit findings and ensure that draft audit reports on information systems are prepared in time.
- vi. Reviewing responses from audit clients on draft audit report, prepare final audit reports and submit for review and approval.
- vii. Ensuring maintenance of high audit standards, adherence to plans, budgets and work schedules.
- viii. 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.

- ix. Reviewing compliance with regulations, instructions and procedures in implementation of ICT systems.
- x. Preparing monthly, quarterly and annual internal audit reports/returns and advice on areas for improvement.
- xi. Carrying out investigations on irregularities identified or reported on in audit reports or by management or any other source.
- xii. Heading special audit assignment teams that may be appointed from time to time.
- xiii. Identifying training needs for ICT auditors and ensure that relevant trainings are provided.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Computer Science or Engineering or Business Administration or Mathematics or Statistics or any other relevant field;
- ii. Professional Certification as a Certified Information Systems Auditor (CISA) and registered with Information Systems Audit and Control Association (ISACA) in Good Standing;
- iii. A Senior Management Course or its equivalent from a recognized institution;
- iv. Proficiency in Computer Application skills; and
- v. Meets the requirements of Chapter Six (6) of the Constitution

Work Experience:

- i. Minimum six (6) years relevant work experience;
- ii. At least three (3) years at Middle Management level

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

10. POSITION : INFORMATION SYSTEMS AUDITOR II,

(JSG 6)

Job Reference Number	:	V/No. 18/2020
Number of Positions	:	One (1)
Terms of Service	:	Pensionable
Gross Salary Scale	:	Kshs. 94,400 – 118,900 p.m.

Job Purpose:

The Job holder will be responsible for providing independent, objective assurance designed to add value and improve the Judiciary's system operations

Reporting Responsibility

The Job holder is responsible to the Senior Internal Auditor

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Carrying out annual risk assessment and preparation of annual internal audit work plan and budget;
- ii. Reviewing internal controls and operations on ICT systems;
- iii. Verifying existence and safety of assets;
- iv. Preparing and maintain audit working papers;
- v. Preparing draft audit findings, recommendations and conclusions and submit draft audit reports for review;
- vi. Following up on the implementation of internal and external audit recommendations;
- vii. Carrying out investigations on irregularities identified or reported on in audit reports or by management or any other source;

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Computer Science or Engineering or Mathematics or Statistics or any other relevant field;

- ii. Professional Certification as a Certified Information Systems Auditor (CISA) will be an added advantage;
- iii. Proficiency in Computer Applications; and
- iv. Meets the requirements of Chapter Six (6) of the Constitution.

Core Job Competencies:

- i. Good Interpersonal and Communication skills;
- ii. Supervisory and Problem-solving skills;
- iii. Confidentiality and High Integrity;
- iv. Hands-on and Results Oriented;
- v. Ability to work under pressure; and
- vi. Merit and ability as reflected in work performance and results

11. POSITION : SENIOR RISK MANAGEMENT, OFFICER (JSG 4)

Job Reference Number : V/No. 19/2020

Number of Positions : One (1)

Terms of Service : Pensionable

Gross Salary Scale : Kshs. 169,800 – 227,000 p.m.

Job Purpose:

The job holder will be responsible for identifying and assessing critical risks that the Judiciary faces, formulating and executing strategies to guard against the risks, conducting compliance reviews on the implementation and operational effectiveness of the Risk Management Policies and making appropriate recommendations.

Reporting Responsibility

The job holder is responsible to Assistant Director, Risk Management

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Coordinating preparation of the annual Risk and Compliance Review Plan to be approved by the Audit, Governance and Risk Management Committee;

- ii. Leading teams carrying out risk and compliance reviews with a view to ascertaining compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements and contractual obligations;
- iii. Reviewing reports for all risk and compliance assessments undertaken and submit to the Assistant Director;
- iv. Monitoring the implementation of Risk and Compliance assessments recommendations;
- v. Training and sensitizing judicial officers and staff in risk management and compliance;
- vi. Coordinating preparation of a consolidated Judiciary Risk register and ensure that it is regularly updated;
- vii. Reviewing statutory and external risk and compliance;
- viii. Carrying out investigations as requested by management or red flags noted and recommend prompt corrective measures; Perform any other duties as may be assigned from time to time

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce or Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as a Certified Public Accountant of Kenya (CPA K) or Association of Certified Chartered Accountants (ACCA) or Risk Management or Certified Information Systems Auditor (C.I.S.A) or equivalent qualifications from a recognized institution.
- iii. Membership to relevant professional body with Good Standing;
- iv. A Senior Management Course or its equivalent from a recognized institution;
- v. Proficiency in Computer Applications; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum six (6) years relevant work experience;
- ii. At least three (3) years at Supervisory Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;

- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

12. POSITION : RISK MANAGEMENT OFFICER I (JSG 5)

Job Reference Number : V/No. 20/2020

Number of Positions : One (1)

Terms of Service : Pensionable

Gross Salary Scale : **Kshs. 104,300 – 131,100 p.m.**

Job Purpose:

The job holder will be responsible for conducting compliance reviews on the implementation and operational effectiveness of the Risk Management Policies, analyzing areas of potential risk and making appropriate recommendations.

Reporting Responsibility

The job holder is responsible to Assistant Director, Risk Management

Area of Deployment:

Directorate of Audit and Risk Management

Key Duties and Responsibilities:

- i. Preparing an annual Risk and Compliance Review Plan to be approved by the Audit, Governance and Risk Management Committee;
- ii. Reviewing compliance with existing laws, regulations, policies, plans and procedures, accounting pronouncements, contractual obligations, circulars and guidelines;
- iii. Preparing reports for all risk and compliance assessments undertaken and submit for review and approval;

- iv. Follow up on the implementation of Risk and Compliance assessments findings and ensure recommendations made are implemented;
- v. Training and sensitizing judicial officers and staff in risk management and compliance;
- vi. Preparing a consolidated Judiciary Risk register and ensure that it is regularly updated;
- vii. Coordinate statutory and external risk and compliance reviews;
- viii. Carrying out investigations as requested by management, or red flags noted and recommend prompt corrective measures;

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's Degree in Commerce or Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Professional Certification as Certified Public Accountants of Kenya (CPA K) or Association of Certified Chartered Accountants (ACCA) or Risk Management or Certified Information Systems Auditor (CISA) or equivalent qualifications from a recognized institution.
- iii. Membership to professional body with Good Standing;
- iv. A Senior Management Course or its equivalent from a recognized institution
- v. Proficiency in Computer Applications; and
- vi. Meets the Requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum three (3) years relevant work experience;
- ii. At least at least one (1) year at Supervisory Management Level;

Job Core Competencies:

- i. Good Interpersonal and Communication skills;
- ii. Supervisory and Problem-solving skills;
- iii. Confidentiality and High Integrity;
- iv. Hands-on and Results Oriented;

- v. Ability to work under pressure; and
- vi. Merit and ability as reflected in work performance and results

BUILDING SERVICES DEPARTMENT

13. POSITION : DEPUTY DIRECTOR, BUILDING SERVICES (JSG 2)

Job Reference Number	:	V/No. 21/2020
Number of Posts	:	One (1)
Terms of Service	:	Three (3) years Contract-Renewable subject to satisfactory performance
Gross Salary Scale	:	Kshs. 404,700 – 521,100 p.m.

Job Purpose:

The Head of Building Services will provide overall strategic direction to the department, ensure the department delivers on its core mandate of designing, developing, renovating and maintaining Judiciary buildings and associated infrastructure.

Reporting Responsibility

The Job holder will be responsible to the Chief Registrar of the Judiciary

Area of Deployment:

Building Services Department

Key Duties and Responsibilities:

- i. Developing and reviewing building services policies, procedures and programmes;
- ii. Providing strategic leadership in the design, construction, renovation and maintenance of Judiciary buildings and associated infrastructure;
- iii. Overseeing implementation of development, maintenance and rehabilitation of buildings and all associated infrastructure such as boundaries, roads, and services within the Judiciary;
- iv. Overseeing preparation of annual infrastructure requirements and cost estimates;
- v. Coordinating development and reviewing building services manual, guidelines, procedures and standards related to infrastructure development.
- vi. Coordinating design, documentation and supervision of new buildings projects and renovations of existing structures;

- vii. Coordinating building maintenance and rehabilitation works within the Judiciary;
- viii. Liaising with stakeholders on court infrastructure requirements;
- ix. Ensuring compliance of building construction regulations and licenses;
- x. Coordinating implementation of projects as per the Judiciary infrastructure master plan;
- xi. Coordinating research on best practices in construction industry and other emerging issues;
- xii. Undertaking, implementing, monitoring and reviewing the directorate annual budgetary allocations; and
- xiii. Ensuring Performance Management, mentoring, guidance and counseling of staff.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Master's degree in any of the following disciplines: - Architecture, Construction Management, Engineering or equivalent qualifications from a recognized institution;
- ii. A Bachelor's degree in any of the following disciplines: - Architecture, Construction Management, Engineering or equivalent qualifications from a recognized institution;
- iii. Registration with a recognized Professional body and in Good Standing;
- iv. A Course in Strategic Leadership and Development or its equivalent from a recognized institution;
- v. Proficiency in Computer Applications; and
- vi. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum twelve (12) years relevant work experience;
- ii. At least three (3) years at Senior Management level

Job Core Competencies:

- i. Strategic Leadership & Good Interpersonal Skills;
- ii. Excellent Communication skills - Verbal and Written;
- iii. Analytical & Negotiation Skills;
- iv. Organizational and planning skills;
- v. Confidentiality, High Integrity, attention to details and accuracy;
- vi. Rational Decision Making Skills;

- vii. Time Management and the ability to prioritize work; and
- viii. Research and Data Management Skills

**14. POSITION : ASSISTANT DIRECTOR,
ARCHITECTURAL SERVICES (JSG 3)**

Job Reference Number : V/No. 22/2020
Number of Positions : One (1)
Terms of Service : Pensionable
Gross Salary Scale : **Kshs. 283,000 – 360,600 p.m.**

Job Purpose:

The Job holder will be responsible for initiating, developing and reviewing of architectural designs, supervision and operational procedures related to infrastructure development.

Reporting Responsibility

The Job holder will be responsible to the Deputy Director, Building Services

Area of Deployment:

Building Services Department

Key Duties and Responsibilities:

- i. Initiating development and review of building services policies, procedures and programmes;
- ii. Reviewing design and documentation of all infrastructure works;
- iii. Supervising infrastructure projects and renovations of existing structures.
- iv. Coordinating building engineering maintenance and rehabilitation works within the Judiciary.
- v. Coordinating preparation of annual infrastructure requirements and cost estimates;
- vi. Initiating development and reviewing building services manual, guidelines, procedures and standards related to infrastructure development.
- vii. Liaising with stakeholders on court infrastructure requirements;
- viii. Ensuring adherence to regulations and licenses related to infrastructural development;
- ix. Developing and reviewing operating maintenance manual for infrastructural projects;

- x. implementing of projects as per the Judiciary infrastructure master plan; and
- xi. Undertaking research on best practices in construction industry and other emerging issues.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor’s degree in Architecture or its equivalent qualifications from a recognized institution;
- ii. Registration with the Board of Registration of Architects and Quantity Surveyors (BORAQ) or any other recognized professional body with Good Standing;
- iii. A Senior Management Course or its equivalent from a recognized Institution; and
- iv. Proficiency in computer applications; and
- v. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum nine (9) years relevant work experience;
- ii. At least three (3) years at Middle Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

15. POSITION : ASSISTANT DIRECTOR, CIVIL/ STRUCTURAL ENGINEERING (JSG 3)

Job Reference Number : V/No. 23/2020

Number of Positions : One (1)

Terms of Service : Pensionable

Gross Salary Scale : Kshs. 283,000 – 360,600 p.m.

Job Purpose:

The Job holder will be responsible for quality Civil and structuring workmanship in all construction projects

Reporting Responsibility

The Job holder will be responsible to the Deputy Director, Building Services

Area of Deployment:

Building Services Department

Key Duties and Responsibilities:

- i. Ensuring construction and architectural integrity of projects
- ii. Coordinating a review of structural/civil, electrical and mechanical engineering designs and drawings;
- iii. Supervising structural/civil, electrical and mechanical engineering infrastructural projects;
- iv. Initiating formulation of structural/ civil, electrical and mechanical engineering design standards and implementation of approved projects;
- v. Supervising engineering consultants engaged by the Judiciary;
- vi. Ensuring testing of soil and materials to determine adequacy and strength of foundations and building structures is done;
- vii. Providing technical advice on related structural projects;
- viii. Overseeing feasibility studies and preparation of reports;
- ix. Ensuring compliance with the regulations and guidelines for infrastructural projects; and
- x. Ensuring that geotechnical and topographical surveys are conducted on sites.

Job Requirements: Academic and Professional Qualifications:

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

- i. Bachelor's degree in Civil/ Structural Engineering or its equivalent qualifications from a recognized institution;
- ii. Professional Registration with the Institute of Engineers of Kenya (IEK) or any other recognized professional body with Good Standing;
- iii. A Senior Management Course or its equivalent from a recognized Institution;
- iv. Proficiency in Computer Applications; and
- v. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum Nine (9) years relevant work experience;

- ii. At least three (3) years at Middle Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, attention to details and accuracy;
- v. Analytical & Negotiation Skills; and
- vi. Organizational, planning skills and Results-oriented

**16. POSITION : ASSISTANT DIRECTOR,
QUANTITY SURVEYING (JSG 3)**

Job Reference Number : V/No. 24/2020

Number of Positions : One (1)

Terms of Service : Pensionable

Gross Salary Scale : Kshs. 283,000 – 360,600 p.m.

Job Purpose:

The Job holder will be responsible for preparing preliminary cost estimates, tender documents, contract management, payment vouchers and claim analysis for construction goods and services.

Reporting Responsibility

The Job holder will be responsible to the Deputy Director, Building Services

Area of Deployment:

Building Services Department

Key Duties and Responsibilities:

- i. Preparing of cost analysis and estimates of proposed new and rehabilitation/maintenance constructions.
- ii. Reviewing tender documents (including Bills of Quantities), valuation of construction works and advising on contractual matters.
- iii. Maintaining a register of contractors and consultants, including their qualifications and profiles.
- iv. Maintaining files for construction and consultant contracts.
- v. Supervising private consultants engaged by the Judiciary.
- vi. Implementing performance management and measurement understanding within the section.
- vii. Reviewing accuracy of cost analysis for projects, repairs and maintenance works;

- viii. Reviewing risk, value management, and cost control;
- ix. Overseeing feasibility studies and project requirements;
- x. Coordinating estimations and costing of works;
- xi. Costing appraisal of material and labour scheduling for all on-going projects, quality control (on basis of construction program);
- xii. Overseeing payment claims on projects and advising on property taxation;
- xiii. Providing post-occupancy advice, facilities management services and life cycle costing advice.
- xiv. Ensuring all staff carry out their work efficiently, including ensuring that proper contracts and tendering procedures are followed within judiciary.

Job Requirements: Academic and Professional Qualifications:

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

- i. A Bachelor's degree in Building Economics, Quantity Surveying or equivalent qualifications from a recognized institution;
- ii. Professional Membership to Institute of Quantity Surveyors of Kenya (IQSK) or any other recognized professional body with Good Standing;
- iii. A Senior Management Course or its equivalent from a recognized institution; and
- iv. Proficiency in Computer Applications; and
- v. Meets the requirements of Chapter Six (6) of the Constitution.

Work Experience:

- i. Minimum nine (9) years relevant work experience;
- ii. At least three (3) years at Middle Management level;

Job Core Competencies:

- i. Excellent written and oral communication skills;
- ii. Leadership & Good interpersonal skills;
- iii. Professional and Technical competence;
- iv. Confidentiality, High Integrity, 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: -

1. Filling an **Online Application** Employment Form available at the Judiciary jobs portal: **jobs.judiciary.go.ke**. Applicants should upload soft copies of the following documents to the online application: -
 - (a) Copy of National Identity Card;
 - (b) A detailed and updated curriculum vitae to include information on past, present employment or engagement with names of three (3) referees;
 - (c) Certified copies of academic & professional certificates and any other relevant testimonials;
 - (d) Applicant's recent coloured passport size photographs (2 No.).

Shortlisted candidates will be required to submit valid 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
- Recommendation from relevant professional body, as the case may be, as being in Good Standing.

Applicants **MUST** take note that it is a criminal offence to provide false information and documents in the job application and the same will be verified by relevant bodies.

The application must reach the Commission **NOT LATER THAN 28TH October, 2020 AT 5.00PM**

Only shortlisted and successful candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

The Judicial Service Commission is an Equal Opportunity Employer and selects candidates on merit through fair and open competition from the widest range of eligible candidates.