



## **JUDICIAL SERVICE COMMISSION**

### **VACANCY ANNOUNCEMENT - RE-ADVERTISEMENT**

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 and the efficient, effective and transparent administration of Justice.

The Commission invites applications from qualified candidates to fill the following vacancy.

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

**Job Reference Number :** V/No. 19/2021

**Number of Posts :** One (1)

**Terms of Service :** Three (3) years Contract - Renewable subject to satisfactory performance

**Gross Salary Scale :** **Kshs. 169,800 – 227,600 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; and
- 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.

#### **HOW TO APPLY**

Interested and qualified persons are requested to make their applications by: -

1. Filling an **Online Application** for Employment Form available at the JSC jobs portal: <https://www.jsc.go.ke/index.php/careers/>
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) Certified copy of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
  - (e) Certified copies of academic and professional certificates, testimonials and academic transcripts; and
  - (f) Applicant's recent colored passport size photographs (2 No.).

**NB: Those who applied earlier need not to re-apply.**

**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
- Clearance from relevant professional body

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 29<sup>TH</sup> OCTOBER, 2021 AT 5.00 P.M.**

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.***