



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 in efficient, effective and transparent Administration of Justice.

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

POSITION : RISK MANAGEMENT OFFICER I (JSG 5)

Job Reference Number : V/No. 20/2021

Number of Positions : One (1)

Terms of Service : Permanent and 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; and
- 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.

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) Certified copies of academic and professional certificates, testimonials and academic transcripts;
 - (c) A detailed and updated curriculum vitae, *to include background information such as past employment record (if any)*.
 - (d) Names of three (3) referees; two (2) professional referee and one (1) character reference;
 - (e) Certified copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
 - (f) Applicant's recent coloured 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: -

- i) Kenya Revenue Authority
- ii) Higher Education Loans Board
- iii) Directorate of Criminal Investigation
- iv) Ethics and Anti-Corruption Commission
- v) A recognized Credit Reference Bureau; and
- vi) 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 29TH 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.