



JUDICIAL SERVICE COMMISSION

VACANCY ANNOUNCEMENT

The Judicial Service Commission is established under Article 171 of the Constitution of Kenya, 2010, with a 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 qualified candidates to fill the following vacancy in the Judiciary.

POSITION: SENIOR ARCHITECT (JSG 4)

Job Reference Number	:	V/No. 21/2021
Number of Posts	:	One (1)
Terms of Service	:	Permanent and Pensionable
Gross Salary Scale	:	Kshs. 169,800 – 227,600 p.m.

Job Purpose:

The job holder will be responsible for formulating, implementing design standards, administrative and operational procedures concerning projects

Reporting Responsibilities

The job holder is responsible to the Assistant Director, Architectural Services

Area of Deployment:

Department of Building Services

Key Duties and Responsibilities:

- i. Reviewing designs /drawings of infrastructural projects;
- ii. Engaging with the stakeholders on infrastructure requirements;

- iii. Preparing architectural design/drawings as per the judiciary infrastructure master plan;
- iv. Formulating and implementing design standards, administrative and operational procedures concerning projects;
- v. Conducting periodic on-site observation of work during construction to monitor compliance with the plan;
- vi. Carrying out site analysis and prepare project proposals;
- vii. Preparing details, specifications, and schedules;
- viii. Ensuring that all works are carried out to specification standards, building codes, guidelines and regulations and;
- ix. Supervising infrastructure projects.

Job Requirements: Academic and Professional Qualifications

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

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

Experience:

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

Job Core Competencies:

- i. Sound knowledge of Public Procurement Laws of Kenya;
- ii. Demonstrated ability to implement design standards, and administrative and operational procedures concerning projects;
- iii. Knowledgeable in reviewing designs /drawings of infrastructural projects;
- iv. Excellent written and oral communication skills;
- v. Leadership & Good interpersonal skills;
- vi. Professional and Technical competence;
- vii. Confidentiality, High Integrity, attention to details and accuracy;
- viii. Analytical & Negotiation Skills; and

ix. 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) 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.)

Shortlisted candidates will be required to submit valid copies of 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 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.