



## JUDICIAL SERVICE COMMISSION

### INTERNAL 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 suitable Judicial Staff to fill the position of **Risk Management Officer II** in the Judiciary.

#### POSITION: RISK MANAGEMENT OFFICER II (JSG 6)

<b>Job Reference Number</b>	:	V/No.33 /2026
<b>Number of Posts</b>	:	One (1)
<b>Terms of Service</b>	:	Permanent & Pensionable
<b>Gross Salary Scale</b>	:	<b>Kshs. 139,588 – 200,097 p.m.</b>

#### Job Purpose:

To implement the Judiciary's Risk Management Policy Framework and processes. The Risk Management Officer II will participate in identifying, analyzing, evaluating, treating, monitoring and communicating risks associated with any activity, function or process to ensure that the Judiciary operates within acceptable risk tolerances and complies with legal requirements and guidelines.

#### Reporting Responsibilities:

The job holder is responsible to Risk Management Officer I.

#### Area of Deployment:

Directorate of Audit & Risk Management.

#### Key Duties and Responsibilities:

- i. Preparing an annual Risk and Compliance Review Plan;
- 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. Implementing Risk and Compliance assessments findings;
- v. Preparing and updating consolidated Judiciary Risk register; and
- vi. Coordinating statutory and external risk and compliance reviews.

### **Job Requirements: Academic and Professional Qualifications**

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

- i. Bachelor's degree in any of the commerce (Accounting/Finance), Business Administration or any other recognized equivalent qualification from a recognized institution;
- ii. Certified Public Accountants of Kenya (CPA K) or Certified Chartered Accountants (ACCA) or Certification in Risk Management Assurance (CRMA) or equivalent qualification from a recognized institution;
- iii. Registered as a member and be in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK) or Institute of Internal Auditors (IIA) or Institute of Risk Management (IRM) or any other recognized professional body; and
- iv. Met the requirements of Chapter Six (6) of the Constitution.

### **Experience:**

None.

### **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; and
- v. Ability to work under pressure.

## HOW TO APPLY

Interested and qualified persons are requested to make their applications by filling 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 past employment record (if any)*.
- (c) Names of three (3) referees; two (2) professional referee and one (1) character reference;
- (d) Copies of National Identity Card (I.D), Passport or any other relevant identifiable legal documents;
- (e) Copies of academic and professional certificates, testimonials and academic transcripts;
- (f) Applicant's recent coloured passport size photograph.

**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.

The application must reach the Commission **NOT LATER THAN 12<sup>TH</sup> JUNE 2026 AT 5.00PM**

## 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 the 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 the interview.**
6. It is a criminal offense to present fake documents or false information.

***THE JUDICIAL SERVICE COMMISSION IS AN EQUAL-OPPORTUNITY EMPLOYER. PLEASE NOTE THAT JSC RECRUITMENT SERVICES ARE FREE OF CHARGE***

THE SECRETARY,  
JUDICIAL SERVICE COMMISSION,  
P.O. BOX 40048 – 00100 NAIROBI,  
Telephone: +254 20-2739180  
E-mail: [recruitment@jsc.go.ke](mailto:recruitment@jsc.go.ke)  
CBK Pension Towers, 13<sup>th</sup> Floor.  
Harambee Avenue, Nairobi.