



JUDICIAL SERVICE COMMISSION

VACANCIES ANNOUNCEMENT

The Judicial Service Commission (JSC) is a corporate body established under **Article 171 of the Constitution of Kenya, 2010**, with the 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 candidates to fill the following positions:

POSITION: CHIEF KADHI

Job Reference Number: V/No.2 /2026

Number of Posts: One (1)

Terms of Service: Permanent and Pensionable

Gross Salary Scale: **Kshs.531,675 – 783,146p.m.**

Job Purpose:

The job holder is the head of Kadhi Courts in the Judiciary.

Reporting Responsibility

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

Area of Deployment:

Mombasa Kadhi's Court.

Key Duties and Responsibilities:

- i. Arbitration of disputes on inheritance, marriage & divorce among Muslim families.
- ii. Solemnizing and registering Muslim marriages.
- iii. Supervising pronunciation of Muslim divorces and registering them.

- iv. Signing of affidavits, declarations and agreements.
- v. Translating Arabic related documents.
- vi. Supervising the registries under him/her in consultation with the magistrate in charge; and,
- vii. Keeping records of all arbitration and submitting returns of registered marriages and divorces to the Attorney- General.
- viii. Performing such other judicial functions as provided by law.

Job Requirements: Academic and Professional Qualifications:

For appointment to the position of Chief Kadhi, the applicant must possess the minimum qualifications as set out in **Article 170 (2) of the Constitution.**

For appointment to this position, the applicant must: -

- i. Profess the Muslim religion.
- ii. Possess a degree in Islamic Law or its equivalent from a recognized university.
- iii. Be a member of a recognized Islamic Association.
- iv. Be able to effectively communicate in English, Kiswahili & Arabic languages.
- v. Be of good conduct in accordance with Islamic faith.
- vi. Be proficient in computer applications.
- vii. Master's degree in a relevant discipline will be an added advantage.
- viii. Meet the requirements of Chapter Six (6) of the Constitution.

Work Experience:

Minimum of **ten (10) years'** experience as a distinguished academic in Islamic law, or Islamic law practitioner or such experience in other related fields.

Core Job Competencies:

- i. Management skills or Strategic Leadership & Good Interpersonal Skills.
- ii. Excellent communication skills.
- 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; and
- ix. Professional and Technical competence.

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 community service, financial discipline, pro bono activity (if any), involvement as a party in litigation and involvement in political activity including financial contribution to political party parties (if any) and criminal record, professional engagement, three (3) professional references and two (2) character references who can verify and comment on the applicant's past and present employment;
- (c) Names of three (3) professional references and two (2) character references who can verify and comment about the applicant's past and present employment or engagement;
- (d) Copies of Testimonials, National ID/ passport, professional certificates, and academic transcripts
- (e) Applicant's recent colored passport-size photograph and
- (f) **Five (5) sample** writings of any professional writings, including but not limited to judgments, advocacy submissions in courts, scholarly writings or any legal publications that the applicant has authored.

The applications must reach the Commission **NOT LATER THAN 5TH FEBRUARY 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

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