



JUDICIAL SERVICE COMMISSION

INTERNAL ADVERT NO.2 OF 2024 TO THE JUDICIARY SERVICE AND PUBLIC SERVICE



NILE AVENUE KINGDOM KAMPALA, 8TH FLOOR P.O BOX 7679, KAMPALA - UGANDA

TEL:256-414 344 154. TOLL FREE LINE: 0800100222. Website: www.jsc.go.ug Email: info@jsc.go.ug
VACANCIES

Applications are invited from suitable and eligible citizens of Uganda working in the Judiciary and Public Service to fill the following vacant posts available in the Judiciary Service as specified below. Applicants will be subject to all the Terms and Conditions set out herein.

Applications on Judicial Service Commission Form 2 should be submitted online to the Secretary Judicial Service Commission (JSC), in a single document to application emails provided against each position on offer which should be received not later than 5:00 p.m of 14th October, 2024

- The emails to receive the applications specified against each position will be open from 1st to 14th October, 2024.

The Judicial Service Commission Form 2 can be accessed at www.jsc.go.ug

Applicants should attach on a duly completed Form and in the order provided herewith the following:

- (i) a copy of National ID
- (ii) a passport size photograph
- (iii) an up to date Curriculum Vitae (CV)
- (iv) names, contacts and letters of recommendation of two (2) Professional and two (2) Character referees
- (v) copies of academic certificates and transcripts certified by the issuing Institution
- (vi) a certified copy of the latest and complete Declaration of Income, Assets and Liabilities from the Inspectorate of Government for applicants in Judiciary Service/Public Service.

1. Post	:	Commissioner, Policy and Planning
No. of Posts	:	01
Salary Scale	:	JSS1-SE
Reports to	:	Permanent Secretary / Secretary to the Judiciary

Email to submit application documents: cpp2024@jsc.go.ug

Minimum Qualifications and Working Experience

Applicants should be Ugandans holding an Honor's Degree in Economics, Statistics, Commerce (Finance) or Business Administration (Finance) or Quantitative Economics or Development Economics or Science in Economics and Statistics from a recognized University or awarding Institution.

Possession of a Master's Degree in either Quantitative Economics, Statistics, Business Administration (Finance), Economics, Economic Policy and Planning, Economic Policy Management, Economics in Gender Analysis or Public Policy from a recognized University or awarding Institution.

At least Twelve (12) years working experience three (3) of which should have been attained at the level of Assistant Commissioner, Policy and Planning in Government or a reputable organization.

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Key Duties and Responsibilities:

The incumbent will be responsible to the immediate supervisor for performing the following duties:

- Coordinating the development of Judiciary policies in line with the National Policy Framework.
- Providing technical advice on planning, budgeting, and policies that affect or relate to the operations of the Judiciary.
- Coordinating the implementation of standards, procedures and guidelines in policy, planning, statistics and monitoring and evaluation.
- Initiating capacity development programs for Policy Analysts, Economists, Statisticians and Monitoring and Evaluation officers.
- Coordinating with development partners on budget support in line with the Judiciary Strategic plan.
- Coordinating, planning and budgeting with stake holders in line with the programmatic approach and the National Development Plan.
- Providing guidance on performance reporting in line with the National Development Plan and Judiciary Strategic Plan.
- Managing and supervising staff in the department.
- Performing any other duties as may be assigned from time to time.

2. Post : Commissioner, Information and Communications Technology
No. of Posts : 01
Salary Scale : JSS1-SE
Reports to : Permanent Secretary / Secretary to the Judiciary

Email to submit application documents: cict2024@jsc.go.ug

Minimum Qualifications and Working Experience

Applicants should be Ugandans holding an Honors Bachelor's Degree in Either Information Technology; or Management Information Systems; or Computer Science; or Statistics/Mathematics (Computer Science option); and a Master's Degree in any of the above fields from a recognized University/Institution.

Possession of a Post Graduate Qualification in a Management field from a recognized University/Institution will be an added advantage.

Professional Certification such as CCNA, OCP, MCSE, Information Security and Systems Audit will be an added advantage.

Applicants should have a minimum of twelve (12) years relevant working experience, three (3) of which should have been served at the level of Assistant Commissioner, ICT or equivalent level of experience in Government or a reputable Organization.

Key Duties and Responsibilities:

The Incumbent will be responsible to the immediate supervisor for performing the following duties:

- Overseeing the planning, implementation and monitoring of Enterprise Architecture for Government so as to ensure alignment of ICT Services to Government Business.
- Overseeing the planning, implementation of a Big Data Management Program in order to ensure that data is sourced, consolidated, analyzed, disseminated and utilized as an asset to support Government planning, evaluation and performance measurement.

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- Overseeing the overall E-Services Systems in the Judiciary and coordinating the operations of the E-services in the Department.
- Advising the Judiciary on E-Services policies, strategies, procedures and other ICT related issues.
- Overseeing all aspects of information security, protocol, compliance and governance with regards to e-services.
- Overseeing the preparation and approval of technical initiatives in regard to E-Services and other related ICT activities.
- Overseeing initiatives to promote harmonized development and implementation of E-services and related ICT Systems.
- Overseeing the preparation, implementation and review of Departmental work plans, budgets and reports.
- Supervising and appraising Departmental staff and overseeing technical supervision of ICT Officers in the Judiciary.
- Performing any other duties as may be assigned from time to time.

3. Post : Commissioner, Engineering and Technical Services
 No. of Posts : 01
 Salary Scale : JSS1-SE
 Reports to : Permanent Secretary / Secretary to the Judiciary

Email to submit application documents: cets2024@jsc.go.ug

Minimum Qualifications and Working Experience

The applicant should be a Ugandan holding an Honors Bachelor's Degree in Engineering, Civil, BSc Civil Engineering, BSc Building and Civil Engineering, or BSc in Construction Management from a recognized University or awarding Institution.

Possession of the following:

- Master's Degree in Engineering from a recognized University or awarding Institution
- Post Graduate Diploma in Management.

A Member of the Uganda Institute of Professional Engineers.

Registered with the Engineers' Registration Board of Uganda (ERB), and in possession of a valid practicing license.

At least twelve (12) years' working experience, three (3) of which should have been attained at the level of Assistant Commissioner – Engineering in Government or a reputable organization.

Key Duties and Responsibilities:

The incumbent will be responsible to the immediate supervisor for performing the following duties:

- Overseeing the development of policies, procedures and standards for estates management and maintenance.
- Coordinating the development and formulation of construction plans, maintenance plans, schedules and related budgets.
- Supervising the development of technical specifications and standards for construction and maintenance of buildings; and procurement of furniture.
- Overseeing the preparation of bills of quantities for projects.
- Coordinating the construction and maintenance of physical infrastructure.

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- Overseeing the preparation of planned, preventive and curative maintenance programs for equipment and installations.
- Verifying of works, preparing of payment certificates and issuing of completion certificates.
- Supervising consultants and contractors in executing maintenance works.
- Liaising with the stakeholders for use of proper tenancy agreements in renting court buildings.
- Monitoring court premises and offices to ensure compliance to safety standards and guidelines.
- Performing any other duties as may be assigned from time to time.

4. Post : Assistant Commissioner, Procurement & Disposal
 No. of Posts : 01
 Salary Scale : JSS1-E
 Reports to : Permanent Secretary / Secretary to the Judiciary

Email to submit application documents: acp2024@jsc.go.ug

Minimum Qualifications and Working Experience:

The applicant should be a Ugandan holding an Honours Bachelor's degree in either Procurement and Supply Chain Management / Logistics or Bachelor of Business Administration/ Studies (BBA/ BBS)- (Procurement option) or Bachelor of Commerce (BCOM) – (Procurement Option) obtained from a recognized University or awarding Institution.

Possession of the following:

- Master's Degree in either procurement or Supply Chain Management / Logistics, Business Administration (Procurement option) or Management from a recognized University or awarding Institution.
- Full professional qualification or Membership of procurement or purchasing and Supply Chain Management (CIPS, ISM, CILT, IPPU) from a recognized awarding Institution.

Key Duties and Responsibilities:

The incumbent will be responsible to the immediate supervisor for performing the following duties:

- Carrying out research to facilitate the review of Procurement and Disposal of Assets policies.
- Liaising with relevant institutions in developing curriculum for the Procurement cadres.
- Planning and executing career development and professional training programmes for the Procurement cadres in the Judiciary.
- Facilitating and implementing monitoring and inspection of procurement and disposal systems to ensure compliance with established laws, regulations, procedures and guidelines.
- Coordinating the effective deployment of procurement cadres on the Judiciary.
- Providing secretariat services to the Contracts Committee.
- Coordinating the monitoring and evaluation of performance of the public procurement system and preparing procurement and disposal plans and reports for the Judiciary.
- Performing any other duties as may be assigned from time to time.



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5. Post : Assistant Accountant
No. of Vacancies : 25
Salary Scale : JSS6

Email to submit application documents: acct2024@jsc.go.ug

Minimum Qualifications and Working Experience:

Applicants should be Ugandans in possession of a Diploma in Accounting or Business Studies or Accounts Technician (ICPAU, ACCA) from an accredited University or Institution.

Key duties and responsibilities:

- Preparing vouchers according to payment requests.
- Assigning invoice numbers to transactions for further processing.
- Recording and capturing data on the system.
- Providing information on electronic funds transfer and executing of payments to the beneficiaries.
- Preparing payment advice forms, receiving non-tax revenue collections, compiling of imprest returns and preparing of monthly accountability
- Receiving, sorting and filling accountability returns and keeping custody of accounting documents.
- Performing any other duties as may be assigned from time to time.

6. Post : Stenographer Secretary
No. of Vacancies : 38
Salary Scale : JSS5

Email to submit application documents: ss2024@jsc.go.ug

Minimum Qualifications:

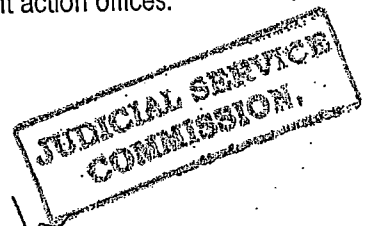
The Applicants should be Ugandans in possession of a Diploma in either Secretarial Studies, Business and Office Management, Office and Information Management or Administrative and Secretarial Studies from a recognized University or awarding Institution.

Computer skills using several packages such as word processing, spread sheets and database Management from a recognized awarding Institution.

Knowledge in using various office machines such as photocopiers and audio equipment is an added advantage.

Key Duties and Responsibilities:

- Taking dictation, transcribing and presenting accurate and error free work.
- Receiving and disseminating correspondences, mails and other information for the office.
- Organizing meetings, taking minutes and circulating decisions to the relevant action offices.
- Receiving and guiding clients to relevant offices.
- Attending to telephone calls.
- Making and following up on appointments.
- Maintaining office cleanliness and orderliness.
- Managing and accounting for office equipment, materials and imprest.
- Performing any other duties as may be assigned from time to time.



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TERMS AND CONDITIONS PERTAINING TO THIS ADVERT:

1. APPLICANTS SHOULD APPLY FOR ONLY ONE POSITION ON OFFER IN THIS ADVERT. MULTIPLE APPLICATIONS BY AN APPLICANT SHALL LEAD TO DISQUALIFICATION.
2. APPLICANTS WHO ARE OVERQUALIFIED FOR THE POSITION ADVERTISED SHALL NOT BE CONSIDERED
3. ONLY DOCUMENTS SPECIFIED IN THIS ADVERT SHOULD BE SUBMITTED/ENCLOSED.
4. AN APPLICANT WHO IS NOT CONTACTED BY THE COMMISSION SHOULD REGARD HIS OR HER APPLICATION AS UNSUCCESSFUL.
5. NO APPLICANT OR HIS/HER AGENT SHOULD CONTACT ANY MEMBER, OFFICER OR STAFF OF THE COMMISSION. CANVASSING BY APPLICANTS OR FOR AND ON BEHALF OF APPLICANTS SHALL LEAD TO AUTOMATIC DISQUALIFICATION.
6. THIS APPLICATION PROCESS IS FREE. NO ONE SHOULD PAY MONEY TO ANYONE FOR ANY SERVICE RELATING TO THIS RECRUITMENT PROCESS.
7. ANY COMPLAINT OR CLARIFICATION REGARDING THIS RECRUITMENT PROGRAMME SHOULD BE SENT TO THE PERMANENT SECRETARY/ SECRETARY, JUDICIAL SERVICE COMMISSION VIA Email: recruitment2024@jsc.go.ug



Dr. Rose Nassali Lukwago
PERMANENT SECRETARY/ SECRETARY,
JUDICIAL SERVICE COMMISSION



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