



JUDICIAL SERVICE COMMISSION



INTERNAL ADVERTISEMENT No. 3 of 2024, RE-ADVERTISED POSTS

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 to fill the following vacant post available in the Judiciary Service and have been re-advertised as specified below. Applications will be subject to all the Terms and Conditions set out herein. **Please not that, applicant who responded to the earlier for these posts should also re apply afresh using the new email addresses provided herein against each post.**

The applications should be on Judicial Service Commission Form 2 and **should be submitted online to the Secretary Judicial Service Commission (JSC), as a SINGLE PDF DOCUMENT** to the application email provided against the position on offer which should be received from **Monday 4th November, 2024 and not later than 5:00 p.m of Friday 15th November, 2024.**

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

This form should be completed in typed letters. **HANDWRITTEN FORMS WILL NOT BE ACCEPTED.**

Applicants should submit a duly completed **Judicial Service Commission Form 2** and attach the following documents in the order listed below: -

1. A copy of the National Identification Card
2. A passport size photograph
3. An up-to-date Curriculum Vitae (CV)
4. Names, contacts and letters of recommendation of two (2) Professional, and two (2) Character referees
5. Copies of academic certificates and transcripts certified by the issuing Institution as specified in the qualification requirements.
6. A certified copy of the latest Declaration of Income, Assets and Liabilities from the Inspectorate of Government for applicants in the Judiciary Service or Public Service.

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

Application documents to be submitted on Email: applycpp2024@jsc.go.ug

Minimum Qualifications and Working Experience

1. An Applicant should be in possession of an Ordinary Level Certificate, Advanced Level Certificate, a Bachelor's Degree in either Economics, Statistics, Commerce (Finance), or Business Administration (Finance) and or Qualitative Economics or Development Economics or Science in Economics and Statistics from a recognized University or awarding Institution.
2. The Applicant should be in possession of a Master's Degree in either Qualitative 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.

MISSION

"To foster an accountable and effective judicial service through competency based recruitment, disciplinary control, stakeholder engagement, and public and judicial education".

3. The Applicant should have at least twelve (12) years working experience, three (3) of which should have been attained at the level of Principal Economist or Principal Policy Analyst in Government or a reputable organization

Key Duties and Responsibilities:

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

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

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: applyacp2024@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.

At least nine (9) years working experience, three (3) of which should have been attained at the level of Principal Procurement Officer in Government or reputable organization.

Key Duties and Responsibilities:

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

1. Carrying out research to facilitate the review of Procurement and Disposal of Assets policies.
2. Liaising with relevant institutions in developing curriculum for the Procurement cadres.

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3. Planning and executing career development and professional training programmes for the Procurement cadres in the Judiciary.
4. Facilitating and implementing monitoring and inspection of procurement and disposal systems to ensure compliance with established laws, regulations, procedures and guidelines.
5. Coordinating the effective deployment of procurement cadres on the Judiciary.
6. Providing secretariat services to the Contracts Committee.
7. Coordinating the monitoring and evaluation of performance of the public procurement system and preparing procurement and disposal plans and reports for the Judiciary.
8. Performing any other duties as may be assigned from time to time.

TERMS AND CONDITIONS PERTAINING TO THIS ADVERT:

1. ONLY DOCUMENTS SPECIFIED IN THIS ADVERT SHOULD BE SUBMITTED/ENCLOSED.
2. AN APPLICANT WHO IS NOT CONTACTED BY THE COMMISSION WITHIN 14 DAYS OF THE CLOSING DATE OF THIS OFFER SHOULD REGARD HIS OR HER APPLICATION AS UNSUCCESSFUL.
3. NO APPLICANT OR HIS/HER AGENT SHOULD CONTACT ANY MEMBER, OFFICER OR STAFF OF THE COMMISSION. CANVASSING, BY AN APPLICANT OR, FOR AND ON BEHALF OF AN APPLICANT SHALL LEAD TO AUTOMATIC DISQUALIFICATION.
4. THE APPLICATION PROCESS IS FREE. NO ONE SHOULD PAY MONEY TO ANYONE FOR ANY SERVICE RELATING TO THIS RECRUITMENT PROCESS.
5. ANY COMPLAINT, APPEAL OR CLARIFICATION REGARDING THIS RECRUITMENT PROGRAMME SHOULD BE SENT TO THE SECRETARY, JUDICIAL SERVICE COMMISSION VIA EMAIL: recruitment2024@jsc.go.ug

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



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