



THE REPUBLIC OF UGANDA

# JUDICIAL SERVICE COMMISSION

## EXTERNAL ADVERT NO. 2 OF 2026



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

TEL:256-414 344154. TOLL FREE LINE: 0800100222. Website: [www.jsc.go.ug](http://www.jsc.go.ug) Email: [info@jsc.go.ug](mailto:info@jsc.go.ug)

## VACANCIES

Applications are invited from suitably qualified and eligible citizens of Uganda to fill the vacant posts available in the Judiciary Service as specified below. Applications using, using Judicial Service Commission Application Form No.2 of 2024 should be completed and submitted to the email address provided for each position by not later than 5:00pm of 13.02.2026. The Judicial Service Commission (JSC) is an equal opportunity employer.

### Instructions to Applicants:

- JSC Application Form No.2 of 2024 can be accessed at <https://www.jsc.go.ug/new/jsc-application-forms>
- Type to fill in JSC Application Form No. 2 of 2024. Handwritten forms will not be accepted.
- Print the respective JSC application Form
- Submit the respective JSC Application Form to the email address for each, position along with the following documents included, in the order below, all as a single PDF document:
  - A copy of National ID
  - A passport-size photograph
  - An up-to-date Curriculum Vitae (CV)
  - Copies of academic certificates and transcripts certified by the issuing Institution.
- Names, Contacts and letters of recommendation of two (2) Professional and two (2) Character referees.
- 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 (where necessary)
- Copies of previous appointment, Confirmation and promotion letters (where necessary)
- Any other relevant documents.

### Additional information

- Applicants are allowed to apply for only one (1) posts. Multiple applications by an applicant will result in automatic disqualification.
- 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.

In case of any inquiry, contact Tel. No. 256-414 344 or e-mail [recruitment2025@jsc.go.ug](mailto:recruitment2025@jsc.go.ug)

### Please Note:-

- This application process is free. No one should pay money to anyone for any service relating to this recruitment process.
- Only applications on-line will be considered.
- Only typed applications will be considered.
- Only shortlisted candidates will be contacted. Applicants who will have not heard from the JSC after the closure of the interview process should consider their applications unsuccessful

Post:	Commissioner, Engineering and Technical Services- (Re-Advertised)
Reports to:	Permanent Secretary / Secretary

**to the Judiciary**

**No. of Posts:** 01  
**Salary Scal:** JSS1-SE  
**Application email:** [applicationacet2025@jsc.go.ug](mailto:applicationacet2025@jsc.go.ug)

**Minimum Qualifications and Working Experience:**  
 Applicants shall be Ugandan Citizens holding a BSc Degree in Civil Engineering or Bachelor of Civil and Building Engineering or Bachelors degree of Engineering in Civil and Building or Bachelors degree of (Engineering), Civil and Structural Engineering from a recognized University or awarding Institution plus a Master's Degree in any of the above fields.  
 A Post Graduate Diploma in Management will be an added advantage  
 Membership with the Uganda Engineers Registration Board (ERB).  
 At least twelve (12) years' working experience, three (3) of which should have been served at the level of Assistant Commissioner – Engineering in Government or six (6) years at Principal Engineer level or equivalent level of experience from a reputable organization.

**Key Duties and Responsibilities:**

- 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.
- 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

**Post:** Commissioner, Information and Communication Technology  
**Reports to:** Permanent Secretary  
**No. of Posts:** 01  
**Salary Scale:** JSS1-SE  
**Application email:** [applicationict2025@jsc.go.ug](mailto:applicationict2025@jsc.go.ug)

**Minimum Qualifications and Working Experience.**  
 The applicant should be Ugandan Citizen holding an Honor's Bachelor's degree in either Information Technology, Computer Science, Management Information Systems/Information Systems, Statistics (Statistical Computing/Computer Science option) or Business Computing, Software Engineering, Computer Engineering, Information Security, Science (Computer Science or Mathematics option) from a recognized University or awarding institution.

A Master's degree in either Information Technology, Computer Science, Management Information Systems/ Information Systems, Statistics (Statistical Computing/ Computer Science option) or Business Computing, Software Engineering, Computer

Engineering, Information Security, Science (Computer Science or Mathematics option) from a recognized University or awarding institution.  
 A Post graduate diploma in management field from a recognized University or awarding institution.  
 Professional Certification in COBIT (Control Objectives for Information and Related Technology) or Prince 2 or PMP awarded by recognized Institution.  
 At least twelve (12) years working experience in the field of IT field, three (3) of which should have been attained at the level of Assistant Commissioner IT in Government or a reputable organization.

**Post:** Assistant Commissioner, Engineering and Technical Services (Civil Works)  
**Reports to:** Commissioner, Engineering and Technical Services  
**No. of Posts:** 01  
**Salary Scale:** JSS1-SE  
**Application email:** [applicationacet2025@jsc.go.ug](mailto:applicationacet2025@jsc.go.ug)

**Minimum Qualifications and Working Experience:**  
 Applicants shall be Ugandan Citizens holding a BSc Degree in Civil Engineering or Bachelor of Civil and Building Engineering or Bachelors degree of Engineering in Civil and Building or Bachelors degree of (Engineering), Civil and Structural Engineering from a recognized University or awarding Institution plus a Master's Degree in any of the above fields.

Membership with the Uganda Engineers Registration Board (ERB).

At least nine (9) years' working experience, three (3) of which should have been served at the level of Principal Engineer in Government or equivalent level of experience from a reputable organization.

**Key Duties and Responsibilities:**

- Reviewing policies and procedures for estates management and maintenance.
- Developing and formulating construction and maintenance plans, schedules and related budgets.
- Developing technical specifications and standards for construction and maintenance of buildings; and procurement of furniture.
- Supervising the preparation of bills of quantities for projects.
- Supervising the construction and maintenance of physical infrastructure.
- Verifying works, prepare payment certificates and issue completion certificates.
- Supervising Consultants and Contractors in executing construction and maintenance works.
- Liaising with the stakeholders for proper use of tenancy agreements in renting court buildings.
- Monitoring and Evaluating staff performance against set targets and objectives and recommend appropriate action.

**Post:** Senior Human Resource Officer  
**Reports to:** Principal Human Resource Officer  
**No. of Posts :** 01  
**Salary :** JSS3  
**Application email:** [applicationshro2025@jsc.go.ug](mailto:applicationshro2025@jsc.go.ug)

**Minimum Qualifications and Working Experience:**  
 The applicant should be Ugandans holding a Bachelor's degree in either Human Resource Management, (or Social Sciences or Arts or Commerce or Business Administration or Development studies) with a bias in HR field such as; Human Resource Development or Human Resource Management or Organizational Development studies from recognized University or

awarding institution.  
 A post-graduate qualification in Human Resource Management or Public Administration from a recognized Institution is an added advantage

**Working experience:**  
 At least three (3) years working experience obtained at the level of Human Resource Officer in Government or equivalent level of experience in Government or a reputable organization.

**Key Duties and Responsibilities:**

- Managing the pay roll and ensuring that it is in harmony with the staff list and wage bill
- Managing performance and development of staff.
- Preparing draft submissions to the Judicial Service Commissions for appointments, confirmations, discipline and study leave for staff.
- Analysing staff Performance Appraisal reports.
- Managing welfare and compensation processes.
- Organizing and coordinating training programmes.
- Preparing annual training plan.
- Guidance and counselling.
- Implementing decisions of the Judicial Service Commission.
- Advising staff on Human Resource matters.
- Maintaining up-to-date Human Resource data.

**Post:** Systems Administrator  
**Reports:** Senior Systems Administrator  
**No. of Posts:** 25  
**Salary Scale:** JSS4  
**Application email:** [applicationsa2025@jsc.go.ug](mailto:applicationsa2025@jsc.go.ug)

**Minimum Qualifications:**  
 Applicants should be Ugandans in possession of a Bachelor's Degree in either Computer Science or Information Technology and Computing or Computer Information Systems and Administration or Business Information Systems, Business Computing, Systems Administration or Software and Computer Engineering, Systems Design and Analysis, Statistics with a bias in Computing Science majoring in Computer Science or in any other relevant qualification in any of the above fields from an accredited University or Institution.

**Key duties and responsibilities:**

- Configuring access control for network users to support confidentiality and integrity of network resources.
- Configuring security system applications like firewall, crypto practices and intrusion detection.
- Handling service requests and taking part in recovery and restoration of system to correct state after security incident.
- Maintaining network components (hardware and software) and monitoring incident details including the configuration of items affected.
- Documenting a resolution and recovery of assigned incidents.
- Installing computer hardware and software.
- Configuring, installing and maintaining LAN and WAN systems in accordance with the industry standards.
- Providing routine end user support to staff on all ICT matters.
- Performing any other duties as may be assigned from time to time.

**Job Title :** Multi-media Officer  
**Reports to :** Senior Art/Graphic Designer  
**No. of Vacancies :** 1  
**Salary Scale :** JSS4  
**Application email :** [applicationmm2025@jsc.go.ug](mailto:applicationmm2025@jsc.go.ug)



# JUDICIAL SERVICE COMMISSION

NILE AVENUE KINGDOM KAMPALA, 8TH FLOOR P.O BOX 7679, KAMPALA - UGANDA  
TEL:256-414 344154. TOLL FREE LINE: 0800100222. Website: [www.jsc.go.ug](http://www.jsc.go.ug) Email: [info@jsc.go.ug](mailto:info@jsc.go.ug)



## Minimum Qualifications:

The applicant should be Ugandan holding a Bachelor's degree in Industrial and Fine Art from a recognized University or awarding Institution.

## Key Duties and Responsibilities:

- Livestreaming of all Judiciary events including court proceedings.
- Producing multimedia content in various formats.
- Managing and maintaining Judiciary's social media presence.
- Keeping a database of videos and photos for posterity.
- Scripting, camera work and photography

**Job Title:** Protocol Officer  
**Reports to:** Senior Protocol Officer  
**No. of Posts:** 2  
**Salary Scale:** JSS4  
**Application email:** [applicationpo2025@jsc.go.ug](mailto:applicationpo2025@jsc.go.ug)

## Minimum Qualifications:

The applicants should be Ugandans holding a Bachelor's degree in Diplomacy or International Relations or Mass Communication or Social Sciences with International Relations as an option from a recognized University or awarding Institution.

## Key Duties and Responsibilities:

- Providing protocol support at all events of the Judiciary.
- Updating and maintain a database with contacts of all staff, foreign and local guests.
- Identifying risk factors and developing mitigation measures and plans.
- Designing invitations and creating suitable sitting arrangements.
- Arrange photo opportunities and press conferences.

**Post:** Assistant Secretary  
**Reports to:** Senior Assistant Secretary  
**No. of Posts:** 01  
**Salary:** JSS4  
**Application email:** [applicationas2025@jsc.go.ug](mailto:applicationas2025@jsc.go.ug)

## Minimum Qualifications:

The applicant should be Ugandan holding a Bachelor's degree in either Arts or Social Sciences or Development Studies or Social Work and Social Administration or Management Science or Law or Commerce (Management option) or Business Administration (Management option) from a recognized University or awarding Institution.

## Key Duties and Responsibilities:

- Collecting and collating data for planning purposes.
- Assisting in provision of administrative services and logistics.
- Writing and distributing minutes of meetings.
- Support in organising Judiciary functions.
- Assisting in the management of assets and inventories.
- Compiling data and information for public speeches.
- Coordinate travel arrangements for senior officers.

**Post:** Records Officer  
**Reports to:** Senior Records Officer  
**No. of Posts:** 14  
**Salary Scale:** JSS4  
**Application email:** [applicationro2025@jsc.go.ug](mailto:applicationro2025@jsc.go.ug)

## Minimum Qualifications:

Applicants should be Ugandans in possession of a Bachelor's Degree in Records Management or Records and Archive Management obtained from a recognized awarding Institution.

## Key Duties and Responsibilities:

- To organize and describe records;
- To implement records retention and disposal schedules;
- To provide electronic records management services;
- To maintain registries and records centres according to established standards;
- To facilitate access to records; and
- To coordinate the transfer of semi-current records to the Records Centre.

**Post:** Court Transcriber  
**Reports to:** Immediate Supervisor  
**No. of Posts:** 19  
**Salary:** JSS4  
**Application email:** [applicationct2025@jsc.go.ug](mailto:applicationct2025@jsc.go.ug)

## Minimum Qualifications:

The applicants should be Ugandans holding a Bachelor's Degree in either Secretarial Studies, Business and Office Management, Office and Information Management, Administrative and Secretarial Science or Management, Administrative and Secretarial Studies or any other relevant qualification in the field of Secretarial Studies from a recognized University or awarding Institution.

## Key Duties and Responsibilities:

- Attending to hearings, depositions, proceedings and other types of events that require a written transcript.
- Transcribing verbatim proceedings of courts using computerized recording equipment, electronic machines or steno equipment.
- Filing and storing shorthand notes and recordings of court sessions.
- Availing copies of transcriptions to the courts, legal counsels and any other involved party.
- Filing legible transcript of records of a court case with the court clerk's office.
- Maintaining the transcribing and other office equipment under his / her care.

**Post:** Personal Secretary  
**Reports to:** Senior Personal Secretary  
**No. of Posts:** 06  
**Salary Scale:** JSS4  
**Application email:** [applicationps2025@jsc.go.ug](mailto:applicationps2025@jsc.go.ug)

## Minimum Qualifications:

Applicants should be Ugandans in possession of a Bachelor's Degree in either Secretarial Studies or Business and Office Management or Office and Information Management or Administrative and Secretarial Science or Administrative and Secretarial Studies or any other relevant qualification in the field of Secretarial Studies from a recognized University or Institution.

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

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

## Key Duties and Responsibilities:

- Taking dictation, transcribing and presenting accurate and error free work.
- Receiving incoming mails and supervising the dispatch of outgoing mails.
- Organizing meetings, taking minutes and

conveying decisions of such meetings to the relevant officers / office.

- Receiving and guiding clients to relevant offices.
- Attending to callers either in person or on telephone.
- Making and following up on appointments.
- Providing office management services.
- Managing and accounting for Office imprest.
- Appraising support staff.
- Performing any other duties as may be assigned from time to time.

**Post:** Assistant Systems Administrator  
**Reports to:** System Administrator  
**No. of Posts:** 6  
**Salary Scale:** JSS5  
**Application email:** [applicationasa2025@jsc.go.ug](mailto:applicationasa2025@jsc.go.ug)

## Minimum Qualifications:

The applicants should be Ugandans holding a Diploma in Information Technology or Computer Science or Management Information Systems or Software Engineering or any other relevant qualification in any of the above fields from a recognized University or Institution.

## Key Duties and Responsibilities:

- Maintaining a daily log of IT issues.
- Assisting with IT infrastructure set up and maintenance.
- Installing and updating applications to office and servers as requested.
- Providing support in the maintenance of operating systems.
- Performing data recovery as needed and implementing disaster recovery procedures.
- Contributing to documentation related to procedures and processes.
- Providing first level support for IT infrastructure.
- Providing technical support to staff

**Post:** Assistant Records Officer  
**Reports to:** Records Officer  
**No. of Posts:** 22  
**Salary Scale:** JSS5  
**Application email:** [applicationaro2025@jsc.go.ug](mailto:applicationaro2025@jsc.go.ug)

## Minimum Qualifications:

The applicants should be Ugandans holding a Diploma in Records and Archives Management its equivalent from a recognized awarding Institution.

## Key Duties and Responsibilities:

- To receive, sort and open mail;
- To dispatch mail;
- To file correspondences;
- To forward files for action;
- To monitor file movement;
- To maintain a 'Bring Up' (BU) diary;
- To carry out file census; and
- To weed files

**Post:** Court Clerk/ Interpreter  
**No. of Posts :** 31  
**Salary Scale:** JSS5  
**Application email:** [applicationcc2025@jsc.go.ug](mailto:applicationcc2025@jsc.go.ug)

## Minimum Qualifications:

Applicants should be Ugandans in possession of a Diploma in Law from a recognized University or Institution.

Applicants are required to have demonstrated IT skills.

## Key Duties and Responsibilities:

- Registering cases
- Opening case files
- Interpreting Court proceedings
- Maintaining and updating case files
- Performing any other duties as may be assigned from time to time

**Job Title:** Front Desk Officer  
**Reports to:** Senior Client Service Officer  
**No. of Posts:** 10  
**Salary Scale:** JSS5  
**Application email:** [applicationfd2025@jsc.go.ug](mailto:applicationfd2025@jsc.go.ug)

## Minimum Qualifications:

The applicant should be Ugandan holding a Diploma in either Mass Communication or Journalism or Public Administration or Law or Social Sciences or Development Studies or Social work and Social Administration from a recognized University or awarding institution.

## Key Duties and Responsibilities:

- Welcoming clients and providing them with customer service according to set standards.
- Managing client inquiries via phone calls or in person courteously and professionally.
- Taking messages and communicating the same to the rightful officers.
- Receiving correspondences and send them to appropriate destination.
- Tracking complaints or inquiries made to the Judiciary.

**Post:** Stenographer Secretary  
**Reports to:** Personal Secretary  
**No. of Posts :** 29  
**Salary Scale:** JSS5  
**Application email:** [applicationss2025@jsc.go.ug](mailto:applicationss2025@jsc.go.ug)

## Minimum Qualifications:

The Applicants should be Ugandans in possession of a Diploma in either Secretarial Studies or Business and Office Management or Office and Information Management or Administrative and Secretarial Studies or any other relevant qualification in the field of 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.

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