



JUDICIAL SERVICE COMMISSION

EXTERNAL ADVERT No. 4 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 Email: 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, Judicial Service Commission Application Form No.2 of 2024 should be completed and submitted to the email address provided for each position, **not later than 12:00am of 23-03-2026**. 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.
- Note:** The Uganda Certificate of Education (UCE) and the Uganda Advanced Certificate of Education (UACE) should be certified by Uganda National Examinations Board (UNEBC).
- 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.

e) All Application documents listed above should be combined into a single pdf document and submitted **on-line** to the Secretary Judicial Service Commission (JSC), to the **application email address provided against each position**.

Additional information

- Applicants are allowed to apply for only one (1) post. 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**

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.

- Treat this advert as separate from the JSC External Advert No. 2 of 2026, that appeared in the New Vision of Tuesday, 27th January, 2026.
- In case an applicant who had already responded to JSC External Advert No. 2 of 2026, wishes to also apply for a different post in this current advert, he or she must state his /her reference by indicating the 1st or 2nd choice against the post applied for.

Post : Principal Communications Officer (NEW)
Reports to: Assistant Commissioner
No. of Posts: 01
Salary: JSS2
Application email: applicationpco2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans holding an Honors Bachelor's Degree in Mass Communication; or Journalism; or Communication Studies; or Public Relations plus a Post Graduate Qualification in any of the above fields from an accredited University/Institution.

A Master's Degree in a relevant field will be an added advantage.

Working experience:

Applicants should have a minimum of six (6) years relevant working experience, three (3) of which should have been served at the level of Senior Communications / Information Officer or equivalent level of experience in Government or a reputable Organization.

Key Duties and Responsibilities:

- Developing, implementing and monitoring the communication and public relations function in the Judiciary.
- Advising the Management team on communication issues, strategies and usage of ICT.
- Planning and supervising implementation of public information, public relations and Open Judiciary Sessions.
- Participating in public education programs and dialogue sessions, press briefings and preparing publications.
- Carrying out risk assessments, developing and implementing crisis communication management plans to ensure the positive image is maintained.
- Ensuring development and content quality control of Judiciary websites and other web-enabled platforms and maintenance of an updated digital information electronic repository of all Judiciary achievements.
- Supporting the coordination and supervision of activities of the Communication Cadre including identification of structural and capacity gaps, required skills and appropriate capacity building interventions.
- Devising mechanisms for public information management, requirements and responses.
- Supporting the production of Information, Education and Communication materials (newsletters, brochures, etc.) for raising awareness of the institutional programs.
- Preparing and submitting work plans, budgets and performance reports for the Department to the relevant authorities.
- Supervising and appraising departmental staff.
- Performing any other duties as may be assigned from time to time.

Post: Senior Personal Secretary (NEW)
Reports to: principal personal secretary
No. of Posts: 01
Salary: JSS3
Application email: applicationsps2026@jsc.go.ug

Minimum Qualifications and Working experience

Applicants should be Ugandans holding an Honors Bachelor's Degree in Secretarial Studies or Business and Office Management; or Office Management; or Office and Information Management; or Administrative and Secretarial Science or Management or Administrative and Secretarial Studies from an accredited University/Institution.

A Post Graduate Diploma in Management Studies, Public Administration and Management.

At least three (3) years working experience attained at the level of Personal Secretary in Government or reputable organization.

Key Duties and Responsibilities:

- Attending to callers, either in person or on telephone.
- Identifying and managing office facilities and equipment.
- Receiving incoming mail and supervising the dispatch of outgoing mail.
- Preparing documents for meetings and speeches.
- Drafting letters of routine nature.
- Providing office management services.
- Managing records in accordance with established security and records management procedures.
- Supervising cleaning and tidying of the office.
- Appraising performance of secretarial staff.

Post: Senior Librarian (NEW)
Reports to: Principal Librarian
No. of Posts: 01
Salary: JSS3
Application email: applicationsl2026@jsc.go.ug

Minimum Qualifications and working experience

Applicants should be Ugandans holding an Honors Bachelor's Degree in Library and Information Science or Information Studies from an accredited University/Institution.

At least three (3) years working experience attained at the level of Librarian in Government or a reputable organization.

Key Duties and Responsibilities:

- Searching standard reference materials, including on-line sources in order to answer users' reference questions.
- Reviewing and evaluating resource material, such as book reviews and catalogs, in order to select and order print, audiovisual, and electronic resources.
- Supporting the monitoring and reviewing of performance of all libraries within the Judiciary.
- Providing research services and access to information for government staff and the public.
- Assembling and indexing databases of library materials for easy tracing and retrieval.
- Preparing budgets, procurement plans for equipment like computers, copiers and other equipment for the library.

- Selecting, developing, cataloguing and classifying library resources.
- Developing information technology facilities for users to ease their research.
- Supervising and appraising the performance of library staff.

Post: Accountant (NEW)
Reports to: Senior Accountant
No. of Posts: 02
Salary: JSS4
Application email: applicationa2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans holding an Honors Bachelor's Degree in Finance; or Accounting; or Accounting and Finance; or Business Administration; or Commerce or Business Studies majoring in either Finance or Accounting; from an accredited University/Institution.

Possession of professional qualifications in either ACCA or CPA will be an added advantage.

Key duties and responsibilities:

- Examining the correctness of payment requests, completeness of documentation and certifying requisitions or transactions for further processing.
- Verifying receipts, marching and undertaking on-line reconciliation of invoices and local purchase orders for goods and services procured prior to affecting payments.
- Compiling accountability returns, verifying and retiring advance ledgers
- Maintaining primary financial records and up to date books of accounts
- Preparing periodic reconciliations of financial statements and carrying out monthly cash book reconciliations to bank statements
- Verifying payroll change requests and reports to ensure correctness of computations, payments and deductions.
- Certifying and following up approvals and payments to beneficiaries
- Preparing periodic financial statements
- Preparing and submitting Tax Returns to URA
- Managing bail and security deposits
- Updating and managing the Asset Register
- Performing any other duties as may be assigned from time to time.
- Preparing bills of quantities for construction and maintenance.
- Collaborating with key stakeholders during implementation of projects.
- Verifying claims and drafting payment certificates.
- Assessing the requirements for rehabilitation and maintenance of Court infrastructure.
- Supervising construction and maintenance works.
- Collecting data and updating the Judiciary Asset Register for building infrastructure.

Post: Civil Engineer (NEW)
Reports: Senior Civil Engineer
No. of Vacancies: 03
Salary Scale: JSS4
Application email: applicationce2026@jsc.go.ug



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Minimum Qualifications

Applicants should be Ugandans holding a Bachelor's Degree in Civil Engineering or Civil and Building Engineering from a recognized University or Institution.

Key duties and responsibilities:

- Monitoring the implementation of approved building plans.
- Preparing bills of quantities for construction and maintenance.
- Collaborating with key stakeholders during implementation of projects.
- Verifying claims and drafting payment certificates.
- Assessing the requirements for rehabilitation and maintenance of Court infrastructure.
- Supervising construction and maintenance works.
- Collecting data and updating the Judiciary Asset Register for building infrastructure.

Post: Systems Administrator
Reports to: Senior Systems Administrator
No. of Vacancies : 8
Salary Scale: JSS4
Application email: applicationsa2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans in possession of a Bachelors' 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: applicationsmmo2026@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

Post: Court Transcriber
Reports to: Immediate Supervisor
No. of Vacancies: 1
Salary: JSS4
Application email: applicationsct2026@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 : Office Supervisor (NEW)
Reports to: Immediate supervisor
No. of Vacancies: 09
Salary Scale: JSS4
Application email: applicationos2026@jsc.go.ug

Minimum Qualifications

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

Key Duties and Responsibilities

- Maintaining office premises, furniture and equipment in good condition.
- Managing proper distribution and use of office equipment, furniture, and stationery.
- Preparing plans, budgets and manage resources.
- Monitoring the installation and usage of utilities.
- Maintaining an inventory of items and equipment received and issued General office management.
- Maintain security of office premises, equipment and vehicles in liaison with security personnel.
- Supervising subordinate staff.

Post : Personal Secretary
Reports to: Senior Personal Secretary
No. of Vacancies: 04
Salary Scale: JSS4
Application email: applicationps2026@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 from an 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: Librarian
Reports to: Senior Librarian
No. of Posts: 01
Salary: JSS4
Application email: applicationlib2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans in possession of a Bachelor's Degree in Library and Information Science or Library and Information Studies or any other relevant qualification in the field of Library and information Management from an accredited University/Institution.

Key duties and responsibilities:

- Searching for standard reference materials, including on-line sources in order to answer users reference questions.
- Reviewing and evaluating resource materials such as book reviews and catalogues in order to select and order print, audio-visual and electronic resources.
- Participating in the development of Library policies and procedures.
- Assembling and indexing databases of library materials for easy tracing and retrieval.
- Preparing budgets, procurement plans for library equipment like computers and photocopiers.
- Selecting, developing catalogues and classifying library resources.
- Providing technical support in the use of information technology facilities to the users.
- Performing any other duties as may be assigned from time to time.

Post: Court Clerk/ Interpreter
No. of Vacancies: 22
Salary Scale: JSS5
Application email: applicationcc2026@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

Post: Senior Assistant Accountant (NEW)
Reports to: Accountant
No. of Posts: 02
Salary: JSS3
Application email: applicationsaa2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans holding a Diploma in Accounts; or Business Studies; or Accounts Technician (ICPAU) with accounting option;

Or

Professional qualification in accounting level 11 of ACCA or CPA recognized by IFAC.

At least three (3) years working experience as an Assistant Accountant in Government or a reputable organization.

Key Duties and Responsibilities

- Keeping custody of accounting records and documents.
- Processing tax payments, tax returns and keep records thereof.
- Posting financial transactions, cashbooks, subsidiary ledgers to General Ledger.
- Keeping custody of cash/imprest, effect payments and maintain up-to-date cashbook records
- Preparing draft monthly reconciliation reports
- Examining payment requisitions

Post: Stenographer Secretary
Reports to: Personal Secretary
No. of Vacancies: 18
Salary Scale: JSS5
Application email: applicationss2026@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.



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- ☑ Managing and accounting for office equipment, materials and imprest.
- ☑ Performing any other duties as may be assigned from time to time.

Post: Assistant Systems Administrator
Reports to: System Administrator
No. of Vacancies: 04
Salary Scale: JSS5
Application email: applicationasa2026@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

Job Title: Assistant Engineering Officer (Civil) (NEW)
Reports to: Civil Engineer
No. of Vacancies: 2
Salary Scale: JSS5
Application email: applicationaao2026@jsc.go.ug

Minimum Qualifications

The applicant should be Ugandan holding a Diploma in Civil Engineering or Civil and Building Engineering from a recognized awarding institution.

Key duties and responsibilities

- Supervising contractors to follow specifications as per the contract terms.
- Supervising construction and maintenance works and report any deviations for the necessary actions.
- Preparing bills of quantities and specification for maintenance activities.
- Assessing the requirements for rehabilitation and maintenance of court infrastructure.
- Verifying claims and taking physical measurements at sites.
- Collecting Data for the Judiciary's assets register.

Post: Assistant Records Officer
Reports to: Records Officer
No. of Posts: 01
Salary Scale: JSS5
Application email: applicationaro2026@jsc.go.ug

Minimum Qualifications

The applicants should be Ugandans holding a Diploma in Records or Archives Management or 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: Assistant Accountant
Reports to: Senior Assistant Accountant
No. of Posts: 07
Salary Scale : JSS6
Application email: applicationaa2026@jsc.go.ug

Minimum Qualifications

Applicants should be Ugandans holding a Diploma in

Accounts; or Business Studies; or Accounts Technician (ICPAU) with accounting option;
 Or
 Professional qualification in accounting level 11 of ACCA or CPA recognized by IFAC.

Key Duties and Responsibilities

- Preparing vouchers according to payment requested.
- Assigning invoice numbers to transactions for further processing.
- Recording and capturing data on the system.
- Providing information on Electronic Funds Transfer and execute payments to beneficiaries
- Preparing payment advise forms, receiving non-tax revenue collections, imprest and compiling monthly returns.
- Receiving, sorting, filing accountability returns and keeping custody of accounting documents

Dr. Rose Nassali Lukwago

**PERMANENT SECRETARY/ SECRETARY,
 JUDICIAL SERVICE COMMISSION**