



OFFICE OF THE CHIEF JUSTICE

NOTICE OF VACANCIES:

- (i) CHAIRPERSON, PUBLIC BENEFIT ORGANIZATIONS DISPUTE TRIBUNAL (1 NO.)**
- (ii) MEMBER, PUBLIC BENEFIT ORGANIZATIONS DISPUTE TRIBUNAL (4 NO.)**

The Office of the Chief Justice is established under Article 161 (2) (a) of The Constitution of Kenya, 2010 and Section 5 of the Judicial Service Act, 2011. The Act stipulates the functions of the Chief Justice as the Head of the Judiciary and the President of the Supreme Court and the link between the Judiciary and other arms of Government.

Section 50(1) of the Public Benefit Organizations Act No. 18 of 2013 provides for the establishment of the Public Benefit Organizations Dispute Tribunal, whose members are to be appointed by the Chief Justice and approved by the National Assembly. The Tribunal has jurisdiction to hear and determine –

- a) Complaints arising out of any breach of the Act;
- b) Any matter or appeal made to it pursuant to the provisions of the Act and;
- c) Perform such other functions as may be conferred upon it by this Act or by any other written law being in force.

POSITION: CHAIRPERSON, PUBLIC BENEFIT ORGANIZATIONS DISPUTES TRIBUNAL

Job Reference	:	
Number of posts	:	One (1)
Terms of Service	:	Part - time for a period of Three (3) years.
Work Station	:	Nairobi or as the Chief Justice may from time to time direct.
Terms and conditions	:	As approved by the Judicial Service Commission.
Remuneration	:	Approved remunerative allowance per sitting.

Key Duties and Responsibilities:

The Chairperson shall discharge the following duties: -

- i. Presiding over all proceedings where he/she is present in person;
- ii. Constituting such panel or panels of the Tribunal as may be necessary for the fair and expeditious disposal of the business of the Tribunal;
- iii. Assigning the business of the Tribunal to the members;
- iv. Carrying out inquiries into the disputes lodged including summoning witnesses, taking evidence and calling for production of records and other documents;
- v. Recording proceedings in a clear and accurate manner;
- vi. Writing and pronouncing awards, orders and rulings.
- vii. Driving the Tribunal's vision and mission through the implementation of its Programmes and plans;
- viii. Providing requisite leadership to ensure the Tribunal attains a high level of competitiveness and ethical standards in its entire programmes; and
- ix. Undertaking any other duties assigned for the benefit of the Tribunal.

Job Requirements

For appointment to the position of the Chairperson of the Public Benefit Organizations Dispute Tribunal, a candidate must possess the following qualifications;

- a) Bachelor of Laws degree or its equivalent from a recognized university;
- b) Be an advocate of the High Court of Kenya with at least seven (7) years of experience, or a person who has held Judicial Office in Kenya;
- c) Be a member of a relevant professional body in good standing;
- d) Be of high moral character, integrity and impartiality, in line with Chapter Six (6) of the Constitution; and
- e) Knowledge and experience in non-profit sector, focusing on areas that serve the public interest will be an added advantage

Job Core Competencies:

- i. Professional Competence;
- ii. Excellent Communication Skills;
- iii. Good Temperament and Interpersonal Skills;
- iv. Good Judgmental Skills; and
- v. Commitment to Public and Community Life.

POSITION: MEMBER OF PUBLIC BENEFIT ORGANIZATIONS DISPUTES TRIBUNAL

Job Reference	:	
Number of Posts	:	Four (4)
Terms of Service	:	Part - time for a term period of Three (3) years.
Work Station	:	Nairobi or as the Chief Justice may from time to time direct.
Terms and conditions	:	As approved by the Judicial Service Commission.
Remuneration	:	Approved remunerative allowance per sitting.

Key Duties and Responsibilities:

The duties and responsibilities of a member of the Public Benefit Organizations Dispute Tribunal will include;

- i. Participating in hearing and determination of all disputes which come before the full bench;
- ii. Recording proceedings in a clear and accurate manner;
- iii. Writing awards, orders, and rulings;
- iv. Driving the Tribunal's vision and mission through the implementation of its Programmes and plans;
- v. Providing requisite professional and technical support to ensure the Tribunal attains a high level of competitiveness and ethical standards in its entire programmes; and
- vi. Undertaking any other duties assigned for the benefit of the Tribunal.

Job Requirements

For appointment to the position of the Member of the Public Benefit Organizations Dispute Tribunal, one must possess the following:

- a) Bachelor of Laws degree or its equivalent from a recognized university (for **the 2 legal members**)
- b) Be an advocate of the High Court of Kenya with at least (5) five years of experience;
- c) Knowledge in matters relating to public Benefits Organization for the **2 non-legal members**
- d) Be a member of a relevant professional body and in good standing;
- e) Be of high moral character, integrity and impartiality, in line with Chapter Six (6) of the Constitution; and
- f) Knowledge and experience in non-profit sector, focusing on areas that serve the public interest will be an added advantage.

Job Core Competencies:

- i. Professional Competence;

- ii. Excellent Administrative and Management Skills;
- iii. Excellent Communication Skills;
- iv. Good Temperament and Interpersonal Skills;

- v. Good Judgmental Skills; and
- vi. Commitment to Public and Community Life.

HOW TO APPLY

Interested and qualified persons are requested to make their applications by sending the applications online in PDF format (Max 30MB) to chiefjustice@court.go.ke with a clear indication at the heading of the position applied for whether Chairperson or Member. Applicants should attach the soft copies of the following documents: -

- (a) A letter of application;
- (b) A detailed and updated curriculum vitae, *to include background information such as past employment record (if any), community service, financial discipline, past and present professional engagement; names of three (3) professional referees and two (2) character references who can verify and comment on the applicant's past and present employment or engagement;*
- (c) Copies of professional certificates, testimonials and academic transcripts and certificate(s) including membership to professional body(ies); and
- (d) Applicant's recent coloured passport size photograph

Successful candidates will be required to submit valid copies of clearance certificates from the following bodies upon issuance of offer letters: -

- Kenya Revenue Authority (KRA);
- Higher Education Loans Board (HELB);
- Directorate of Criminal Investigation (DCI);
- Ethics and Anti-Corruption Commission (EACC);
- A recognized Credit Reference Bureau (CRB); and
- Clearance from relevant professional body.

Applicants **MUST** take note that it is a criminal offence to provide false information and documents in the job application and the same will be verified by relevant bodies.

The application must be submitted **NOT LATER THAN 15TH NOVEMBER, 2024 AT 5.00 PM**. Only shortlisted candidates will be contacted. Canvassing in any form will lead to automatic disqualification.

Candidates will be selected on merit through fair and open competition from the widest range of eligible candidates.