

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KILIFI**

**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES ANNOUNCEMENT**

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The Kilifi County Public Service Board wishes to recruit competent and qualified persons to fill the following positions.

**OFFICE OF THE COUNTY ATTORNEY**

**1. Deputy Director, Litigation J/G 'Q' (1 POST) RE:  
CG/KLF/CPSB/ADVRT/06/05/21**

**Duties and responsibilities**

- a) Representing the County Government in court
- b) Handle public interest litigation
- c) Handle pro-bono cases and facilitate public participation as directed by the County Attorney
- d) Prosecution of county offences in liaison with the Office of the Director of Public Prosecutions
- e) Advising on legal policy issues.
- f) Reviewing and preparing legal documents.
- g) Initiating negotiations on settlement and pursuing alternative dispute resolution mechanisms.
- h) Provide technical legal support to the county departments.
- i) Preparing legal opinions.
- j) Recommend legal and policy reform
- k) Coordinate capacity building in research and knowledge management
- l) Perform any other duties that may be assigned by the County Attorney.

**Requirements for appointment**

- Must be a Kenyan citizen.
- Bachelors of Law degree from a university recognized in Kenya.
- A Post Graduate Diploma in Law from the Kenya School of Law
- A Certificate of admission as an Advocate of the High Court of Kenya

- Must have a current practicing certificate.
- Have proficiency in the use of basic computer applications.
- Must have at least 7 years working experience in a busy private or public organization
- Exhibited thorough understanding of national goals, policies, objectives and the ability to relate them to proper management of legal affairs
- Demonstrated managerial, administrative and professional competence in work performance
- Possession of a Master's degree, certification in any ADR course and leadership course will be considered an added advantage
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Ksh. 99,900 – 133,870 p.m

**Other Allowances** as are issued by SRC .

**2. Deputy Director, Legal Services J/G 'Q' (1 POST) RE:  
CG/KLF/CPSB/ADVRT/07/05/21**

**Duties and responsibilities**

- a) Representing the County Government in court
- b) Advising on legal and policy issues on county documents.
- c) Reviewing legal documents.
- d) Preparing agreements, legal documents and initiating contracts negotiations.
- e) Provide technical legal support to the county departments.
- f) Preparing legal opinions and undertaking law reviews.
- g) Recommend legal and policy reform
- h) Legislative drafting
- i) Ensure compliance of the County Government with national, regional and international legal documents
- j) Coordinate capacity building in research and knowledge management
- k) Perform any other duties that may be assigned by the County Attorney.

**Requirements for appointment**

- Must be a Kenyan citizen.
- Bachelors of Law degree from a university recognized in Kenya.
- A Post Graduate Diploma in Law from the Kenya School of Law
- A Certificate of admission as an Advocate of the High Court of Kenya
- Must have a current practicing certificate.
- Have proficiency in the use of basic computer applications.

- Must have at least 7 years post admission working experience in a busy private or public organization
- Demonstrable understanding of legal aspects in land, maritime, tax, finance, public investment, public administration and intellectual property rights
- Demonstrated managerial, administrative and professional competence in work performance
- Exhibited thorough understanding of national goals, policies, objectives and the ability to relate them to proper management of legal affairs
- Possession of a Master's degree, certification in any ADR course and leadership course will be considered an added advantage
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Ksh. 99,900 – 133,870 p.m

**Other Allowances** as are issued by SRC .

### **3. Principal Legal Counsel J/G 'P' (2POSTS) RE: CG/KLF/CPSB/ADVRT/08/05/21**

#### **Duties and responsibilities**

- a) Providing Legal services to the County Government
- b) Provide advice on legal matters.
- c) Advice on County Government policy and other legal documents.
- d) Review legal documents/instructions.
- e) Preparing contracts documents and initiating contracts negotiations.
- f) Provide technical legal support to the county departments.
- g) Draft laws and regulations.
- h) Advice on legal and statutory interpretations on governance.
- i) Representing the County Government in Court.
- j) Handle pro-bono cases and facilitate public participation as directed by the County Attorney
- k) Perform any other duties that may be assigned by the County Attorney.

#### **Requirements for appointment**

- Be a holder of a first degree in Law from a university recognized in Kenya.
- A Post Graduate Diploma in Law from the Kenya School of Law
- A Certificate of admission as an Advocate of the High Court of Kenya
- Must have a current practicing certificate
- Have proficiency in the use of basic computer applications
- Have at least 5 year post admission experience in a busy public or private organization.
- Exemplary understanding of civil and criminal procedures.

- Exhibited thorough understanding of legal aspects of land, public administration and devolution
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Ksh. 87,360 – 121,430 p.m

**Other Allowances** as are issued by SRC .

**4. Senior Legal Counsel J/G ‘N’ (4POSTS) RE:  
CG/KLF/CPSB/ADVRT/09/05/21**

**Duties and responsibilities**

- a) Providing Legal advice to the County Government
- b) Prepare preliminary legal documents.
- c) Review legal documents/instructions.
- d) Preparing contracts and other legal documents.
- e) Preparing legal opinions and other documents.
- f) Legislative drafting.
- g) Handle pro-bono cases and facilitate public participation as directed by the County Attorney
- h) Perform any other duties that may be assigned by the County Attorney.

**Requirements for appointment**

- Be a holder of a first degree in Law from a university recognized in Kenya.
- A Post Graduate Diploma in Law from the Kenya School of Law
- A Certificate of admission as an Advocate of the High Court of Kenya
- Must have a current practicing certificate
- Have proficiency in the use of basic computer applications
- Have at least 3 year post admission experience in a busy public or private organization.
- Exemplary understanding of civil and criminal procedures.
- Exhibited thorough understanding of legal aspects of land, public administration and devolution
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Ksh. 56,370 – 87,360 p.m

**Other Allowances** as are issued by SRC .

**5. Legal Counsel J/G 'M' (4POSTS) RE:  
CG/KLF/CPSB/ADVRT/10/05/21**

**Duties and responsibilities**

- a) Advising on legal policy issues and legal documents.
- b) Representing the County Government in Court.
- c) Assist in preparing contracts documents and initiating contracts negotiations.
- d) Review legal documents/instructions.
- e) Provide technical support to the County departments.
- f) Preparing legal opinions and undertaking law reviews.
- g) Legislative drafting.
- h) Handle pro-bono cases and facilitate public participation as directed by the County Attorney
- i) Perform any other duties that may be assigned by the County Attorney.

**Requirements for appointment**

- Bachelors of law degree from a university recognized in Kenya.
- A Post Graduate Diploma in Law from the Kenya School of Law
- A Certificate of admission as an Advocate of the High Court of Kenya
- Must have a current practicing certificate
- Have proficiency in the use of basic computer applications
- Have at least 2 year experience in a busy public or private organization.
- Exemplary understanding of civil and criminal procedures.
- Exhibited thorough understanding of legal aspects of land, public administration and devolution
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Ksh. 49,000 – 65,120 p.m

**Other Allowances** as are issued by SRC .

**6. Legal Researcher J/G 'K' (3 POSTS) RE:  
CG/KLF/CPSB/ADVRT/11/05/21**

**Duties and responsibilities**

- a) Assist in development of legal policies.
- b) Provide professional research assistance and analysis to the county departments.
- c) Compile reports and formulate draft laws and policies.
- d) Provision of expert interpretation, explanation and analysis.

- e) Prepare explanatory notes and briefs on new laws, policies and emerging topical issues
- f) Undertake background research for speeches, cabinet papers and other topical papers on legal aspect
- g) To give advice on legal requirements in the department.
- h) Perform any other duties as shall be assigned by the County Attorney

### **Requirements for appointment**

- Must be a holder of a Bachelor's degree in law from a university recognized in Kenya.
- Ability to read widely and make compelling write ups
- Good communication, presentation, research, organization and analytical skills.
- Exhibited thorough understanding of legal aspects of land, public administration and devolution
- Demonstrable experience through research paper (published or unpublished)
- Have proficiency in use of basic computer applications.
- Must have at least 2 years working experience.

**Terms of service:** Contract

**Salary Scale:** Ksh. 38,270 – 51,170 p.m

**Other Allowances** as are issued by SRC .

### **7. Legal Assistant J/G 'H' (4 POSTS) RE: CG/KLF/CPSB/ADVRT/12/05/21**

#### **Duties and responsibilities**

- a) To coordinate filling and service of legal documents.
- b) To oversee timely drafting and filling of pleadings and legal documents.
- c) Regular errands to public registries, courts and other relevant areas as directed
- d) Facilitate preparation and attendance of witnesses.
- e) Compilation of legal documents for pre-trial conferencing
- f) Keeping and communicating to counsel on the court diary
- g) Receiving correspondence and facilitating timely dispatch of correspondence
- h) Perform any other duties as shall be assigned by the County Attorney

#### **Requirements for appointment**

- a) Diploma in legal studies or relevant study
- b) Have understanding of legal processes
- c) Have proficiency in use of basic computer applications.

- d) Have experience in records and files management
- e) Be able to work with minimum supervision
- f) Exhibited thorough understanding of legal aspects of land, public administration and devolution
- g) Licensed court process server an added advantage
- h) Minimum 2 years work experience in a busy law firm

**Terms of service:** Contract

**Salary Scale:** Ksh. 25,470 – 33,950 p.m

**Other Allowances** as are issued by SRC .

**8. Chief Office Administrator J/G 'M' (1 POST) RE:  
CG/KLF/CPSB/ADVRT/13/05/21**

**Duties and responsibilities**

- a) Maintaining an up to date filing system of legal documents.
- b) Ensuring security of office records, documents and equipment
- c) Handling telephone calls and appointments
- d) Taking oral dictation, word and data processing
- e) Operating office equipment
- f) Managing e-office; word and data processing
- g) Maintaining office diary, appointments and travel itineraries
- h) Coordinating schedules of meetings
- i) Ensuring security integrity and confidentiality of office records, equipment and documents including classified materials
- j) Establishing and monitoring procedures for record keeping of correspondence and file movements
- k) Handling customer inquiries and complaints
- l) Managing office protocol and etiquette
- m) Undertaking any other office administrative services duties that may be assigned

**Requirements for appointment**

- Have a Bachelor's degree in Business Administration, or Business Management from a university recognized in Kenya with a course on legal studies.
- Have a diploma in a relevant study
- Have a minimum of 5 years' working experience in public or private sector as an administrator, secretary or front office
- Have proficiency in use of basic computer applications.
- Be able to work with minimum supervision.
- Shown merit and ability as reflected in work performance and results

**Terms of service:** Contract

**Salary Scale:** Ksh. 49,000– 65,120 p.m.

**Other Allowances** as are issued by SRC .

**9. Assistant Office Administrator J/G ‘H’ (2 POSTS) RE:  
CG/KLF/CPSB/ADVRT/14/05/21**

**Duties and responsibilities**

- a) Maintaining an up to date filing system of legal documents.
- b) Ensuring security of office records, documents and equipment
- c) Handling telephone calls and appointments
- d) Taking oral dictation, word and data processing
- e) Operating office equipment
- f) Undertaking any other office administrative services duties that may be assigned

**Requirements for appointment**

- Have a diploma in Business Administration, Business/Office Management.
- Minimum 3 years working experience in public or private sector as an administrator, secretary or front office, preferably a law firm.
- Certificate in computer applications.
- Be able to work with minimum supervision.
- Thorough understanding of devolution and public administration
- Letter of recommendation from previous employer
- Meets the requirements of Chapter Six of the Constitution

**Terms of service:** Contract

**Salary Scale:** Kshs. 25,470 – 33,950 p.m

**Other Allowances** are as issued by SRC .

**DEPARTMENT OF TRADE AND COOPERATIVE DEVELOPMENT**

**1. Assistant Director for Cooperative Development- J/G ‘P’ –(1  
POST) RE: CG/KLF/CPSB/ADVRT/15/05/21.**

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- a) Designing coordinating and monitoring the implementation of cooperative activities, programmes and policies;
- b) Providing technical advice on cooperative investment, finance, credit, marketing, project management extension and advisory services;



- c) Enforcing Compliance with cooperative legislation
- d) Developing and monitoring work plans for cooperative extension activities
- e) Evaluating cooperative activities and trends for promoting the cooperative movement in the County
- f) Developing education and training packages for the cooperative movement;
- g) Promoting value addition and processing; conducting cooperative banking inspections and undertaking cooperative risk assessments

**Requirements for appointment:**

For appointment to this grade, a candidate must have:-

- Served in the grade of Principal Cooperative Officer and above, or in a comparable and relevant position in the wider public service or private sector for a minimum period of three (3) years;
- A Bachelor's degree in any of the following discipline: Commerce, Business Administration, Agriculture, Economics, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Agri-business or equivalent qualifications from a university recognized in Kenya;
- A Certificate in computer applications from a recognized institution
- A Master's degree in any of the following disciplines: Commerce, Business Administration, Agriculture, Economics, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Agri-business and equivalent qualification from a recognised institution will be considered an added advantage.
- Exhibited a thorough understanding of National goals and County policies and the ability to relate them to the cooperative development function
- Demonstrated administrative ability and a high degree of professional competence in work performance and results

**Terms of service:** Contract

**Salary Scale:** 87,360 – 121,430 p.m

**Other Allowances** are as issued by Salaries and Remuneration Commission

**2. Principal Weights and Weights Measures Assistant J/G N (1 Post) REF:CG/KLF/CPSB/ADVRT/16/05/21**

**Duties and Responsibilities:**

- Supervising testing and stamping of mechanical and electronic weighting and measuring equipment activities;
- Analysing data collected from verified equipment at traders premises, stamping stations and verification office;

- Testing of mechanical crane weighers, axle weighers, weighbridges, personal weighers, bulk meters, non automatic machines, beer measuring instruments and egg grading machines;
- Testing of class II mechanical and electronic scales used for pharmaceutical dispensing and jewellery trade;
- Testing and stamping of mechanical and electronic weighing and measuring equipment;
- Oversee setting up testing equipment during inspection and recording test results during inspections and investigation;
- Sampling pre-packed goods for quantitative analysis;
- Calibrating prover tanks and other working standards and equipment
- Maintaining secondary reference standards
- Carrying out inspection on internal controls by the manufacturers and measuring systems including software for data processing of measuring results;
- Inspecting wholesale and retail trading premises on the use of weighing and measuring equipment;
- Conducting prosecution of cases on offences arising from infringement of the weights and measures
- Prepare publicity materials for participation in trade fairs and exhibitions
- Collecting and accounting for appropriation in Aid (A.I.A);
- Requisition for workshop tools and verification materials
- Delivering lecturers at traders courses;
- Guiding and mentoring staff working under the office.

**Requirement for Appointment:**

- Served in the grade of Chief Weights and Measures Assistant in a private and public institution for a period of three (3) years
- Diploma in any of the following disciplines; Mechanical/Electrical/Chemical or Electronics Engineering or equivalent qualification from recognized institution;
- Advanced certificate of the Institute of Trade standards administration (Kenya)

**Terms of service:** Contract

**Salary Scale:** 56,370 – 87,360 p.m.

**Other Allowances** are as issued by Salaries and Remuneration Commission

**3. Cooperative Officers II J/G 'J' –(3 POSTS)**  
**REF:CG/KLF/CPSB/ADVRT/17/05/21**

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- a) Enforcing Cooperative Legislation
- b) Advising cooperative societies on proper conduct of meetings
- c) Evaluating new and existing cooperative societies
- d) Implementing Cooperative Development Policies

**Requirements for appointment:-**

For appointment to this level a candidate must have:-

- A Bachelor's degree in any of the following discipline: Commerce, Business Administration, Agriculture, Economics, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Agri-business or equivalent qualifications from a university recognized in Kenya;
- A Certificate in computer applications from a recognized institution

**Terms of service:** Contract

**Salary Scale:** 31,270 – 41,260 p.m.

**Other Allowances** are as issued by Salaries and Remuneration Commission

**4. Assistant Director for Trade Development J/G 'P' – (1POST)**  
**REF:CG/KLF/CPSB/ADVRT/18/05/21**

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- a) Monitoring and evaluating the implementation of trade activities and programmes;
- b) Providing technical advice on matters of trade;
- c) Coordinating the development of wholesale and retail markets in the distribution value chain;
- d) Promoting activities of Public , Private, Partnerships(PPP) for trade development;
- e) Undertake business counselling and consultancy services
- f) Managing business information data bank
- g) Facilitating the settlement of trade disputes and address to public complaints
- h) Monitoring the impact of trade practices and making recommendations.

## **Requirements for appointment:-**

For appointment to this grade, a candidate must have:-

- Served in the grade of Principal Trade Officer and above, or in a comparable and relevant position in the wider public service or private sector for a minimum period of three (3) years;
- A Bachelor's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or its equivalent from a university recognized in Kenya;
- A Certificate in computer applications from a recognized institution
- A Master's degree in any of the following disciplines: Commerce, Marketing, Business Administration, Business Management, Entrepreneurship, Economics or its equivalent from a recognized university will be considered an added advantage
- Demonstrated a thorough understanding of National and County goals ,policies and development objectives and the ability to relate them to the Trade development function
- Demonstrated administrative ability and a high degree of professional competence reflected in work performance and results.

**Terms of service:** Contract

**Salary Scale:** 87,360 – 121,430 p.m

**Other Allowances** are as issued by Salaries and Remuneration Commission

## **5. Trade Development Officers II J/G 'J' -(3 POSTS) REF:CG/KLF/CPSB/ADVRT/19/05/21**

### **Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- a) Collecting, compiling and analysing economic and trade related data
- b) Disseminating business information
- c) Facilitating trade promotion activities
- d) Sensitizing Micro and Small enterprises on sources of credit available
- e) Facilitating the growth and development of MSMEs
- f) Participating and organizing trade interactive forums
- g) Participating in trade related development projects; and
- h) Mobilizing the business community to participate in trade fairs and exhibitions

## **Requirements for appointment:-**

For appointment to this level a candidate must have:-

- A Bachelor's degree in any of the following discipline: Commerce, Marketing, Business Administration, Business Management,

Entrepreneurship, Economics or its equivalent from a university recognized in Kenya;

- A Certificate in computer applications from a recognized institution

**Terms of service:** Contract

**Salary Scale:** 31,270 – 41,260 p.m

**Other Allowances** are as issued by Salaries and Remuneration Commission

**6. Credit Officers 11 J/G ‘J’ –(4 POSTS)  
REF:CG/KLF/CPSB/ADVRT/20/05/21**

**Duties and Responsibilities**

Specific duties and responsibilities at this level include:

- a) Processing Loan Applications
- b) Undertake recovery of matured loans
- c) Assist in training loan beneficiaries
- d) Maintaining loan records and books
- e) Disseminating information about the fund
- f) Performing any other task as may be assigned from time to time

**Requirements for appointment:-**

For appointment to this level a candidate must have:-

- A Bachelor’s degree in any of the following discipline: Economics,, Entrepreneurship, Commerce , Finance, Accounting from a university recognized in Kenya;
- A work experience of at least three (3) years in a financial institution
- Proficiency in computer applications
- Excellent interpersonal and communication skills
- Ability to work under minimum supervision

**Terms of service:** Contract

**Salary Scale:** 31,270 – 41,260 p.m

**Other Allowances** are as issued by Salaries and Remuneration Commission

**7. Office Administrator II, J/G ‘J’- (1 POST)  
REF:CG/KLF/CPSB/ADVRT/21/05/21**

**Duties and Responsibilities**

- a) Planning and coordinating Office accommodation;
- b) Overseeing transport management;
- c) Supervising general maintenance of building and furniture;
- d) Facilitating maintenance and repairs of office equipment;
- e) Processing administrative documents; Ensuring payment of utility bills
- f) Facilitating logistics for meetings, conferences and other special events

- g) Supervising provision of security and office services
- h) Supervising records management and messengerial services
- i) Handling public concerns and issues

### **Requirements for appointment**

For appointment to this level a candidate must have:-

- Bachelor's degree in any of the following disciplines: Public Administration, Business Administration/Management or any other Social Sciences from a recognised institution
- Certificate in computer applications from a recognized institution

**Terms of service:** Contract

**Salary Scale:** 31,270 – 41,260 p.m

**Other Allowances** are as issued by Salaries and Remuneration Commission

### **Department of Lands, Housing, Physical Planning & Urban Development**

#### **1. Physical Planning Assistant III J/G 'H'- (4 POSTS) REF:CG/KLF/CPSB/ADVRT/22/05/21**

Duties and Responsibilities:

- a) Drawing/digitizing local, County and Regional Physical Development plans
- b) Collecting and analyzing data for plan preparation
- c) Vetting and verifying Physical/Land use development plans
- d) Inspecting sites, identifying site characteristics and establishing site suitability for proposed development
- e) Cataloguing and maintaining plan records
- f) Converting analogue data to digital format using geographical information systems (GIS)

### **Requirements for appointment**

- Diploma in any of the following areas: Urban and regional planning, Regional Planning, Urban Planning, Building Engineering, Civil Engineering, Cartography, Geo-informatics, Geographic Information Systems (GIS) from a recognized institution
- Certificate in Computer application skills from a recognized Institution

**Terms of service:** Contract

**Salary Scale:** Kshs. 25,470 – 33,950 p.m

**Other Allowances** are as issued by SRC .

For candidates to meet the requirements of Chapter Six of the Constitution of Kenya, all applicants must obtain the following:

- (a) Tax compliance certificate from KRA
- (b) Clearance certificate from HELB
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct (DCC)
- (e) Credit Reference Bureau clearance

Interested candidates who meet the set criteria **MUST** use the Application for Employment Form (KCPSB 001) and attach copies of ID, CV, academic/ professional certificates and testimonials.

The form can either be;

- Obtained from the Kilifi County Public Service Board Offices **OR**
- Downloaded from the Kilifi County website

Applicants can choose to;

- Deliver the form to the Office of the Secretary; County Public Service Board at the Kilifi Complex Centre, Tusky Building 2<sup>nd</sup> Floor
- Address it to:-

**THE SECRETARY, COUNTY PUBLIC SERVICE BOARD  
KILIFI COUNTY GOVERNMENT  
P.O BOX 491-80108  
KILIFI**

All applications in hard copy stating the post applied for should be received not later than 5.00pm on 2<sup>nd</sup> day of June, 2021.

Kilifi County is an equal opportunity employer hence encourages women and physically challenged persons to apply.

**Note:**

- Only shortlisted and successful candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- It is a criminal offence to present fake certificates/documents.

