

REPUBLIC OF KENYA



COUNTY GOVERNMENT OF KILIFI

COUNTY PUBLIC SERVICE BOARD

VACANCIES ANNOUNCEMENT

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

OFFICE OF THE COUNTY ATTORNEY

1. County Solicitor J/G 'S' (1 POST) RE:
CGK/KLF/CPSB/ADVRT/26/07/21

Duties and responsibilities

- a) Principal assistant to the County Attorney.
- b) Provide legal services to the county government.
- c) Represent the County Government in court in any legal proceedings to which the county government is a party or has an interest.
- d) Be responsible for assignment of briefs to legal counsels representing the County Government in cases.
- e) Ensure facilitation of counsel and witnesses to attend court
- f) Draft policies and regulations
- g) Provide legal advice and technical support on legislation drafting and formulation of policies for county departments.
- h) Draft and review contracts and MOUs
- i) Review legal documents/instruments
- j) Handle public interest litigation
- k) Facilitate alternative dispute resolution for matters affecting the public in the county
- l) Coordinate prosecution of county offences in liaison with the Office of the Director of Public Prosecutions
- m) Coordinate professional and administrative activities in the department
- n) Ensure compliance of the County Government with national, regional and international legal documents
- o) Perform any other duties assigned by the County Attorney

Requirements for appointment

- Must be a Kenyan citizen.
- Be a holder of a Bachelor's degree in law from a university recognized in Kenya.
- Be a holder of a Post Graduate Diploma in Law from the Kenya School of Law.
- Must have 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 years experience in active practice
- Demonstrable success as a litigating advocate
- Served in a leadership capacity within the County
- Exhibited thorough understanding of legal aspects of land, public administration/devolution, public investment, public finance, maritime and intellectual property rights
- Exhibited thorough understanding of national goals, policies, objectives and the ability to relate them to proper management of legal affairs
- Meets the requirements of Chapter Six of the Constitution
- Possession of a Master's degree and certificate in any ADR course, leadership course will be considered an added advantage

Terms of service: Contract

Salary Scale: Ksh. 133,870 – 197,800 p.m

Other Allowances as are issued by Salaries and Remuneration Commission

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's Building 2nd 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 28th day of July, 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.