

# COUNTY GOVERNMENT OF KIRINYAGA



## COUNTY PUBLIC SERVICE BOARD

### JOB RE-ADVERTISEMENT

Kirinyaga County Public Service Board wishes to recruit competent and qualified person to fill the following position in the Department of Administration and Public Service. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Government Act, 2012.

#### **1. COUNTY ATTORNEY – JOB GROUP "R" (1 POST)**

**Job Ref: KCPSB/CA/R/01/15/02/18**

#### **Terms of Service: Contract**

Reporting to the County Secretary – The County Attorney shall advise County departments on legislative and other legal matters;

#### **Duties and responsibilities**

Duties and responsibilities will include but not limited to;

- Provide specialized legal support to the County Government Agencies;
- Interpreting and advising the County accordingly on legal matters
- Managing litigations
- Monitoring compliance with legal regulatory framework
- Advising on negotiations and taking part in legal County agreements
- Drawing Contracts and agreements and initiate period legal reviews of the County`s legal documents and other relevant rules where necessary in liaison with the office of the Attorney General.
- Undertaking Research and preparing detailed legal opinions on matters relating to legal notice.
- Offer general legal advice to the County Government.
- Development, Implementation and evaluation of the relevant division strategic plans, programmes and projects in collaboration with other departments and stakeholders planning and supervision of the relevant division`s programmes and activities.
- Organizations, direction, control and co-ordination of the functions of the directorate.

- Interpreting and applying National and County laws and other related statutes in the relevant division in line with the county goals and objectives.
- Developing appropriate county departmental policies, legal and institutional frameworks for implementation of the mandate of the directorate.
- Handling administrative, Human Resources and assets management issues in the directorate.
- Oversee preparation of annual work plans and financial budgets in the directorate.
- Ensuring strict compliance with all financial budgetary and procurement procedures in the directorate.
- Co-ordination of production, documentation and dissemination of the relevant directorate's information.
- Provide advice and guidance in recruiting, hiring and staff development in the directorate.
- Any other duties as may be assigned by the County Secretary from time to time.

### **Requirements for appointment**

For appointment to this position, a candidate must:

- Be a Kenyan citizen.
- Must be a holder of Bachelor of Law degree from a university recognized in Kenya
- Applicants with a Master's degree in Law or any other postgraduate degree will have an added advantage.
- Must be admitted as an advocate of the High Court of Kenya.
- Must be holder of postgraduate Diploma from the Kenya School of Law.
- Must be holder of a current practicing certificate.
- Must demonstrate continuous practice in a busy working environment for a period of not less than five (5) years.
- Must demonstrate excellent knowledge and experience in handling litigation, commercial, land and labour matters.
- Must possess a certificate in legislative drafting or demonstrate excellent knowledge and practical experience in the subject.
- Must demonstrate excellent understanding of Constitutional law and devolution laws.
- Must possess excellent computer knowledge.
- Must have clearance certificate from the Law Society of Kenya.
- Must meet all the requirements of Chapter six (6) of the Constitution of Kenya, 2010.
- Be capable of working without any supervision.

## **How to Apply**

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,
- Academic and Professional certificates,
- Testimonials,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope.

Applications should be addressed to:

### **The Secretary**

#### **County Public Service Board**

**P O Box 260 - 10304**

#### **KUTUS**

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 23<sup>rd</sup> February 2018.**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

#### **NOTE**

Women and persons living with disabilities who meet the specified requirements are encouraged to apply. Youth with reasonable experience will be considered.

The Salary and benefits attached to this post may be subject to review as would be advised by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

[www.kirinyaga.go.ke/resource-centre/job-opportunities](http://www.kirinyaga.go.ke/resource-centre/job-opportunities) for more details

**The Kirinyaga County Government is an equal opportunity employer.**