

REPUBLIC OF KENYA

COUNTY GOVERNMENT OF KAKAMEGA



COUNTY PUBLIC SERVICE BOARD

DECLARATION OF VACANCY

Pursuant to the Constitution of Kenya (2010) and the County Governments Act No. 17 of 2012 and in implementing the Office of the County Attorney Act 2020, the County Government of Kakamega invites applications from suitably qualified persons to fill the following vacant position.

OFFICE OF GOVERNOR – LEGAL SERVICES DIVISION

Position: COUNTY ATTORNEY

Terms of Service: Six (6) years non-renewable contract.

Salaries as per the Salaries and Remuneration Commission (SRC) guidelines.

Duties and Responsibilities:-

An Officer at this level will report to H.E the Governor:-

- i. Is the principal legal adviser to the county government;
- ii. Shall attend the meetings of the county executive committee as an ex-officio member of the executive committee;
- iii. Shall on the instructions of the county government, represent the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- iv. Shall advise departments in the county executive on legislative and other legal matters;
- v. Shall negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
- vi. Shall be responsible for the revision of county laws;
- vii. May liaise with the Office of the Attorney General when need arises; and
- viii. Shall perform any other, function as may be necessary for the effective discharge of the duties and the exercise of the powers of the County Attorney.

Requirements for Appointment:-

For appointment to this grade, one must;

- i. Be a citizen of Kenya;
- ii. Be an Advocate of the High Court of Kenya of at least five years standing; and
- iii. Meets the requirements of Chapter Six of the Constitution on leadership and integrity;

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Interested applicants are expected to produce valid clearances from the following bodies:

- Kenya Revenue Authority;
- Higher Education Loans Board;
- Ethics and Anti-Corruption Commission;
- Criminal Investigation Department (Certificate of good conduct);
- Credit Reference Bureau (CRB); and
- For those with higher education certificates (degrees) from outside Kenya, a letter of recognition of qualifications from the Commission of University Education.

Please Note:

- i. Candidates should **NOT** attach any documents to the application form. All the details requested in the advertisement should be filled on the form.
- ii. County Government of Kakamega is an equal opportunity employer.
- iii. Persons living with Disabilities are encouraged to apply.
- iv. Only shortlisted and successful candidates will be contacted.
- v. Canvassing in any form will lead to automatic disqualification.
- vi. Shortlisted candidates shall be required to produce certified copies of originals of their National Identity Card, academic, professional certificates and transcripts during interviews.

How to Apply

Applicants should **click on “Our Job Offers”** Option on the County Website www.kakamega.go.ke, fill the application form and submit **ONLINE** on or before **25th November, 2020 at 11.59 P.M.**

N/B: No hard copy or emailed applications to the Board’s official email cpsb@kakamega.go.ke will be accepted.

PLEASE NOTE: Kakamega County Public Service Board **DOES NOT** use agents nor charge **ANY FEE** at any stage of the recruitment and selection process. Our official communication channels are email address cpsb@kakamega.go.ke and phone number 0713852573 **ONLY**

SECRETARY/CEO, CPSB