

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.

Department of Devolution, Public Service and Disaster Management

1. Principal Legal Officer J/G 'N' (2 Posts) REF: CG/KLF/CPSB/ADVRT/68/07/18

Duties and responsibilities

- Advising on legal policy issues and legal documents.
- Reviewing legal documents.
- Representing the County Government in Court
- Assist in preparing contracts documents and initiating contracts negotiations
- Provide technical support to the County Department
- Preparing legal opinions and undertaking law reviews
- Legislative drafting
- Handle pro-bono cases and facilitate public participation as directed by the County Attorney.
- Perform any other duties that may be assigned by the County Attorney.

Requirements for Appointment

- Bachelors of law degree from a recognized university
- Postgraduate Diploma in Legal Studies
- Be an advocate of the high court.
- Five years work experience
- Proficiency in computer applications
- Knowledge of civil and criminal court procedures.

Terms of service: Permanent
Salary Scale: 51,660 – 69,990 p.m.

Other Allowances are as issued by SRC from time to time.

2. Legal Officer II J/G ‘K’ (1 Post) REF: CG/KLF/CPSB/ADVRT/69/07/18

Duties and Responsibilities

- To coordinate filling and service of legal documents
- To oversee timely drafting and filling of pleadings and legal documents
- Regular errands to public registries, courts and other relevant areas as directed
- Facilitate preparations and attendance of witnesses
- Compilation of legal documents for pre trial conferencing
- Keeping and communicating to counsel on the court diary
- Receiving correspondence and facilitating timely dispatch of correspondence
- Perform any other duties that may be assigned by the County Attorney and County Counsel

Requirements for Appointment

- Bachelors of law degree from a recognized university
- Post graduate Diploma in Legal Studies
- Proficiency in computer application
- Knowledge of civil and criminal court procedures.

Terms of service: Permanent
Salary Scale: 34,260 – 44,750 p.m.

Other Allowances are as issued by SRC from time to time.

3. Assistant Legal Officer III J/G ‘H’ (1 Post) REF: CG/KLF/CPSB/ADVRT/7/07/18

Duties and Responsibilities

- To coordinate filling and service of legal documents
- To oversee timely drafting and filling of pleadings and legal documents
- Regular errands to public registries, courts and other relevant areas as directed
- Facilitate preparations and attendance of witnesses
- Compilation of legal documents for pre trial conferencing
- Keeping and communicating to counsel on the court diary
- Receiving correspondence and facilitating timely dispatch of correspondence

- Perform any other duties that may be assigned by the County Attorney and County Counsel

Requirements for Appointment

- Have a Diploma in legal studies
- Have proficiency in the use of basic computer applications
- Be able to work with minimum supervision
- A registered court process server is an added advantage

Terms of service: Permanent

Salary Scale: 22,380 – 27,680 p.m

Other Allowances are as issued by SRC from time to time.

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
- (e) Credit Reference Bureau clearance

All applicants **MUST** use the Application for Employment Form (KCPSB 001)

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, Tuskys 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 23rd day of July 2018

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.