

## **OFFICE OF THE COUNTY ATTORNEY**

### **1. LEGAL OFFICER JOB GROUP 'K' (CPSB 09) TWO (2) POSTS**

#### **ADVERT NO. 73/2020**

Terms of Service	:	Permanent and Pensionable
Basic Salary Scale	:	Kshs. 38,270 p.m. - Kshs. 51,170 p.m.
House Allowance	:	Kshs. 7,500 p.m.
Commuter Allowance	:	Kshs. 5,000 p.m.
Medical Benefits	:	Comprehensive Medical Cover

#### **a) Requirements for Appointment:**

For appointment to this grade, a candidate must have:

- i. A Bachelor's Degree in Law degree (LLB) from a recognized institution;
- ii. A post graduate Diploma from the Kenya School of Law;
- iii. Satisfy the requirements of Chapter Six of the Constitution on Leadership and Integrity;
- iv. Be conversant with the Constitution of Kenya and the Devolution Statutes; and
- v. Be a team player.

#### **b) Duties and Responsibilities**

- i. Undertake legal research on policies, procedures and other assignments;
- ii. Collect and collate research data;
- iii. Submit reports on assignments;
- iv. Undertake reviews of court pleadings;
- v. Undertake guided drafting, review and negotiation of legal documents, agreements, contracts and MOUs;
- vi. Interview clients for referral;
- vii. Filing and service of Court pleadings and presenting County in court; and
- viii. Any other duties as may be assigned.

### **2. PRINCIPAL LEGAL OFFICER JOB GROUP 'P' (CPSB 5) ONE (1) POST**

#### **ADVERT NO. 74/2020**

Terms of Service	:	3 years Contract
Basic Salary	:	Kshs. 87,360 – Kshs. 121, 430 p.m.
House Allowance	:	Kshs. 16,800 p.m.
Commuter Allowance	:	Kshs. 12,000 p.m.
Medical Benefits	:	Comprehensive Medical Cover

### **a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Experience as an Advocate of the High Court for a minimum period of three (3) years,
- ii. Bachelor's degree in Law (LLB) from a recognized institution
- iii. Diploma (post graduate) from the Kenya School of Law;
- iv. Have proficiency in computer applications.

### **b) Duties and Responsibilities**

- i. The chief policy advisor on issues relating to justice, legal and constitutional affairs, law reform, governance, rule of law and human rights;
- ii. Initiate county and legal sectoral policy reform
- iii. Coordinate the development and implementation of county policies and laws;
- iv. Coordinate stakeholder consultations and engagement on matters of policy and legislation;
- v. Drafting, reviewing, negotiating, and advising on legal documents, agreements, contracts, MoUs for and on behalf of the county government and its agencies;
- vi. Ensuring timely contract completion;
- vii. Preparing periodic reports on execution of contracts, agreements, MoUs;
- viii. Undertaking research on legal issues and compiling reports, preparing opinion and briefs;
- ix. Ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

## **3. SENIOR LEGAL OFFICER JOB GROUP 'M' (CPSB 7) ONE (1) POST ADVERT NO. 75/2020**

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 49,000 – Kshs. 65,120 p.m.
House Allowance	:	Kshs. 15,400 p.m.
Commuter Allowance	:	Kshs. 8,000 p.m.
Medical Benefits	:	Comprehensive Medical Cover

### **a) Requirements for Appointment**

For appointment to this grade, an officer must have:

- i. Bachelor's degree in Law (LLB) from a recognized institution

- ii. Diploma (post graduate) from the Kenya School of Law;
- iii. Experience in legislative drafting from a reputable institution;
- iv. Proficiency in computer applications; and
- v. Possess legal research skills;

**b) Duties and Responsibilities**

- i. Drafting research findings;
- ii. Reviewing county legislations;
- iii. Advising on various legal policies;
- iv. Drafting, review and negotiation of legal documents, agreements, contracts and MoUs;
- v. Undertaking legal research on policies, procedures and other assigned legal issues;
- vi. Undertaking guided drafting;
- vii. Review of court pleadings;
- viii. Attending case management meetings;
- ix. Filing and service court pleadings;
- x. Representing county in court.

**4. LEGAL CLERK/PARALEGAL JOB GROUP 'J' (CPSB 10) ONE (1) POST  
ADVERT NO. 76/2020**

Terms of Service	:	Permanent and Pensionable
Basic Salary	:	Kshs. 31,270 – Kshs. 41,260 p.m.
House Allowance	:	Kshs. 4,200 p.m.
Commuter Allowance	:	Kshs. 4,000 p.m.
Medical Benefits	:	Comprehensive Medical Cover

**a) Requirements for Appointment**

- i. A Diploma in Law from a recognized institution;
- ii. Knowledge in paralegal for not less than three (3) years;
- iii. Be a licensed Process Server;

**b) Duties and Responsibilities**

- i. Filing of Court proceedings;
- ii. Serving Court proceedings as may be assigned;
- iii. Attending government registries, lodging documents and applications;
- iv. Undertaking routine errands to public registries, courts, and other relevant offices;

- v. Assisting with management of filing, archiving and retrieval system at the legal registry;
- vi. Managing the court/litigation diary.