

COUNTY GOVERNMENT OF VIHIGA



COUNTY PUBLIC SERVICE BOARD

P O BOX 880 -50300

MARAGOLI

Email: Cpsbvihiga@yahoo.com
“Transforming Public Service”

CAREER OPPORTUNITY

POSITION OF COUNTY ATTORNEY, JOB GROUP “T” – (1 Post)

(a) Qualifications and Experience:

- i. Be a Kenyan Citizen;
- ii. Be a holder of LLB degree from a reputable and recognized university;
- iii. Have a postgraduate Diploma in Legal Studies from the Kenya School of Law and be admitted as an advocate of the High Court of Kenya with a current Practicing Certificate;
- iv. Masters degree from a reputable University will be an added advantage;
- v. Be a member of Law Society of Kenya in good standing;
- vi. Must be an Advocate of the High Court of Kenya of at least five (5) years standing;
- vii. Meets the requirements of leadership and integrity set out in Chapter six of Constitution of Kenya;

(b) Duties and Responsibilities:

The County Attorney shall:

- i. Be the principal legal adviser to the County Executive Committee and as such shall attend the meetings of the County Executive Committee as an *ex officio* member of the Executive Committee;
- ii. Represent the County Executive in court or in any other legal proceedings to which the County Executive is a party, other than criminal proceedings and manage the litigation and dispute resolution function of the County;
- iii. Advise H.E the Governor, County Executive Committee Members and all departments in the county executive and agencies on legislative and other legal matters;
- iv. Undertake legal research on matters that affect the County Government and promote the compliance with the law by the County Executive;

- v. Be the depository of all County laws and legal documents, agreements, MoUs, and other title documents of the County including title deeds and Logbooks;
- vi. Have custody of the County Seal and keep record of all instruments executed by seal.
- vii. Prosecute offences resulting from the County legislations in County Courts;
- viii. Negotiate, draft, vet and interpret documents and agreements, MoUs, treaties and other legal instruments for and on behalf of the County Executive and its agencies;
- ix. Be responsible for the revision of county laws, policies and coordinate the publication in the relevant Gazette of all Policies, Regulations and Acts of the County Assembly;
- x. Liaise with the Office of the Attorney-General when need arises;
- xi. Liaise with the Office of the County Attorney in any other County when need arises and on matters of mutual interest; and
- xii. 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.

How to apply

All applicants Must fulfill Chapter six of the constitution requirement

Salary Scale: The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission.

Terms of Service: Six (6) year contract.

How to Apply

Interested and qualified candidates should submit their applications with copies of detailed Curriculum Vitae (C.V), National Identity/passport, Academic & Professional certificates, Testimonials, Current Chapter Six Compliance Certificates and any other supporting documents to the undersigned on or before Monday **15th March, 2021 5:00p.m** in a plain and sealed envelope marked **“Application for County Attorney”**

Only shortlisted candidates will be contacted for interview.

**THE SECRETARY/CEO
VIHIGA COUNTY PUBLIC SERVICE BOARD
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