

VIHIGA COUNTY GOVERNMENT



COUNTY PUBLIC SERVICE BOARD

P.O. BOX 344-50300

MARAGOLI

VACANCIES

Pursuant to the provisions of the County Government Act, No. 17 of 2012 Section 35, 36, 44 and 45, the office of the County Public Service Board wishes to consider applications from highly qualified, results-oriented and self-motivated Kenyan citizens for appointment to the following positions:

1. PRINCIPAL LEGAL OFFICER - JOB GROUP “N” – 2 positions

Terms of Engagement: 3 Years Contract Renewable on satisfactory performance **Duties and Responsibilities**

- i. Conduct legal duties on the applicable domestic and international law.
- ii. Review and analyze different issues pertaining to Criminal, Civil, Investments and trade law.
- iii. Adjudication of cases related to the privatization process, commercial transactions between parties. Ownership claims, negotiation between parties and liquidation procedures.
- iv. Draft legal documents, letters to parties, orders, decisions, judgments and their corresponding court documents.
- v. Any other duty as assigned by County Chief Officer

Requirements for Appointment

- i. Bachelor’s Degree in Law from a recognized university.
- ii. Minimum of three (3) years practice experience (post admission).
- iii. Must be a registered Advocate of the High Court with a valid practicing license.
- iv. Experience in preparing policy related briefings and presenting policy proposals.
- v. Excellent communication and interpersonal skills.
- vi. Creative, innovative and computer literate.
- vii. Must be a member of Law Society of Kenya.
- viii. Satisfy Chapter 6 requirements of the Constitution of Kenya.

2. PRINCIPAL COMMUNICATIONS OFFICER- JOB GROUP “N”

Terms of Engagement: 3 Years Contract Renewable on satisfactory performance

Principal Communications Officer Job Responsibilities

- i. Development and distribution of press releases and other materials to the media;

- ii. Coordinating and organizing press teams for prompt and effective coverage of the Governor's and Deputy Governor's functions;
- iii. Drafting speeches and talking notes for the Governor;
- iv. Editing stories on various topical issues before they are released to the public;
- v. Liaising with media practitioners and the public on issues of mutual concern;
- vi. Scheduling interviews with government officials;
- vii. Managing assigned projects/programmes;
- viii. Assisting in building corporate relations;
- ix. Undertaking media monitoring;
- x. Participating in event organization and management; and
- xi. Perform other duties that may be assigned from time to time by the Governor.

Qualifications for the Principal Communications Officer

- i. Be a Kenyan citizen.
- ii. Be a holder of a Bachelor's Degree from a University recognized in Kenya and a post-graduate qualification in any of the following: Mass Communication, Public Relations, Journalism, Media Studies/Science or a related field.
- iii. Possession of a Master's Degree will be an added advantage.
- iv. Have working experience of not less than 5 years preferably in Communication and/or Public Relations.
- v. Possess good oral and written communication skills in both English and Kiswahili.
- vi. Should have good attention to detail and good relationship management skills.
- vii. Satisfy the requirements of Chapter six of the constitution.

Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya.

Be computer literate.

Interested serving officers are eligible to apply.

Requirements for all applicants

1. National Identity card
2. Academic certificates.
3. Professional certificates
4. Any other relevant testimonials
5. Comply with Chapter Six of the Constitution by providing the following current clearances:
 - (a) Police Clearance Certificate from CID
 - (b) Tax compliance Certificate from Kenya Revenue Authority
 - (c) Ethics and Anti-Corruption Commission Form
 - (d) Clearance Certificate from HELB (where applicable)
 - (e) Clearance from any Credit Reference Bureau

Hand Delivered applications should be submitted in a sealed envelope to the office of the Secretary County Public Service Board, on or before 24TH January, 2018, by 5: 00p.m Governors Building ,Ground Floor Room 3.

The position applied for should be clearly indicated on top of the envelop

**THE SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD,
P.O. BOX 344-50300
MARAGOLI**

County Government of Vihiga is an equal opportunity employer

Women and persons living with disabilities are encouraged to apply

Canvassing will lead to automatic disqualification

Only shortlisted Candidates will be notified.

Those with certificates from foreign institutions must have them certified by the relevant authority.