



REPUBLIC OF KENYA

COUNTY GOVERNMENT OF NYAMIRA COUNTY PUBLIC SERVICE BOARD

P.O Box 434-40500, NYAMIRA



ADVERTISEMENT FOR VACANCIES

Nyamira County Public Service Board wishes to recruit competent and qualified persons to fill the following vacant positions as per the constitution of Kenya 2010 under Articles 176 and County Government Act No.17 of 2012.

OFFICE OF THE COUNTY ATTORNEY

60. COUNTY SOLICITOR: NO. OF VACANCIES - ONE (1)

Terms of service: 5 years Contract(renewable)

Job Group: CPSB 02

Salary as per Salaries & Remuneration Commission of Kenya

Requirements for Appointment

- Be a citizen of Kenya;
- Be in possession of a law degree from a university recognized in Kenya;
- Have at least five years' post admission experience as an Advocate of the High Court of Kenya;
- Knowledge in records of relevant laws and professional standards;
- Prior experience in similar establishment such as the Office of the Attorney General will be an added advantage; and
- Knowledge and experience in public finance management and public procurement laws.

Duties and Responsibilities:

- Be the principal assistant of the County Attorney in execution of functions of the Office of the County Attorney;
- Organize, coordinate and manage administrative and legal functions of the Office;
- Conduct or assign and supervise all cases, including appeals or petitions on behalf of the County Attorney;
- Ensure and assisting in ensuring adherence to the principles of public finance management and public procurement laws, policies and procedures by the Office of the County Attorney;

- Ensure effective and efficient utilization of financial, human and other resources in the Office of the County Attorney and submitting reports as required by any law;
- Implement government policies and the strategic plan for the Office of the County Attorney;
- Upon delegation, in the performance of the functions and exercise of the power under the office of the County Attorney, the County Solicitor will be responsible for formulating and ensuring implementation of the development of strategies for County Government legal services;
- Support in drafting and Publication of legislative proposals for the County Government;
- In consultation with County Government Departments ensure amendments where necessary of County laws;
- Represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred by law;
- Promote values and principles spelt out in Articles 10 and 232 of the Constitution of Kenya, 2010 in the operations of the Office of the County Attorney;
- In accordance with the law and upon designation, perform the duties of the Accounting Officer in the office of the County Attorney; and
- Perform any other duty as may be assigned by the County Attorney or as may lawfully be performed by a county solicitor.