



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

62. LEGAL COUNSEL II: NO. OF VACANCIES- ONE (1)

Terms of service: Permanent and Pensionable

Job Group: CPSB 10

Salary as per Salaries & Remuneration Commission of Kenya.

Requirements for Appointment

- Be a citizen of Kenya;
- A Bachelor's Degree in Law (LLB) from a recognized institution;
- A post graduate Diploma from the Kenya School of Law;
- Experience in legislative drafting from a reputable institution;
- Proficiency in computer applications; and
- Possess legal research skills.
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Duties and Responsibilities:

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department;
- Co-coordinating and organizing appointments and meetings including meeting rooms;
- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department;
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function;
- Assisting in implementation and realization of strategic plans and objectives in respect of the legal function;

- Assisting in keeping and managing documentations on approved projects for the County Government to track and monitor progress of the said projects and prepare reports;
- Assisting in complex litigation on behalf of the County Government;
- Diligently executing the functions and exercise the authority provided for in the County Attorney's Act;
- Supporting the County Attorney in discharge of duties as assigned in respective technical unit;
- Attending court and/or monitoring external counsel case management;
- Maintaining accurate filing and recording system and track file movement for efficient record management and record keeping;
- Generating office reports;
- Supporting the designated county departments and agencies on legal matters;
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators;
- Drafting legislative proposals;
- Articulating county attorney's position in meetings, seminars, negotiations and conventions;
- Initiating and undertaking research on complex and emerging issues;
- Preparing legal opinions and briefs on behalf of the County government;
- Attending all monthly departmental and county meetings to ensure efficiency of the County functions; and
- Performing any other duties as may be assigned by the County Attorney.