



MURANG'A COUNTY ASSEMBLY

COUNTY ASSEMBLY SERVICE BOARD

VACANCIES

The Murang'a County Assembly Service Board invites application from suitably qualified Kenyan citizens to fill the following vacant position on permanent terms:

LEGAL COUNSEL II - TWO POSITIONS

(a) Duties and Responsibilities

A Legal Counsel II (Drafting Services) shall be responsible to the Senior Legal Counsel

DRAFTING

Key Result Areas

KRA 1: Drafting

- (i) Drafting of Private Members' Bills
- (ii) Drafting of amendments to Bills to be proposed to the House by any Member of County assembly or any Committee of County Assembly
- (iii) Training of Legal Counsel III (Drafting Services)
- (iv) Supervision of Legal Counsel III (Drafting Services)

KRA 2: Counsel

- (i) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly
- (ii) Providing legal advice to the, County Assembly and its Committees.
- (iii) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk.

KRA 3: Research

- (i) Ensuring that Bills passed by County Assembly comply with the Constitution

LITIGATION

Key Result Areas

KRA 1: Litigation

- (i) Liaising with the Office of the Attorney General on litigation matters involving County assembly
- (ii) Legal representation of County Assembly and the CASB in court proceedings
- (iii) Supervision of Legal Counsel III (Litigation)
- (iv) Training of Legal Counsel III (Litigation)

KRA 2: Counsel

- (i) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters
- (ii) Providing any other legal services that may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk

KRA 3: Research

- (i) Undertaking legal research on matters before the Department

(b) Requirements for Appointment

- (i) Served in the grade of Legal Counsel III (Drafting Services)/(Litigation) or in a comparable and relevant position for a minimum period of three (3) years;
- (ii) Have a Bachelor of Laws degree;
- (iii) have been admitted as an Advocate of the High Court of Kenya;
- (iv) Be in possession of a current practicing certificate; and have proficiency in the use of basic computer applications.

OR

- (i) Have a Bachelor of Laws degree;
- (ii) Have been admitted as an Advocate of the High Court of Kenya;
- (iii) Be in possession of a current practicing certificate; and Have proficiency in the use of basic computer applications.

- (iv). Work experience in legal practice for five (5) years.

(c) Salary Scale Job Group L – Basic Salary

	House Allowance	Other Allowances	Total	
Minimum Pay	35,910	20,000	6,000	61,910
Maximum Pay	45,880	20,000	6,000	81,880

APPLICATION CRITERIA

1. Persons interested in filling the above position should submit their applications, accompanied by detailed Curriculum Vitae indicating their telephone contacts; copies of relevant Academic and Professional Certificates, National Identity Card or Passport, and other relevant supporting documents;
2. In addition, all applicants should submit certificate of clearance from the Ethics and Anti-corruption Commission, Higher Education Loans Board, Criminal Investigations Department and the Kenya Revenue Authority as part of compliance with Chapter Six of the Constitution of Kenya;
3. Candidates with Foreign Degrees MUST obtain accreditation from the Commission of Higher Education of Kenya;
4. All applications should be delivered in sealed envelope and clearly indicate the position applied for in the reference line and be addressed to:

The Secretary,
County Assembly Service Board,
Murang'a County Assembly,
P O Box 731-10200
MURANG'A

OR

Is hand delivered to the office of the Clerk of County Assembly located at the premises of Murang'a County Assembly opposite Ihura Stadium so as to reach him not later than Friday, 14th July 2017 before 12.00 Noon.

Only shortlisted candidates will be contacted through their day time mobile numbers.