

OFFICE OF THE COUNTY ATTORNEY

61. LEGAL COUNSEL I: NO. OF VACANCIES - THREE (3)

Terms of service: Permanent & Pensionable

Job Group: CPSB 09

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;

Duties and Responsibilities

- Coordinating and facilitating research on legal issue to inform the advice provided by the legal department;
- Coordinating and organizing appointments and meetings including meeting rooms;
- 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 filling 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.