



COUNTY GOVERNMENT OF KERICHO
COUNTY PUBLIC SERVICE BOARD

ADVERTTISEMENT OF VACANCIES

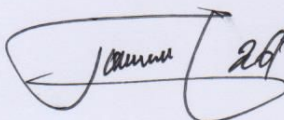
Kericho County Public Service Board wishes to recruit competent, self-driven and qualified staff to fill the following positions in the Office of the Governor Pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.


1. KCPSB/2025/21: COUNTY SOLICITOR, JOB GROUP 'S' (1 POST)

(a) Duties and Responsibilities

The County Solicitor shall be the principal assistant of the County Attorney in the execution of the functions of the County Attorney who is the head of the county legal department and will be responsible for advising departments and agencies of the County Government on legislative and other legal related matters. Specifically, the County Solicitor will be required to undertake the following:-

- i. Organize, coordinate and manage administrative and legal functions of the Office;
- ii. Conduct or assign and supervise all cases, including appeals or petitions on behalf of the County Attorney;
- iii. Advise the County Government on all matters relating to the Constitution, National Legislations, County Legislations, international law, human rights, consumer protection and legal aid;

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- iv. Liaison between the County Government, other county governments and the National Government on legal matters;
- v. Custodian of County Public Seal, contracts and other legal instruments of the county;
- vi. Shall, on the instructions of the county government, represent the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- vii. Shall advise departments in the county executive on legislative and other legal matters;
- viii. Shall negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
- ix. Shall be responsible for the revision of county laws;
- x. Shall perform any other function as may be necessary for the effective discharge of the duties and the exercise of the powers of the county attorney;
- xi. In consultation with County Public Service Board, be responsible for the supervision of the County Counsel and other members of staff of the Office;
- xii. 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;
- xiii. Ensure amendments where necessary of County laws;
- xiv. 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 on in by law;

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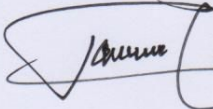
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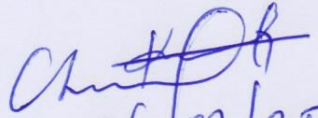
- xv. Perform the duties of the Accounting Officer in the office of the County Attorney;
- xvi. Performing any other duty as may be assigned by the County Attorney;

(b) Requirements for appointment

- i. Be a Kenyan Citizen;
- ii. Bachelor of Laws (LLB) degree from a recognized University;
- iii. A master's Degree in a relevant field will be an added advantage;
- iv. Be an Advocate of the High Court of Kenya of not less than five (5) years post-administrative experience with a current practicing certificate;
- v. A Postgraduate Diploma in Legal Studies recognized by the Council of Legal Education;
- vi. Must satisfy the requirements of chapter six of the Constitution of Kenya 2010;
- vii. Strategic Leadership Development Programme lasting not less than six (6) weeks from Kenya School of Government is and added advantage.
- viii. Knowledge in records of relevant laws and professional standards;
- ix. Undertaking legal research and provide sound advisory briefs on legal matters to the County Government;

Terms of Service: Six (6) Year Contract.

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2. KCPSB/2025/22: LEGAL OFFICER II, JOB GROUP 'K' (3 POSTS)

(a) Duties and Responsibilities

- i. Conducting legal research and preparing legal opinions and memoranda on matters relevant to the Institute;
- ii. Providing and interpreting legal information;
- iii. Participating in policy development and advising on legal and policy issues;
- iv. Providing legal risk reviews and advising on risk mitigation;
- v. Drafting contracts, pleadings, legal instruments and internal policies;
- vi. Vetting and negotiating contracts, formal agreements and other legal instruments to meet the laid down requirements for execution; and
- vii. Handling pre-litigation legal disputes and inquiries.

(b) Requirements for Appointment

- i. Bachelors of Laws (LL. B) degree from a recognized institution;
- ii. Post graduate Diploma in Law (Advocates Training Programme) from the Kenya School of Law;
- iii. Membership to the Law Society of Kenya (LSK) and in good standing;
- iv. Admission to the roll of Advocates of the High Court of Kenya;
- v. Current Advocates Practicing Certificate;
- vi. Proficiency in computer application.

Terms of Service: Permanent and Pensionable.

HOW TO APPLY:

- Kericho County residents should indicate their respective wards and locations.
- Applications should be made online through <https://psbkericho.co.ke/vacancies>.
- Applicants MUST attach **original scanned:** National Identity cards/passport, curriculum vitae, academic and professional certificates and other testimonials on or before **Tuesday 18th March , 2025.**

Janet 26/02/25

Christine 26/02/25

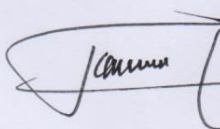
- Applicants must meet the requirements of Chapter (6) six of the Constitution of Kenya, specifically applicants must provide;
 - (a) A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
 - (b) A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
 - (c) A valid Clearance Certificate from the Higher Education Loans Board (HELB); and
 - (d) A valid Clearance Certificate from an approved Credit Reference Bureau (CRB).

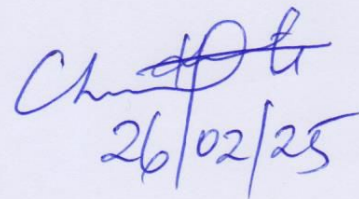
IMPORTANT:

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- Any application/s sent through **post or hand delivered** will **NOT** be accepted/ considered.
- Only shortlisted applicants will be contacted.
- Be aware of fraudsters. Applicants are advised not to send or give money for any purpose whatsoever including administrative or shortlisting fee. Anyone asking for money or soliciting for bribes should be reported to the nearest police station.

N/B:

County Government of Kericho is an equal opportunity employer. Persons with disability and marginalized groups are encouraged to apply.

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