

# REPUBLIC OF KENYA



## MIGORI COUNTY ASSEMBLY

P. O. BOX 985 – 40400

SUNA-MIGORI

### COUNTY ASSEMBLY SERVICE BOARD

#### RE-ADVERTISEMENT FOR THE POSITION OF PRINCIPAL LEGAL OFFICER

The County Assembly of Migori Service Board invites applications from qualified candidates to fill the following vacant position in the County Assembly. Interested and qualified persons are requested to obtain further detailed information from the Assembly's website: [www.migoriassembly.go.ke](http://www.migoriassembly.go.ke)

**NB: THE TERMS OF SERVICE FOR POSITION RE-ADVERTISED IS PERMANENT & PENSIONABLE**

S/NO	JOB CADRE	JOB GROUP	VACANCY NUMBER	NUMBER OF VACANCIES	TERM OF SERVICE
1.	Principal Legal Officer	CASB 4 (Q)	5/2022	1	Permanent and pensionable

#### Please Note

- i. The applicants should attach copies of their certificates and testimonials.
- ii. It is a criminal offence to include incorrect information in the application, giving false or misleading information on conviction may lead to being fined or imprisoned.
- iii. Only shortlisted and successful candidates will be contacted.
- iv. CANVASSING in any form will lead to automatic disqualification.
- v. The Migori County Assembly Service Board is committed to implementing the provisions of the Constitution – Chapter 232 (1) on Fair competition and Merit, Representation of Kenyans Diverse communities and Affording Equal Employment Opportunities to men and women members of all Ethnic Groups and Persons with Disabilities. **THEREFORE, PERSONS**

**WITH DISABILITIES, THE MAGINALISED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**

- vi. **Shortlisted candidates shall** be required to produce **original** copies of their Identity Cards, Academic and Professional certificates and transcripts during interviews. **It is a criminal offence to present fake certificates.**
- vii. Serving officers shall be required to produce the original letters of appointment to their current substantive post during their interview.

Completed applications should be sent or be hand delivered to the office of the Clerk/Secretary of the County Assembly Service Board located at the Assembly building Migori, so as to reach her not later than **Thursday 30<sup>th</sup> March 2023 at 5.00pm.** and addressed to:

**THE SECRETARY  
COUNTY ASSEMBLY SERVICE BOARD  
MIGORI COUNTY ASSEMBLY  
P. O. BOX 985 – 40400,  
SUNA-MIGORI**

#### **MANDATORY REQUIREMENTS FOR THE POSITION**

All interested applicants **MUST** obtain and submit the following valid documents;

1. Curriculum Vitae,
2. Certified copies of relevant Academic and Professional Certificates,
3. National Identity Card or Passport
4. Observe Chapter Six of the Constitution of Kenya, 2010;
5. Tax compliance certificate from Kenya Revenue Authority; (**KRA**),
6. Clearance certificate from Higher Education Loans Board; (**HELB**),
7. Clearance certificate from Ethics and Anti-Corruption Commission; (**EACC**),
8. Certificate of Good Conduct from Criminal Investigation Department; (**CID**); and
9. Clearance Certificate from a recognized Credit Reference Bureau (**CRB**)

**All applications should clearly be marked to-:**

**The Secretary,  
County Assembly Service Board,  
Migori County Assembly,  
P.O. Box 985 – 40400,  
SUNA-MIGORI.**

**Principal Legal Officer - (Job Grade 'Q' CASB 4)**

**ONE (1) POSITION V/NO. 5/2022**

**Basic Salary Scale: Kshs. 99,900-133870**

**House Allowance: Kshs. 21000**

**Commuter Allowance: Kshs. 14,000**

**PRINCIPAL LEGAL OFFICER - (JOB GRADE 'Q' CASB 4)**

**(a) Duties and Responsibilities entails:**

- i. deputizing the headship of the Department;
- ii. formulating and interpreting regulations and policies;
- iii. Coordinating the drafting of Private Members' Bills;
- iv. Coordinating the drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- v. giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- vi. providing legal advice to the County Assembly and its Committees;
- vii. providing any other legal services that may be required by County Assembly, the Committees or the Clerk;
- viii. ensuring that Bills passed by County Assembly comply with the Constitution and other statutes;
- ix. liaising with the Office of the County Attorney on litigation matters involving Assembly;
- x. legal representation of County Assembly and the CASB in court proceedings;
- xi. giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- xii. providing any other legal services that may be required by County Assembly, the Committees and the Clerk;
- xiii. carrying out legal research on matters before the Department;
- xiv. Overseeing all Assembly papers presented in the House in the course of debate; and
- xv. offering professional, legal advice to the members and staff on Parliamentary procedures on matters of tradition, practices, conventions and etiquette.

**(a) Requirements for Appointment**

For appointment to this grade, an officer must:

- i. Have served in the grade of Principal Legal Officer or in a comparable position for a minimum period of three (3) years;

- ii. Have a Bachelor's degree in law from a recognized institution;
- iii. Master degree in law or in any other relevant field from a recognized institution;
- iv. Be admitted as an Advocate of the High Court of Kenya;
- v. Membership to Law Society of Kenya or any recognized equivalent professional body;
- vi. Be a certified Public Secretary;
- vii. Be in possession of a valid practicing certificate;
- viii. Certificate in Strategic Leadership course lasting not less than six weeks from a recognized institution;
- ix. Shown merit and ability as reflected in work performance and results; and
- x. Be Proficient in computer applications.