



**COUNTY GOVERNMENT OF MARSABIT  
COUNTY PUBLIC SERVICE BOARD OF MARSABIT**

**VACANCY ANNOUNCEMENT**

Pursuant to County Government Act section 59 (1) (a) and (b), the County Public Service Board of Marsabit wishes to recruit competent and qualified person to fill the following vacant position within its establishment.

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|--------------------------|--|
| <b>Position Title:</b>   | <b>Director</b> Legal Services                             |
| <b>Job Group:</b>        | R  |
| <b>Reporting to:</b>     | Board Secretary/CEO  |
| <b>Job location:</b>     | Marsabit   |
| <b>Terms of Service:</b> | Contract   |
| <b>Duration:</b>         | Three years (3) Renewable                                  |
| <b>Salary:</b>           | As per the guideline of Salary and remuneration Commission |
| <b>Job Ref:</b>          | <b>CPSBM /LS/06/02/20</b>                                  |

**Key Responsibilities:**

- Provide legal advice to the organization, ensure legal issues are identified and resolved and that legal risk is managed appropriately.
- Participate in the development and review of processes, policies and procedures designed to reduce legal risk and/or increase efficiency of the organization.
- Coordinate, draft, review and negotiate all agreements to which CPSB is a party to, including tenders, grant agreements, contracts for goods and services, arbitrations, and collaborative memoranda of understanding.
- Research, render legal opinions and prepare legal papers on issues of importance to CPSB of Marsabit.
- Provide legal advisory services on legal matters related to the organization and ensure that all activities are in line with the applicable law.
- Hold custody of all legal documents, contracts for the organization;
- Offer legal advice on disciplinary and other related matters as referred by the various departmental accounting and authorized officers.

- Prepare and deliver legal compliance education and training to employees to build risk awareness within the organization.
- Ensure good corporate governance at the Board.
- Formulate and develop legal strategy and plans to ensure the legal policy guidelines, implementation and adherence thereof.
- Efficient preparation of Board legal papers including follow up on agreed action points on all legal matters.
- Advisory and interpretation of laws and procedures to the board
- Represent the Board on all legal matters.

### **Minimum Qualifications:**

#### **For appointment to this position one must have**

- Served for at least (5) years three (3) of which should be at a senior management level in the public sector or corporate sector or a reputable law firm:
- A Bachelor of Law degree (LLB) from a recognized university in Kenya or its equivalent
- Post Graduate Diploma in Legal Services from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya; Holder of a current practicing certificate;
- A Master's Degree in Law or other relevant post graduate qualifications will be an added advantage;
- Demonstrated managerial, administrative and professional competence;
- Satisfy requirement of Clearance certificate from the Law Society of Kenya and Advocate Complaints Commission;
- Satisfy the requirement of chapter six of the constitution of Kenya 2010.

For candidates to meet the requirements of chapter six of the Constitution of Kenya 2010, applicants must obtain the following:

- (a) Tax compliance certificate from Kenya Revenue Authority (KRA)
- (b) Clearance certificate from Higher Education Loan Board (HELB)
- (c) Clearance certificate from Ethics and Anti- Corruption Commission (EACC)
- (d) Certificate of good conduct from Criminal Investigation Department
- (e) Credit Reference Bureau clearance (CRB)

### **Application Procedure**

Interested persons who meet the above qualifications should download prescribed application form from our website [www.marsabitcpsb.go.ke](http://www.marsabitcpsb.go.ke) and submit dully filled form together with cover letter, updated curriculum vitae, copies of academic and professional certificates and identification card (ID) either by hand delivery to the address below on or before close of business **Thursday 27<sup>th</sup> February 2020 to:**

**Acting Board Secretary/CEO  
County Public Service Board of Marsabit  
P.O. Box 110 – 60500  
MARSABIT**

Or alternatively submit your application online to the email: [jobs@marsabitcpsb.go.ke](mailto:jobs@marsabitcpsb.go.ke) on or before close of business **Thursday 27<sup>th</sup> February 2020.**

Only shortlisted candidates will be contacted, The County Public Service Board of Marsabit is an equal opportunity employer who stands by its motto of “Opportunities for all” at all times”.

Youth, Women, Persons with disabilities and other disadvantaged persons are encouraged to apply. Canvassing will lead to automatic disqualification