

OFFICE OF THE COUNTY ATTORNEY STAFF

1.) COUNTY ATTORNEY

TITLE: COUNTY ATTORNEY – JOB GROUP ‘T’

QUALIFICATIONS AND EXPERIENCE:

1. Be a Kenyan Citizen;
2. Be a holder of LLB degree from a reputable and recognised university;
3. Have a postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current Practising Certificate;
4. Masters degree from a reputable University will be an added advantage;
5. Be a member of Law Society of Kenya in good standing;
6. Have relevant knowledge and experience of not less than Five (5) years professional experience with at least 3 years in public Sector in Kenya;
7. Meet requirements of Chapter Six of the Constitution.

SKILLS AND COMPETENCIES:

1. Excellent communication and leadership skills.
2. Highly developed negotiation and inter-personal skills.
3. Effective legal research and report writing.
4. High level of integrity and professionalism.
5. ICT proficient.

DUTIES AND RESPONSIBILITIES:

The County Attorney shall:

1. Be the principal legal adviser to the County Executive Committee and as such shall attend the meetings of the County Executive Committee as an *ex officio* member of the Executive Committee;
2. Represent the County Executive in court or in any other legal proceedings to which the County Executive is a party, other than criminal proceedings and manage the litigation and dispute resolution function of the County;
3. Advise H.E the Governor, County Executive Committee Members and all departments in the county executive and agencies on legislative and other legal matters;
4. Undertake legal research on matters that affect the County Government and promote the compliance with the law by the County Executive;
5. Be the depository of all County laws and legal documents, agreements, MoUs, and other title documents of the County including title deeds and Logbooks;

6. Have custody of the County Seal and keep record of all instruments executed by seal.
7. Prosecute offences resulting from the County legislations in County Courts;
8. Negotiate, draft, vet and interpret documents and agreements, MoUs, treaties and other legal instruments for and on behalf of the County Executive and its agencies;
9. Be responsible for the revision of county laws, policies and coordinate the publication in the relevant Gazette of all Policies, Regulations and Acts of the County Assembly;
10. Liaise with the Office of the Attorney-General when need arises;
11. Liaise with the Office of the County Attorney in any other County when need arises and on matters of mutual interest; and
12. 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.

How to apply

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, to reach the undersigned by **Friday 21st August, 2020 at 5 p.m.**

Hand delivery applications should be submitted to the County Secretary Offices located opposite the Governor's office.

Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disability, Minority and Marginalised groups are particularly encouraged to apply.

County secretary/Head of Public Service
County Government of Bungoma
P.O BOX 437-50200
BUNGOMA