



**COUNTY GOVERNMENT OF KERICHO**  
**COUNTY PUBLIC SERVICE BOARD**

**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 and the County Public Service Board pursuant to Article 176 of the Constitution of Kenya and County Governments Act No.17 of 2012.

**OFFICE OF THE GOVERNOR**

**1. KCPSB/2023/265: PRINCIPAL LEGAL OFFICER JG 'N' (3 POSTS)**

**(a) Duties and Responsibilities**

Duties and responsibilities at this level will entail: -

- i. Organize, coordinate and manage administrative and legal functions of the Office;
- ii. Conduct all cases, including appeals or petitions on behalf of the County Government;
- iii. Advise the County Government on all matters relating to the Human Resource matters, Constitution, National Legislations, County Legislations, international law and human rights;
- iv. Liaison between the County Government and other Government agencies on legal matters;
- v. Shall represent County Government in court or in any other legal proceedings to which the County Government is a party, other than criminal proceedings;
- vi. Shall advise County Government on legislative and other legal matters;

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- vii. Shall negotiate, draft, vet and interpret documents for and on behalf of the county Government;
- viii. Performing any other duty as may be assigned by the County Attorney;

**(b) Requirements for Appointment**

For appointment to this grade, an officer must have: -

- i. Bachelors Degree in law (L.L.B) from a recognized Institution;
- ii. Postgraduate Diploma in legal studies from the council of Legal Education;
- iii. Served in the grade of senior legal officer or in a comparable and relevant position for a minimum period of three (3) years;
- iv. Senior Management Course lasting not less than (4) weeks from a recognized institution;
- v. Shown merit and ability as reflected in work performance and results; and
- vi. Proficiency in computer applications.

**Terms of Service:** Three (3) Year Contract.

**HOW TO APPLY:**

- 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 **Friday 22<sup>nd</sup> September 2023.**

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**IMPORTANT:**

- Details of the qualifications and requirements can be obtained from <https://psbkericho.co.ke/download>.
- 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).
- 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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