

1. SENIOR HUMAN RESOURCE DEVELOPMENT OFFICER, JOB GROUP 'L'

An officer at this level will be responsible to the Chief Human Resource Development Officer II

Duties and Responsibilities

- Assisting Ministries in the assessment of training needs for all cadres of staff;
- Preparation of training projections;
- Identifying and designing appropriate courses, seminars, workshops and other relevant staff development programmes;
- Developing training materials and manuals;
- Servicing County Human Resource Training Committee;
- Co-coordinating and evaluating training programmes;
- Vetting of training nominations before approval;
- Guidance and supervision of staff under him/her; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Have a Degree in Social Sciences such as Government, Sociology, Economics, Public/Business Administration, Human Resource/Personnel Management or any other relevant qualification from a recognized university/institution;
- Diploma in Human Resource Management;
- Served in the grade of Human Resource Development Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years; and
- Shown merit and ability as reflected in work performance and results.

II. RE-ADVERTISEMENT

LEGAL SERVICES UNIT

1. COUNTY ATTORNEY JG 'R' (1 POST)

The County Attorney will report to the County Secretary and will be responsible for the management and coordination of legal matters in the County Legal Department.

Duties and Responsibilities

- Providing legal advice to the County Government;
- Interpreting relevant legislation and their implication to the County Government;
- Providing legal guidance and facilitating the necessary gazettelement;
- Providing legislative support to the County Secretary including the preparation of briefs on legislation and amendments where appropriate;
- Drafting contracts, lease agreements and memorandum of understanding between the county government and its collaborators;
- Enforcing contracts and leases;
- Articulating county position in meetings, seminars, negotiations, conventions;
- Ensuring accountability and prudent management of resources and assets;
- Ensuring compliance with principles and values of governance, human rights, transparency, accountability, ethics and integrity within the county;
- Ensuring implementation and realization of strategic plans and objectives in respect of the legal function; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Be holder of Master of Laws degree from a recognized institution;
- Be holder of Bachelor of Laws degree from a recognized institution;
- Be holder of Diploma in Legal Education from the Council for Legal Education;
- Be an Advocate of the High Court of Kenya;
- Possess a current practicing certificate and MUST be a member of the Law Society of Kenya.
- Practiced in the public or private sector for a minimum period of ten (10) years;
- Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Satisfy the requirements of Chapter Six of the Constitution of Kenya;
- Possess leadership qualities, interpersonal and effective communication skills; and
- Certificate in Computer Application Skills.

Terms of Service: Contract

1. SENIOR LEGAL OFFICER - JOB GROUP 'L' (1 POST)

An officer at this level will report to The Principal Legal Officer.

Duties and Responsibilities

- Undertaking research on assigned legal issues;
- Analyzing research data and compiling reports;
- Preparing preliminary legal documents/instruments; and liaising with the State Law Office and advising on various policy issues;
- Coordinating the activities of the County Court including drawing of charge sheets, bonding of witnesses, application for warrants, application for witness summons;
- Development of County legislation including review of drafted bills, research on various pieces of Legislation and departmental advisory on the legislation development process;
- Court attendance on civil and criminal litigation cases; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan Citizen;
- Served in the grade of Legal Officer I or in a comparable position in the Public or Private Practice Service for a minimum period of three (3) years;
- Bachelor of Laws (LLB) Degree from a recognized university;
- Postgraduate Diploma in Legal Studies from the Kenya School of Law;
- Proficiency in computer applications;
- Shown merit and ability as reflected in work performance and results;
- A member of the Law Society of Kenya with a current (2014) practicing Certificate; and
- Satisfy the requirements of Chapter Six of the Constitution of Kenya.

Terms of Service: Permanent and Pensionable

NOTE: Applicants For the above Positions are required to get Clearance from the following Institutions to meet Requirements of Chapter Six of the Constitution of Kenya (2010):

- Kenya Revenue Authority
- Higher Education Loans Board
- Ethics and Anti-Corruption Commission

- Criminal Investigation Department
- Credit Reference Bureau

Copies of the clearances **MUST** be attached to the applications.

How to Apply

All applicants should submit their applications together with copies of detailed Curriculum Vitae, Academic and Professional Certificates, Testimonials, National Identity Card or Passport, and any other supporting documents. The positions applied for should be indicated on top of the envelope.

Kakamega County residents will be required to indicate their **Constituency** of origin.

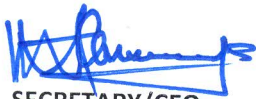
Applications should be submitted to: **THE SECRETARY
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 458-50100
KAKAMEGA**

Hand delivered applications can be submitted at County Public Service Board's Reception located at **Former Provincial Headquarters, Block 'B' 2nd Floor.**

All applications should reach this office **on or before 6th August 2015.**

County Government of Kakamega is an equal opportunity employer. Female applicants, persons with disability and all are encouraged to apply.

Canvassing will lead to automatic disqualification.



**SECRETARY/CEO
COUNTY PUBLIC SERVICE BOARD**