

**REPUBLIC OF KENYA**

**COUNTY GOVERNMENT OF TURKANA**



**COUNTY PUBLIC SERVICE BOARD**

**VACANCIES**

**12/3/2020**

Turkana County Public Service Board invites applications from competent and qualified persons to fill the following positions:

**REF: TUR/CPSB/002/2018/2019: COUNTY SOLICITOR JOB GROUP 'S', ONE (1) POST (Re-advert)**

**Duties and Responsibilities: -**

- Organize, coordinate and manage administrative and legal functions of the Office;
- Shall be the Principal assistant of the County Attorney in execution of functions of the office;
- Conduct or assign and supervise all cases, including appeals or petitions on behalf of the County Attorney;
- In consultation with County Public Service Board, be responsible for the discipline of the County Counsel and other members of staff of the Office;
- In the performance of the functions and exercise of the power under the office of the County Attorney, the County Solicitor will be responsible for formulating and ensuring implementation of the development of strategies for County Government legal services;
- Performing any other duty as may be assigned by the County Attorney;
- Support in drafting and Publication of legislative proposals for the County Government;
- Ensure amendments where necessary of County laws;
- Represent the County Government in Court, Tribunals, Commission of inquiry and any other legal proceedings which the County is a party or has interest, other than criminal proceedings and perform any other function conferred on in by law.
- Perform the duties of the Accounting Officer in the office of the County Attorney.

**Requirements and competencies for appointment: -**

- Be a Kenyan Citizen;
- Bachelor of Laws (LLB) degree from a recognized University;
- Be an Advocate of the High Court of Kenya of not less than five (5) years post-administrative experience
- Must satisfy the requirements of chapter six of the Constitution of Kenya 2010.
- A master's in law will be an added advantage.
- Knowledge in records of relevant laws and professional standards.
- Undertaking legal research and provide sound advisory briefs on legal matters to the County Government.

- Ensuring Compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity

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

**REF: TUR/CPSB/002/2019/2020: PRINCIPAL LEGAL OFFICER JOB GROUP ‘P’, ONE (1) POST (Litigation)**

**Duties and Responsibilities: -**

- Representing the County Government in courts, arbitral tribunals, public inquires and any other legal proceedings to which the county is party to, other than criminal proceedings.
- Instituting civil proceedings on behalf of the County Government and County entities
- Assist in pursuing prosecution of county offences
- Undertaking legal research and provide sound advisory briefs on legal matters to the County Government.
- Supervision of staff in the litigation unit
- Liaise with the Council of Governors Legal Department and litigation department of the State Law Office / Office of the Attorney General for purpose of inter-governmental cases.
- Analyzing research data and compiling reports
- Preparing preliminary legal documents/instruments and Preparing legal opinions
- Ensuring Compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity
- Performing any other functions as shall be assigned from time to time

**Requirements and competencies for appointment: -**

- Bachelor of Laws (LLB) degree from a recognized University
- Post graduate Diploma in Legal studies from the council of Legal Education
- Senior Management Course lasting not less than four (4) weeks from a recognized institution
- Proficiency in computer applications
- Must be an Advocate of the High Court of Kenya with a current practicing certificate
- Have at least three (3) years of post-admission experience in litigation in a busy law firm or in a government institution.
- Must satisfy the requirements of chapter six of the Constitution of Kenya 2010
- A master’s in law will be an added advantage
- Knowledge in records of relevant laws and professional standards.
- Demonstrable sound skills and competencies in litigation and alternative dispute resolution (ADR) methods such as negotiation, mediation, conflict resolution
- Good communication, presentation, research and analytical skills.
- Have excellent organizational and interpersonal skills and be able to work in a team.
- Proof of the ability to handle pressure and work with minimum supervision.
- Demonstrated managerial, administrative and professional competence in work performance
- Leadership and team building

**Terms of Service: Permanent and pensionable**

**REF: TUR/CPSB/003/2019/2020: PRINCIPAL LEGAL OFFICER JOB GROUP 'P',  
ONE (1) POST (Policy & Legislation)**

**Duties and Responsibilities: -**

- Advise the county government departments and agencies on legislative and other legal matters;
- Facilitate review and revision of county laws and other subsidiary legislations including rules and regulations under any laws;
- Support county departments and agencies in legal research on policies and legislative matters and to propose any consequential amendments to any county laws relevant to each of the sectors of the CIDP;
- Undertake extensive legislative drafting, with the support of experts, including drafting of county bills, subsidiary legislations and legal notices for the county government;
- Support the County Attorney in the presentations of new laws and amendments to the County Assembly;
- Consult legal experts and practitioners within the public and private sphere on any and all aspects of legislation under review or development;
- Ensure public participation in policy and legislative processes;
- Support in the capacity building and training of the county senior staff on research, policy and legislation;
- Lead county initiatives, studies and surveys on understanding and implementation of relevant policies and legislations by the county government;
- Facilitate the conduct of legal audits and evaluations on compliance and implementation of county laws and national laws;
- Representing the county government in meetings, seminars, conferences on policy and legislative matters;
- Supervision of staff in the research, policy and legislation unit;
- Publication of Bills, Acts and gazette supplements;
- Liaise with the Council of Governors (COG) legal department and litigation department of the State Law Office / Office of the Attorney General for purpose of inter-governmental legislations and training;
- Performing any other function as shall be assigned by the County Attorney;

**Requirements and competencies for appointment: -**

- Bachelor of Laws (LLB) degree from a recognized University
- Post graduate Diploma in Legal studies from the council of Legal Education
- Senior Management Course lasting not less than four (4) weeks from a recognized institution
- Proficiency in computer applications
- Must be an Advocate of the High Court of Kenya with a current practicing certificate
- Have at least two (2) years of post-admission experience in litigation in a busy law firm or in a government institution.
- Must satisfy the requirements of chapter six of the Constitution of Kenya 2010
- A master's in law will be an added advantage
- Knowledge in records of relevant laws and professional standards.
- Demonstrable sound skills and competencies in litigation and alternative dispute resolution (ADR) methods such as negotiation, mediation, conflict resolution
- Good communication, presentation, research and analytical skills.
- Have excellent organizational and interpersonal skills and be able to work in a team.
- Proof of the ability to handle pressure and work with minimum supervision.
- Demonstrated managerial, administrative and professional competence in work performance
- Leadership and team building

**Terms of Service: Permanent and pensionable**

**Duties and Responsibilities: -**

- Offering general administration and handling of clerical issues in the office.
- Overseeing drafting and filing of legal documents in registries.
- Filing court documents and any legal documents
- Undertaking routine errands to public registries, courts and other relevant office.
- Attending court to file pleadings
- Serving court process
- Receiving court process under the guidance of counsel.

**Requirements and competencies for appointment: -**

- At least a Diploma in Law from a recognized institution in Kenya
- Minimum Two (2) years relevant experience in a law firm or public institutions dealing with legal matters and court processes
- Computer literacy
- Knowledge of professional standards and ethics
- Communication skills
- Interpersonal skills
- Problem solving
- Team building skills

**Terms of Service: Permanent and pensionable.**

**REF: TUR/CPSB/005/2019/2020: DIRECTOR, INTERNAL AUDIT JOB GROUP 'R', ONE (1) POST**

**Duties and Responsibilities: -**

- Establish Risk Based Audit Plans consistent with County Objectives;
- Managing of Internal Audit Services;
- Formulating and implementing internal Audit Policies, Strategies and procedures;
- Advising the County Government on Internal Audit Matters;
- Reviewing Audit Plans, programs and audit files;
- Reviewing the systems of internal control developed by management and advising on their adequacy and Compliance
- Coordinating investigations and special audits within the county Government and other entities funded by the County Government;
- Coordinating the preparation of management reports in accordance with the PFM Act 2012;
- Facilitating capacity building on Internal Controls of the County;
- Liaising with the Accounting Officers on matters related to audit function, funding and making recommendations to the Audit Committee;
- Reviewing and verifying budgets, financial statements, fund accounts and other statements prepared by the Fund Administrators in Liaison with the Accounting Officers;
- Participate in preparing medium term plan, Integrated County Development Plan and strategic plans and Budgeting for the department;
- Advising on compliance with the County and/or its entities with the Public Finance Management Act 2012, County Governments Act 2012, Procurement and Disposal Act and any other relevant laws;
- Any other duty as may be assigned from time to time.

**Requirements and competencies for appointment: -**

- Be a Citizen of Kenya
- A Bachelor degree from recognized university in any the following discipline: Accounting, Finance or its equivalent from a University Recognized in Kenya; Possession of a master's degree will be an added advantage;
- Must satisfy the requirements of chapter 6 of the Constitution of Kenya;

- Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA) or Certified Fraud Examiners (CFE) and in Good standing;
- Have relevant knowledge, experience and a distinguished career in Financial Accounting/ Audit of not less than seven (7), three (3) years of which should be at a senior managerial position in the public service or equivalent in the private sector;
- Proficiency in Accounting Related Computer Applications
- Must satisfy the requirements of chapter 6 of the Constitution of Kenya

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

**REF: TUR/CPSB/006/2019/2020: DEPUTY DIRECTOR, INTERNAL AUDIT JOB GROUP 'Q', ONE (1) POST**

**Duties and Responsibilities: -**

- Management of Internal Audit Services;
- Establishing Risk based Audit Plans consistent with the County Objectives;
- Maintaining a strong control environment and supporting initiatives that improve performance;
- Participate in preparing medium term plan, Integrated County Development Plan and strategic plans and Budgeting for the department;
- Organizing coordination meeting and workshops with stakeholders and partners. Facilitate Timely and accurate production of Audit reports to Management;
- Prepare the audit department work plans and budgets in Liaison with the Director and Audit staff;
- Advise on risk aversion measures; In charge of follow up audits to monitor management intervention, implement best practice auditing and techniques;
- Taking part in Coordinating investigations and special audits within the county Government and other entities funded by the County Government;
- Facilitate the preparation of management reports in accordance with the PFM Act 2012;
- Advising on compliance with the County and/or its entities with the Public Finance Management Act 2012, County Governments Act 2012, Procurement and Disposal Act and any other relevant laws;
- Any other duty as may be assigned from time to time.

**Requirements and competencies for appointment: -**

- Be a Citizen of Kenya
- A Bachelor degree from recognized university in any the following discipline: Accounting, Finance or its equivalent from a University Recognized in Kenya; Possession of a master's degree will be an added advantage;
- Must satisfy the requirements of chapter 6 of the Constitution of Kenya;
- Be a Member of the Institute of Certified Public Accountants of Kenya (ICPAK), Institute of Internal Auditors (IIA) or Certified Fraud Examiners (CFE) and in Good standing;
- Have relevant knowledge, experience and a distinguished career in Financial Accounting/ Audit of not less than seven (5) years in public service or equivalent in the private sector;
- Proficiency in Accounting related Computer Applications;
- Must satisfy the requirements of chapter 6 of the Constitution of Kenya

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

**NOTE:**

**Salary, allowances and other benefits are per the rates prescribed by the Salaries and Remuneration Commission.**

**HOW TO APPLY**

All written applications, CVs, copies of certificates, testimonials, clearances and identity card should be submitted in a sealed envelope clearly marked on the left side the position being applied for and addressed to:

**The Secretary,  
Turkana County Public Service Board,  
P.O. BOX 05, Lodwar, – 30500.**

OR delivered by hand at the reception desk at Turkana County Public Service Board Offices located along Nawoitrong' road Opposite Lodwar Club located off Kitale-Lodwar highway.

All applications to reach the office before the close of business on Tuesday, 23<sup>rd</sup> April, 2019

**Important information to all candidates;**

1. Applicants are advised to apply for only one position
2. Only shortlisted candidates will be contacted
3. Any form of canvassing or lobbying will lead to automatic disqualification
4. Officers serving with the County Government of Turkana will be required to fill form **TCPSB 2B** which can be collected from Turkana County Public Service Board Offices during working hours.
5. Applicants must satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 and will be required to submit clearance certificates from HELB, KRA, EACC and DCI

**N/B Youth, Women and Persons Living with disability (PWDs) are encouraged to apply.**