



REPUBLIC OF KENYA

COUNTY ASSEMBLY OF TAITA TAVETA

P.O. Box 1142-80304, WUNDANYI Telephone: 0718703359/0732604811

COUNTY ASSEMBLY SERVICE BOARD



ADVERTISEMENT OF VACANCY

The Taita Taveta County Assembly Service Board (TTCASB) invites applications from suitable qualified persons for the position indicated below:

SENIOR LEGAL OFFICER I: CASB 5 – 1 Position

TERMS: 3 YEARS CONTRACT

Duties and Responsibilities

Duties and responsibilities will entail:

1. Deputizing the headship of the Legal Department;
2. Formulating and interpreting departmental regulations and policies;
3. Coordinating the drafting of Private Members' Bills;
4. Coordinating drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of the County Assembly;
5. Giving legal interpretation of Acts and Bills;
6. Giving legal advice on matters relating to the County Assembly;
7. Providing legal advice to the TTCASB, County Assembly Service, County Assembly and its Committees;
8. Providing any other legal services that may be required by the County Assembly, the Committees, the Speaker, the CASB or the Clerk;
9. Ensuring that Bills/ regulations passed by the County Assembly comply with the Constitution of Kenya and other legal statutes;
10. Liaising with the Office of the Attorney General on litigation matters involving the County Assembly;
11. Legal representation of the County Assembly and the TTCASB in court proceedings;
12. Giving legal opinion on matters before or relating to the County Assembly and legal advice on commercial matters;
13. Providing any other legal services that may be required by the County Assembly, the Committees, the Speaker, the TTCASB or the Clerk;
14. Carrying out legal research on matters before the Department;
15. Offering legal advice on all Assembly papers presented in the House, in the course of debate.

Requirements for Appointment

For appointment to this grade, a candidate must:

1. Be a Kenyan Citizen.
2. Have vast work experience in the relevant field for at least five (5) years;
3. Have a Bachelor of Laws degree from a recognized University;
4. Be admitted as an Advocate of the High Court of Kenya;
5. Be in possession of a Current Practicing License;
6. Be proficient in the use of basic computer applications;
7. Satisfy Chapter 6 of the Constitution of Kenya.

How to apply

Interested and qualified candidates should forward their applications with copies of:

1. National Identification Card (ID).
2. Academic & Professional certificates and Testimonials.
3. Detailed and updated Curriculum Vitae

All applications should be addressed to:

**The Secretary,
County Assembly Service Board,
County Assembly of Taita Taveta,
P.O. Box 1142-80304,
Wundanyi.**

Or **hand-delivered** to the Clerk's office, County Assembly precincts, **Wundanyi**, to be received **on or before Wednesday, 2^{4th} July, 2024 at 4.00 p.m.**

Note:

- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- The Taita Taveta County Assembly Service Board (TTCASB) is an Equal Opportunity Employer.

**CPA. GADIEL M. MAGANGA,
SECRETARY, TAITA TAVETA COUNTY ASSEMBLY SERVICE BOARD**