



COUNTY GOVERNMENT OF KIAMBU COUNTY PUBLIC SERVICE BOARD

RE-ADVERTISEMENT OF VACANT POSITION:

COUNTY SOLICITOR

The Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being "appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments."

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the position listed below in the County Attorney's Office.

COUNTY SOLICITOR - JOB GROUP (S) - (CPSB 02)

Number of Posts : One (1)
Terms of Service : Contract
Salary Scale : As per SRC Guidelines

Job Purpose & Reporting Responsibility

The County Solicitor shall be the principal assistant to the County Attorney and is responsible for managing and coordinating the legal functions of the County Attorney's office. This includes supervising legal staff, handling litigation, and providing legal advice to the County Government on various matters. The County Solicitor also plays a key role in drafting and reviewing legal documents, ensuring compliance with laws, and representing the County in legal proceedings.

Requirements and Competencies for Appointment

For appointment to this post a candidate must; -

- (i) Be a Kenyan Citizen
- (ii) Bachelor of Laws (LLB) degree from a recognized University
- (iii) Be an Advocate of the High Court of Kenya for not less than five (5) years post admission and in possession of a current practicing certificate knowledge in records of relevant laws and professional standards.
- (iv) Masters in Law and a certificate in senior management course from the Kenya School of Government will be an added advantage
- (v) Have a thorough understanding of Devolution, the County development objectives and vision 2030.
- (vi) Be a strategic thinker and result oriented
- (vii) Organizational, analytical, managerial and decision-making skills.
- (viii) Resource management skills.
- (ix) Self-driven, committed and result oriented
- (x) Must satisfy the provisions of chapter six of the constitution of Kenya 2010.

Duties and Responsibilities

- (i) The County Solicitor shall be the Principal assistant of the County Attorney in the execution of the functions of the office of the County Attorney.
- (ii) To assist the County Attorney in organizing, coordinating, and managing administrative and legal functions of the Office;
- (iii) Conduct or assign and supervise all cases, including appeals or petitions in liaison with the County Attorney;
- (iv) 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 the implementation of the development of strategies for County Government legal services in consultation with the County Attorney.
- (v) To support the County Attorney in drafting and Publication of legislative proposals for the County Government;
- (vi) To ensure amendments where necessary of County laws under the guidance of the County Attorney.
- (vii) To undertake legal research and provide sound advisory briefs on legal matters to the County Government through the County Attorney.
- (viii) Represent the County Government in Court, Tribunals, Commission of inquiry, and any other legal proceedings in which the County is a party or has interest, other than criminal proceedings, and perform any other function delegated by the County Attorney.
- (ix) To manage and periodically review the performance of external counsel in consultation with the County Attorney.
- (x) Perform the duties of the Accounting Officer in the office of the County Attorney in consultation with the County Attorney.
- (xi) To coordinate and supervise training and development of staff and attachment of candidates for pupillage in the office of the County Attorney.
- (xii) To ensure Compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity; and
- (xiii) To undertake any other duties which might be delegated by the County Attorney.

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees, academic and professional certificates, testimonials, national identity card or passport and any other supporting documents. Applications should be addressed to:

Secretary/CEO
County Public Service Board
County Government of Kiambu
P O Box 2362 - 00900
KIAMBU

NOTE:

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before **Friday 12th June 2026**
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
 - Directorate of Criminal Investigations (DCI)
 - Higher Education Loans Board (HELB)
 - Credit Reference Bureau (CRB)
4. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.

The Board and the County Government of Kiambu is committed to Zero tolerance to Corruption. We CAUTION applicants and their families not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County Government. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

ADVERTISEMENT OF VACANCY

COUNTY ATTORNEY

The Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being "appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments."

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the position listed below in the County Executive in line with the *Office of the County Attorney Act no. 14 of 2020*.

COUNTY ATTORNEY - JOB GROUP 'T'

Number of Posts: One (1)
Terms of Service: Contract
Salary Scale: As per SRC Guidelines

Job Purpose and Reporting Responsibility

Principal legal adviser to the office of the Governor and the County government. The County Attorney shall be appointed by the Governor with the approval of the county assembly.

Requirements and Competencies for Appointment

1. Be a Kenyan Citizen;
2. Be a holder of Bachelor of Laws (LLB) degree from a reputable and recognised university;
3. Must hold a Post-graduate Diploma in Law .
4. Knowledge and work experience of not less than ten (10) years and has at least five (5) years' experience as an Advocate of the High Court of Kenya.
5. Holder of a valid Practising Certificate;
6. Masters degree from a reputable University will be an added advantage;
7. Be a member of Law Society of Kenya in good standing;
8. 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 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.

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Secretary/CEO
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2. Applications should reach the Board on or before **Friday 5th June, 2026**.
3. Shortlisted candidates will be required to produce their **original** identity card, academic and professional certificates and submit clearance from the following institutions:
 - Kenya Revenue Authority (KRA)
 - Ethics and Anti-Corruption Commission (EACC)
 - Directorate of Criminal Investigations (DCI)
 - Higher Education Loans Board (HELB)
 - Credit Reference Bureau (CRB)
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