

A. LEGAL COUNSEL I JOB GROUP M (1 VACANCY)

Duties and Responsibilities

A Legal Counsel I (Drafting Services) shall be responsible to the Senior Legal Counsel.

Duties and responsibilities will entail:

- a) Drafting of Private Members' Bills;
- b) Drafting of amendments to Bills to be proposed to the Assembly by any Member of County assembly or any Committee of County Assembly;
- c) Training and supervision of Legal Counsel (Drafting services);
- d) Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- e) Providing legal advice to the CASB, County Assembly and its Committee;
- f) Ensuring that Bills passed by County Assembly comply with the Constitution;
- g) Liaising with the Office of the Attorney General on litigation matters involving County Assembly;
- h) Legal representation of County assembly and the CASB in court proceedings;
- i) Giving of legal opinions on matters before or relating to County Assembly and giving legal advice on commercial matters;
- j) Providing any other legal services as may be required by County Assembly, the Committees, the Speaker, the CASB or the Clerk;
- k) Undertaking legal research on matters before the Department

Requirements for Appointment

For appointment to this grade a candidate must:-

- (i) Served in the position of Legal Counsel II Drafting services/Litigation or in a comparable position for a minimum period of two (3) years;
- (ii) Have a Bachelor of Laws degree;
- (iii) Be admitted as an Advocate of the High Court of Kenya;
- (iv) Be in possession of a current practicing certificate; and
- (v) Be Proficient in computer applications skills.

B. SIGN LANGUAGE INTERPRETER JOB GROUP J (2 VACANCIES)

Duties and Responsibilities

- (i) Translating the spoken word into sign language and vice versa; conduct research on current trends on access to communication and cascading the same to stakeholders;
- (ii) Mediating the deaf culture
- (iii) Conduct research on technical information or complex information to gain an understanding of what will be interpreted;
- (iv) Assist to provide regular sensitization to the staff on basic sign language;
- (v) Advice for the rights of the deaf in the provision of accessible information by all;
- (vi) Responsible for creating a training plan for teaching staff on KSL;
- (vii) The individual will carry out regular research on current trends and conduct sensitizations to the staff.
- (viii) Any other duty as may be assigned

Requirements for appointment

- (i) The successful candidate shall be a Kenyan citizen with:
- (ii) Kenya Certificate of Secondary Education (KCSE) C or its equivalent from a recognized Institution
- (iii) Basic training in Sign Language Interpretation;
- (iv) Two (2) years' experience in a busy Sign Language Interpretation environment;
- (v) Good listening skills.
- (vi) Good communication skills.
- (vii) Observe strict confidentiality,
- (viii) Conduct should be above reproach.
- (ix) Should not interfere, advice, or interject personal opinions into interpreted situations
- (x) Should not interfere, advice, or interject personal opinions into interpreted situations.

C. COUNTY ASSEMBLY AUDIT COMMITTEE (3 VACANCIES)

Pursuant to section 155(5) of the Public Finance Management Act 2012 and Regulation No. 167 (1) of the Public Finance Management Regulations 2015; the County Assembly of Kilifi is in the process of establishing the County Assembly Audit Committee. The County Assembly Audit Committee will support the Assembly in its responsibilities on issues of risk, control and governance and associated assurance among other responsibilities.

The County Assembly of Kilifi therefore invites applications from suitably qualified Kenyans for the positions of members of the audit committee. To be appointed as a member of the audit committee, a person should hold a degree from a university recognized in Kenya and have knowledge and experience of not less than seven (7) years in any of the following fields;

- i. Accounting/auditing/finance
- ii. Economics
- iii. Security/Risk Management
- iv. Law

Other Requirements

Members of the audit committee shall:-

Have a good understanding of county governments operations, financial management and reporting or auditing, Have a good understanding of the objects, principles and functions of the Kilifi County Assembly, Meet the requirement of chapter six of the constitution.

Note

Members of the audit committee shall serve on a part-time basis for a period of three years and shall be eligible for re- appointment for a further one term only.

The allowances payable to the members of audit committee, being public officers shall be as per the salaries' and remuneration commission recommendations.

A person shall not be qualified for appointment as a member of audit committee if the person is a past or present employee of Kilifi County Government, Have served as an employee or agent of a business organization which has carried out any business with Kilifi County Assembly for the last two years.

Application Process

All applicants should attach copies of current clearances from CID, HELB, KRA, EACC and clearance from any of the credit references bureaus to their application.

Applications in a sealed envelope together with the detailed curriculum vitae, copies of academic and professional certificates, national identity cards, testimonials clearances and any other relevant supporting documents clearly marked application for Member, County Assembly Audit Committee, should be addressed to:

THE CLERK TO COUNTY ASSEMBLY
COUNTY ASSEMBLY OF KILIFI
P O BOX 332-80200
MALINDI - KENYA

So as to be received on or before Monday 24th April 2017.
Only qualified and shortlisted candidates shall be contacted.

Note

Those who submitted their application previously need not to apply.