



REPUBLIC OF KENYA

**OFFICE OF THE ATTORNEY  
&  
DEPARTMENT OF JUSTICE**

AG/5209/1/XIII/152

9<sup>TH</sup> FEBRUARY, 2017

The Secretary, Public Service Commission  
All Cabinet Secretaries  
All Principal Secretaries  
The Controller and Auditor General  
Private Secretary/Comptroller of State House  
Principal Administrative Secretary, Cabinet office  
The Clerk National Assembly

**INTERNAL ADVERTISEMENT FOR VACANT POSTS**

Applications are invited from qualified serving State Counsel in the civil service for the following posts in the Office of the Attorney General and Department of Justice.

**(1) ADVERTISEMENT NO.1/2017 : PRINCIPAL STATE COUNSEL SLG 4/J/G 'P'-  
TWENTY NINE (29) POSTS**

Terms of Service: Permanent and Pensionable

**BASIC SALARY**

Ksh.77,527 x 3,877 – 81,404 x 4,070 – 85,474 x 4,274 – 89,748 x 4,487 – 94,235 x 4,712 – 98,947 x 4,947 – 103,894 p.m.

**ALLOWANCES**

Special Legal Allowance	-	Kshs. 30,000 p.m
Non Practicing Allowance	-	Kshs. 20,000 p.m
Responsibility Allowance	-	Kshs. 4,000 p.m
House Allowance	-	Kshs.43,334 p.m
Leave Allowance	-	Kshs. 10,000 p.a
Entertainment Allowance	-	Kshs. 1,500 p.m
Commuter Allowance	-	Kshs. 12,000 p.m

**(a) Requirement for Appointment**

For appointment to the grade of Principal State Counsel a candidate must-

**SHERIA HOUSE, HARAMBEE AVENUE**

P.O Box 40112-00100, NAIROBI, KENYA.TEL:+254 20 2227461/2251355/0700072929/0732529995  
EMAIL: [info@ag.go.ke](mailto:info@ag.go.ke) WEBSITE: [www.attorney-general.go.ke](http://www.attorney-general.go.ke)

**DEPARTMENT OF JUSTICE**

CO-OPERATIVE BANK HOUSE, HAILE SELASSIE AVENUE, P.O. Box 56057 – 00200, Nairobi – Kenya TEL: Nairobi 2224029/2240337  
EMAIL: [legal@justice.go.ke](mailto:legal@justice.go.ke)

ISO 9001: 2008 Certified



- (i) Have served for a minimum period of two (2) years in this grade at the level of Senior State Counsel or in a comparable and relevant position in the Public Service
- (ii) Have Bachelor of Law degree from any of the Public Universities in Kenya or any other recognized University.
- (iii) Have a post graduate Diploma in legal studies from the Kenya School of Law.
- (iv) Admission as an Advocate of the High Court of Kenya.
- (v) Have demonstrated professional competence in work performance at that level.
- (vi) Possession of a Senior Management Course certificate lasting not less than one Month will be considered as an added advantage
- (vii) Possession of a Master's degree in Law or relevant Social Science from a recognized University will be considered as an added advantage.

In addition to the above requirements, an officer must have the following key competence:-

- {i} Integrity and commitment to produce results;
- {ii} Creativity, innovativeness, technical problem solving and resource management, administrative and supervisory skills;
- {iii} Demonstrated planning and organizational skills; and
- {iv} Personal responsibility – the willingness to accept responsibilities for own actions and outcomes.

#### **Duties and Responsibilities include:**

A Principal State Counsel (SLG 4/J/G 'P') may be deployed to any of the Departments/Divisions/Regional Offices within the Office of the Attorney General and Department of Justice or to any Government Ministries/State Departments. Specific duties and responsibilities for a State Counsel at this level include:

- a) Legal advice to and undertaking complex litigation on behalf of National and County Governments; undertaking complex arbitrations;
- b) Drafting and reviewing complex documents, contracts and international agreements; providing legal advice and opinions to Ministries/State Departments and State Corporations;
- c) Drafting of complex bills and subsidiary legislation; advising Government Ministries/State Departments and State Corporations on legislative matters; preparation of statutes for revision and publication of the annual supplement to the Laws of Kenya;
- d) Undertaking duties of Deputy Public Trustee; assisting in coordinating estate administration services in regional offices; maintaining custody of all securities and documents of title;

- e) Undertaking investigations of complaints of a complex nature lodged against Advocates; prosecuting Advocates before the Disciplinary Tribunal;
- f) Undertaking registration services including societies, Coat of Arms, marriages, divorce and adoptions; assisting in collection of revenues.
- g) Initiating and undertaking research on complex and emerging legal issues, preparing legal opinions and briefs,
- h) Advising Ministries/State Departments on legal policy issues; ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;

**(2) ADVERTISEMENT NO.2/2017 : SENIOR STATE COUNSEL SLG 3/J/G 'N' -, EIGHTY FIVE (85) POSTS**

**Terms of Service: Permanent and Pensionable**

**BASIC SALARY**

Ksh.48,190 x 2,400 - 50,590 x 2,550 - 53,140 x 2,700 - 55,840 x 3,000 - 58,840 x 3,150 - 61,990 x 3,300 - 65,290 p.m.

**ALLOWANCES**

Salary	-	Kshs. 48,190 p.m
Special Legal Allowance	-	Kshs. 30,000 p.m
Non Practicing Allowance	-	Kshs. 15,000 p.m
Responsibility Allowance	-	Kshs. 3,200 p.m
House Allowance	-	Kshs. 31,334 p.m
Leave Allowance	-	Kshs. 6,000 p.a
Entertainment Allowance	-	Kshs. 1,500 p.m
Commuter Allowance	-	Kshs. 8,000 p.m

**(a) Requirement for Appointment**

For appointment to the grade of Senior State Counsel a candidate must-

- {i} Have served for a minimum period of two (2) years in this grade at the level of State Counsel I or in a comparable and relevant position in the Public Service
- {ii} A Bachelor of Law degree from any of the Public Universities in Kenya or any other recognized University.
- {iii} A post graduate Diploma in legal studies from the Kenya School of Law.
- {iv} Admission as an Advocate of the High Court of Kenya.
- {v} Have demonstrated professional competence in work performance at that level.
- {vi} Possession of a Senior Management Course from a recognized institution will

be considered as an added advantage.

### **Duties and Responsibilities include:**

A Senior State Counsel (SLG 3/J/G 'N') may be deployed to any of the Departments/Divisions/Regional Offices within the Office of the Attorney General and Department of Justice or to any Government Ministries/State Departments. Specific duties and responsibilities for a State Counsel at this level include:

- a) Legal advice to and undertaking complex litigation on behalf of National and County Governments; undertaking complex arbitrations;
- b) Drafting and reviewing complex documents, contracts and international agreements; providing legal advice and opinions to Ministries/State Departments and State Corporations;
- c) Drafting of complex bills and subsidiary legislation; advising Government Ministries/State Departments and State Corporations on legislative matters; preparation of statutes for revision and publication of the annual supplement to the Laws of Kenya;
- d) Undertaking duties of Deputy Public Trustee; assisting in coordinating estate administration services in regional offices; maintaining custody of all securities and documents of title;
- e) Undertaking investigations of complaints of a complex nature lodged against Advocates; prosecuting Advocates before the Disciplinary Tribunal;
- f) Undertaking registration services including societies, Coat of Arms, marriages, divorce and adoptions; assisting in collection of revenues.
- g) Initiating and undertaking research on complex and emerging legal issues, preparing legal opinions and briefs,
- h) Advising Ministries/State Departments on legal policy issues; ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity;

In addition to the above requirements, an officer must have the following key competence:-

- {i} Integrity and commitment to produce results;
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- {iii} Demonstrated planning and organizational skills; and
- {iv} Personal responsibility – the willingness to accept responsibilities for own actions and outcomes.

Serving Officers who are interested and qualified are requested to make their applications by completing application form PSC2 (Revised 2016). The forms may be downloaded from Public Service Commission website. [www.publicservice.go.ke](http://www.publicservice.go.ke)

- (i) Only shortlisted and successful candidates will be contacted.
- (ii) Canvassing in any form will lead to automatic disqualification.

Shortlisted candidates shall be required to produce the following during the suitability interviews:

- (a) Original National Identity Card, academic and professional certificates and testimonials.
- (b) Original letter of appointment to their current substantive posts; and
- (c) Head of department recommendation (PSC 2A form Revised 2016).

Completed application form, together with certified copies of certificates should reach the Attorney General, **Office of the Attorney General and Department of Justice**, P.O. Box 40112-00100, Nairobi or hand delivered to **8<sup>th</sup> floor, Room 801** not later than **2<sup>nd</sup> March, 2017**.

**GITHU MUIGAI, EGH, SC**  
**ATTORNEY GENERAL**

