



REPUBLIC OF KENYA  
OFFICE OF THE ATTORNEY-GENERAL  
&  
DEPARTMENT OF JUSTICE

AG/CONF/4/159/30/VOL II

9<sup>th</sup> June 2023

All Principal Secretaries / Authorized Officers  
The Secretary / Chief Executive Officer, PSC (K)  
CEOs of State Corporations / State Agencies  
The Comptroller of State House  
The Inspector General of the National Police Service  
The Director of Public Prosecutions  
The Auditor General  
The Controller of Budget  
The County Secretaries

**RE: INTERNAL ADVERTISEMENT OF VACANT POSTS**

Pursuant to Article 156 of the Constitution of Kenya 2010, section 3 & 4 of the Office of the Attorney General (OAG) Act No. 49 of 2012, applications are invited from suitably qualified serving officers in the Public Service for the following vacant posts in the Office of the Attorney General and Department of Justice.

Designation	J/G	CSG	No. of Posts	Advert No
Senior Deputy Solicitor General	U	CSG3	3	No. 1/2023
Deputy Solicitor General	T	CSG4	12	No. 2/2023
Chief State Counsel	S	CSG5	8	No. 3/2023
Deputy Chief State Counsel	R	CSG6	83	No. 4/2023

Interested and qualified persons are requested to make their applications by completing ONE application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

**Please Note**

- THE OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE IS COMMITTED TO AVAILING EQUAL EMPLOYMENT OPPORTUNITIES TO ALL KENYANS. PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.

- Candidates should not attach any documents to the application form. ALL the details requested in the advertisement should be filled on the form.
- Only shortlisted and successful candidates will be contacted.
- Canvassing in any form will lead to automatic disqualification.
- Shortlisted candidates shall be required to produce originals of their National Identity card, academic and professional certificates and transcripts during interviews.
- Serving officers shall be required to produce the original letter of appointment to their current substantive post during the interview and Head of Department Recommendation form (PSC 2A).

The Completed application form should reach:

THE SOLICITOR GENERAL  
OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE  
SHERIA HOUSE, HARAMBEE AVENUE  
P. O Box 40112 - 00100  
GPO, NAIROBI

OR

Hand delivered to Sheria House, Harambee Avenue, Nairobi - 8<sup>th</sup> floor, Room 808 (HRM Registry), on or before the 30<sup>th</sup> June 2023.

ADVERT No. 1/ 2023

SENIOR DEPUTY SOLICITOR GENERAL, JOB GROUP 'U' (CSG3) – 3 POSTS

Terms of Service – Permanent and Pensionable/Local Contract

Basic Salary Scale: Kshs. 292,765 X 19,320 - 312,085 X 21,055 - 333,140 X 22,950 - 335,690 X 25,015 - 406,120 X 30,000 - 436,120 X 35,000 - 576,120 p.m.

Allowances:

- |                              |   |   |
|------------------------------|---|---|
| • Non-Practicing Allowance   | - | Kshs. 40,000 p.m.   |
| • Commuter Allowance         | - | Kshs. 24,000 p.m. if not provided with office to house transport    |
| • Special Legal Allowance    | - | Kshs. 50,000 p.m.   |
| • Entertainment Allowance    | - | Kshs. 65,000 p.m.   |
| • Leave Allowance            | - | Kshs. 10,000 p.a.   |
| • Leave Entitlement          | - | 30 working days p.a.  |
| • House Allowance            | - | Kshs. 80,000 p.m.   |
| • Extraneous Allowance       | - | Kshs. 60,000 p.m.   |
| • Domestic Servant Allowance | - | Kshs. 15,600 p.m.   |
| • Robe Allowance             | - | Kshs. 5,000 p.a.  |
| • Medical Cover              | - | As per National Government Medical Policy Cover for Civil Servants. |

#### Requirements for Appointment:-

- 1) Must have served for a minimum period of Three (3) years in the grade of Deputy Solicitor General or a comparable and relevant grade in the Public Service

OR

Served for an accumulative period of Eighteen (18) years in the Public/Private Sector, three of which should be at the grade of Chief State Counsel or a comparable and relevant grade

- 2) Bachelor of Laws degree (LLB) from a recognized institution,
- 3) Post graduate Diploma in Law from the Kenya School of Law
- 4) A Postgraduate Certificate in Legislative Drafting where applicable
- 5) Qualified as an advocate of the High Court of Kenya
- 6) Certificate in Management/Leadership Course from a recognized institution
- 7) Member of the Law Society of Kenya
- 8) Proficiency in computer applications.

**NOTE:** Possession of a Masters of Laws degree or a Master's degree in a relevant Social Science from a university recognized in Kenya will be considered an added advantage.

#### Duties and Responsibilities

An officer at this level will be deployed as the Head of a Division at the headquarters. She / He will be responsible to the Attorney-General and the Solicitor-General for ensuring that the Division executes the constitutional, statutory and treaty mandates and functions of the Office. This will be done through representing the government in national, foreign and international courts; drafting of legislative proposals; registration of marriages, societies, books and newspapers; administration of estates of deceased persons and trusts; advising the Government on the regulation of the legal profession; advising Ministries, Departments and Agencies on all legal matters relating to the Constitution, international law, human rights, legislation, consumer protection and legal aid; negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and coordinating Kenya's reporting obligations to regional and international human rights and anti-corruption treaty bodies.

A Senior Deputy Solicitor General is responsible for providing strategic leadership and direction in the implementation and coordination of the function in the respective Division. The Officer may be deployed to any of the following technical divisions; Civil Litigation, Legislative Drafting, Public Legal Service (consisting of Public Trustee and Registrar General Departments), Government Legal Services (consisting of International Law Division, Government Transactions and Legal Advisory & Research Division)

ADVERT No. 2/2023

DEPUTY SOLICITOR GENERAL, JOB GROUP 'T' (CSG4) – 12 Posts

Terms of Service – Permanent and Pensionable/Local Contract

Basic Salary: Kshs. 169,140 x 13,680 – 182,820 x 14,980 – 197,800 x 15,260 – 213,060 x 18,190 – 231,250 x 20,150 – 251,400 x 21,940 – 273,340 x 24,990 – 298,330 x 26,100 – 324,430 p.m.

Allowances:

- House Allowance - Kshs. 80,000 p.m.
- Commuter Allowance - Kshs. 24,000 p.m. if not provided with office to house transport
- Special legal allowance - Kshs 50,000 p.m.
- Non-Practicing Allowance - Kshs. 40,000 p.m.
- Entertainment allowance - Kshs. 65,000 p.m.
- Extraneous Allowance - Kshs. 60,000 p.m.
- Leave Allowance - Kshs. 10,000 p.a.
- Leave Entitlement - 30 working days p.a.
- Domestic Servant Allowance - Kshs. 15,600 p.m.
- Robe Allowance - Kshs. 5,000 p.a.
- Medical Cover - As per the National Government Medical Policy.  
for Civil Servants

Requirements for Appointment:-

- 1) Must have served for a minimum period of Three (3) years in the grade of Chief State Counsel or a comparable and relevant grade in the Public Service  
OR  
Served for accumulative period of Fifteen (15) years in the Public/Private Sector, three of which should be at the grade of Deputy Chief State Counsel or a comparable and relevant grade;
- 2) Bachelor of Laws degree (LLB) from a recognized institution,
- 3) Post graduate Diploma in Law from the Kenya School of Law
- 4) A Postgraduate Certificate in Legislative Drafting where appropriate
- 5) Qualified as an advocate of the High Court of Kenya
- 6) Certificate in Management/Leadership Course from a recognized institution
- 7) Member of the Law Society of Kenya
- 8) Proficiency in computer applications.

**NOTE:** Possession of a Masters of Laws degree or a Master's degree in a relevant Social Science from a university recognized in Kenya will be considered an added advantage.



## JOB DESCRIPTION AND APPOINTMENT SPECIFICATIONS

An officer at this level will be deployed as a Head of a Department responsible to the Senior Deputy Solicitor-General. She / He will ensure that the Department executes the constitutional, statutory and treaty mandates and functions of the Office of the Attorney General and Department of Justice through representing the government in national, foreign and international courts; drafting of legislative proposals; registration of marriages, societies, books and newspapers; administration of estates of deceased persons and trusts; promotion of discipline among advocates and advising the Government on the regulation of the legal profession; Formulating policies on matters relating to human rights, good governance and anti- corruption, GJLOs Reform coordination: advising Ministries, Departments and Agencies on all legal matters relating to the Constitution, international law, human rights, legislation, consumer protection and legal aid; negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and coordinating Kenya's reporting obligations to regional and international human rights and anti-corruption treaty bodies.

ADVERT No. 3/2023

CHIEF STATE COUNSEL, JOB GROUP 'S' (CSG5) – 8 POSTS

Terms of Service – Permanent and Pensionable

Basic Salary Scale – Kshs. 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 x 13,680 – 182,820 x 14,980 — 197,800 p.m.

### Allowances:

- House Allowance - Kshs. 60,000 p.m.
- Special Legal Allowance - Kshs. 55,000 p.m.
- Non-Practicing Allowance - Kshs. 40,000 p.m.
- Commuter Allowance - Kshs. 20,000p.m.
- Responsibility Allowance - Kshs. 12,000 p.m.
- Entertainment Allowance - Kshs. 7,500 p.m.
- Leave Allowance - Kshs. 10,000 p.a.
- Leave Entitlement - 30 working days p.a.
- Salary Market Adjustment - Ksh. 18,400
- Medical Cover - As per the National Government Medical Policy. for Civil Servants

**Requirements for Appointment: -**

- 1) Must have served for a minimum period of Three (3) years in the grade of Deputy Chief State Counsel or a comparable and relevant grade in the Public Service
- OR
- Served for accumulative period of Twelve (12) years in the Public Sector, three (3) of which should have been at the grade of Deputy Chief State Counsel or a comparable and relevant grade in the Public Service.
- 2) Bachelor of Laws degree (LLB) from a recognized institution,
- 3) Post graduate Diploma in Law from the Kenya School of Law
- 4) A Postgraduate Certificate in Legislative Drafting where appropriate
- 5) Qualified as an advocate of the High Court of Kenya
- 6) Certificate in Management/Leadership Course from a recognized institution
- 7) Member of the Law Society of Kenya
- 8) Proficiency in computer applications.

**NOTE:** Possession of a Masters of Laws degree or a Master's degree in a relevant Social Science from a university recognized in Kenya will be considered an added advantage.

**Job Description and Appointment Specifications**

An officer at this level will be deployed as a Head of Section responsible to Deputy Solicitor General for ensuring that the section executes the constitutional, statutory and treaty mandates and functions of the Office of the Attorney General and Department of Justice through representing the Government in national, foreign and international courts; drafting of legislative proposals; registration of marriages, societies, books and newspapers; administration of estates of deceased persons and trusts; promotion of discipline among advocates and advising the Government on the regulation of the legal profession; advising Ministries, Divisions and Agencies on all legal matters relating to the Constitution, international law, human rights, legislation, consumer protection and legal aid; negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and coordinating Kenya's reporting obligations to international human rights and good governance treaty bodies

ADVERT No. 4/2023

DEPUTY CHIEF STATE COUNSEL, JOB GROUP 'R' (CSG6) – 83 POSTS

Terms of Service – Permanent and Pensionable

Basic Salary Scale – Kshs. 99,900 x 5,010 – 104,910 x 5,240 – 110,150 x 5,500 – 115,650 x 5,780 – 121,430 x 6,070 – 127,500 x 6,370 – 133,870 x 6,570 – 140,440 x 6,770 – 147,210 x 6,960 – 154,170 x 7,160 – 161,330 x 7,810 – 169,140 p.m.

Allowances:

- Special Legal Allowance - Kshs. 45,000 p.m.
- Non-Practicing Allowance - Kshs. 20,000 p.m.
- Commuter Allowance - Kshs. 16,000p.m.
- Responsibility Allowance - Kshs. 10,000 p.m.
- Entertainment Allowance - Kshs. 7,200 p.m.
- Leave Allowance - Kshs. 10,000 p.a.
- Leave Entitlement - 30 working days p.a.
- House Allowance - Depends with region deployed up to a maximum of Kshs. 50,000 p.m.
- Salary Market Adjustment - Ksh. 35,860
- Medical Cover - As per the National Government Medical Policy for Civil Servants

Requirements for Appointment: -

- 1) Must have served for a minimum period of Three (3) years in the grade of Principal State Counsel or a comparable and relevant grade in the Public Service.

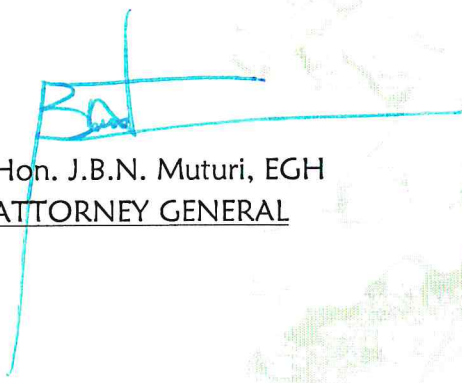
OR

Served for accumulative period of Nine (9) years in the Public Sector, three (3) of which should have been at the grade of Principal State Counsel or a comparable and relevant grade in the Public Service.

- 2) Bachelor of Laws Degree (LLB) from a recognized institution,
- 3) Post graduate Diploma in Law
- 4) A Postgraduate Certificate in Legislative Drafting where appropriate
- 5) Qualified as Advocate of the High Court of Kenya
- 6) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution
- 7) Member of the Law Society of Kenya
- 8) Proficiency in computer applications.

## Job Description and Appointment Specifications

Officers at this level will be deployed as the Heads of a Regional field Offices/Units in the headquarters and the regional/county offices. She/He will be responsible to the Chief State Counsel for ensuring that the Field Offices/Units execute the constitutional, statutory and treaty mandates and functions of the Office of the Attorney General and Division of Justice through representing the Government in national, foreign and international courts; drafting of legislative proposals; registration of marriages, societies, books and newspapers; administration of estates of deceased persons and trusts; promotion of discipline among advocates and advising the Government on the regulation of the legal profession; advising Ministries, Divisions and Agencies on all legal matters relating to the Constitution, international law, human rights, legislation, consumer protection and legal aid; negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and coordinating Kenya's reporting obligations to international human rights and good governance treaty bodies.

  
Hon. J.B.N. Muturi, EGH  
ATTORNEY GENERAL

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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)

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REPUBLIC OF KENYA

OFFICE OF THE ATTORNEY GENERAL  
AND  
DEPARTMENT OF JUSTICE

VACANT POSTS

The Office of the Attorney General is established under Article 156 of the Constitution and governed by the Office of the Attorney General Act No. 49 of 2012.

Pursuant to Article 156 of the Constitution, Sections 3&4 of the Office of the Attorney General Act No. 49 of 2012, applications are invited from suitably qualified serving officers in the Public Service for the following vacant posts in the Office of the Attorney General and Department of Justice.

Designation	Reference Number	J/G	CSG	No. of Posts
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Deputy Solicitor General	Advert No. 2 of 2023	T	CSG4	12
Chief State Counsel	Advert No. 3 of 2023	S	CSG5	8
Deputy Chief State Counsel	Advert No. 4 of 2023	R	CSG4	83

Interested and qualified persons are requested to make their applications by completing **ONE** application form PSC 2 (Revised 2016). The form may be downloaded from Public Service Commission website [www.publicservice.go.ke](http://www.publicservice.go.ke).

Detailed job descriptions and other requirements to be obtained at the Office of the Attorney General and Department of Justice website: [statelaw.go.ke](http://statelaw.go.ke)

Applications should be scanned (PDF) and emailed to [recruit2023@ag.go.ke](mailto:recruit2023@ag.go.ke) or hand delivery or sent to the postal address below on or before the 30<sup>th</sup> June 2023 to be received by 5.00 p.m.

The Solicitor General  
Office of The Attorney General  
and  
Department of Justice  
Sheria House, 8<sup>th</sup> Floor Room 802  
Harambee Avenue  
P.O. Box 40112, 00100  
NAIROBI

*The Office of the Attorney General and Department of Justice is an equal employer committed to diversity and gender equality within the organization and therefore encourages persons with disability, women, youth and those from marginalized areas to apply.*

Any form of canvassing shall lead to automatic disqualification

