



## **THE COUNTY ASSEMBLY OF SIAYA**

**THE SIAYA COUNTY ASSEMBLY SERVICE BOARD AS AN EQUAL OPPORTUNITY EMPLOYER WISHES TO RECRUIT COMPETENT AND QUALIFIED PERSONS TO FILL THE FOLLOWING POSITIONS;**

### **Legal Clerk II; Grade SCASB 9 (Job Group K) - 4 Positions**

Terms of employment: Short term Contract for a period of six (6) months.  
Consolidated Salary: Kshs. 52,870 per month

#### **a) Duties and Responsibilities**

The Legal Clerk II shall report to the Senior Legal Counsel.

#### **Duties and responsibilities:**

- a) Drafting legal documents, private members bills under the supervision of the Legal Counsel.
- b) Filing Court documents and any other legal documents;
- c) Documenting hearing dates in litigation matters
- d) Facilitating services of legal documents.
- e) Collecting, circulating and filing published bills and subsidiary legislation.
- f) Organizing the legal department registry
- g) Providing any other clerical services that may be required by the County Assembly, the Committees, and Research Department.
- h) Any other duties as may be assigned.

#### **b) Requirements for Appointment:**

- a) Bachelor of Law degree from a recognized university
- b) Post graduate Diploma in Law will be an added advantage.
- c) Proficiency in computer application skills;

## **Application Criteria**

Persons interested in filling the above positions should submit their application letters, accompanied by detailed Curriculum Vitae indicating their telephone contacts, copies of relevant academic and professional certificates, national identity card or passport and other relevant supporting documents.

In addition, as part of compliance with Chapter six of the Constitution of Kenya, 2010, all applicants should submit certificates of clearance from the following institutions;

- Ethics and Anti-Corruption Commission,(EACC)
- Higher Education Loans Board, (HELB)
- Credit Reference Bureau, (CRB)
- Criminal Investigations Department, (CID)
- Kenya Revenue Authority, (KRA)

Applicants should be Kenyan citizens

All applications should be delivered in a sealed envelope and clearly indicating the position applied for in the reference line and be addressed to:

**The Secretary,  
Siaya County Assembly Service Board  
Siaya County Assembly Buildings  
P.O Box 7 – 40600  
SIAYA  
Email: [clerk@siyaassembly.go.ke](mailto:clerk@siyaassembly.go.ke)**

Applications should reach the County Assembly Service Board on or before **24<sup>th</sup> March 2021**

Note:

Any form of canvassing will lead to immediate disqualification.

County Assembly of Siaya is an equal opportunity employer; women, youth, persons with disability and serving civil servants are encouraged to apply.

Only shortlisted candidates will be contacted.

*Serving officers are encouraged to apply.*