



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

**VACANT POSITIONS IN THE OFFICE OF THE ATTORNEY GENERAL
AND DEPARTMENT OF JUSTICE**

Applications are invited from qualified persons for the positions shown below:

V/NO	POST	GRADE	NO. OF VACANCIES
134/2024	Deputy Solicitor General	CSG 4/JG 'T'	4
135/2024	Chief State Counsel	CSG 5 /JG 'S'	8
136/2024	Deputy Chief State Counsel	CSG 6/JG 'R'	50

The details of the posts and mode of application can be accessed on the Commission's website.

Interested and qualified persons are required to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke so as to reach the Commission on or **before 20th March 2024 (Latest 5 pm East African Time)**.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**



PUBLIC SERVICE COMMISSION

Our Vision

"A citizen-centric public service"

Our Mission

"To reform and transform the public service for efficient and effective service delivery"

ADVERTISEMENT - VACANT POSITIONS IN THE OFFICE OF THE ATTORNEY GENERAL AND DEPARTMENT OF JUSTICE

Applications are invited from qualified persons for the positions shown below.

Interested and qualified persons are requested to make their applications **ONLINE** through the Commission website: www.publicservice.go.ke or jobs portal: www.psckjobs.go.ke

Please Note:

- (i) Applicants should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application. Details of academic and professional certificates not obtained by closure of the advert should not be included.
- (ii) Only shortlisted and successful applicants will be contacted.
- (iii) Canvassing in any form will lead to automatic disqualification.
- (iv) The Public Service Commission is committed to implementing the provisions of the Constitution - Chapter 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- (v) **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- (vi) It is a criminal offence to present fake certificates/documents.
- (vii) Serving officers shall be required to avail original letters of appointment to the current substantive posts during the interviews.

Applications should reach the Commission **on or before 20th March 2024 (Latest 5 pm East African Time)**.

DEPUTY SOLICITOR GENERAL - FOUR (4) POSTS

V/No. 134/2024

Basic Salary Scale:	Ksh.180,160 - Ksh.335,450 p.m. (CSG 4/Job Group 'T')
House Allowance:	Ksh.80, 000 p.m.
Commuter Allowance:	Ksh.24, 000 p.m. (if not provided with office to house transport)
Special Legal Allowance:	Ksh.50,000 p.m.
Non-Practicing Allowance:	Ksh.40,000 p.m.
Entertainment Allowance:	Ksh.65,000 p.m.
Extraneous Allowance:	Ksh.60,000 p.m.
Leave Allowance:	KSh.10,000 p.a
Domestic Servants Allowance:	Ksh.15,600 p.m.
Robe Allowance:	Ksh. 5.000 p.a.
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service	Permanent or Local Agreement

For appointment to this grade, a candidate have:

- (i) a minimum service period of three (3) years in the grade of Chief State Counsel, CSG 5, or in a comparable and relevant position in the public service;
or
served for a minimum period of fifteen (15) years, three (3) of which should have been in the grade of Deputy Chief State Counsel, CSG 6 and above or in a comparable and relevant position in the wider public service or private sector;
- (ii) a Bachelor of Laws (LLB) degree from a recognized university;
- (iii) post graduate Diploma in Law from the Kenya School of Law;
- (iv) a post graduate certificate in Legislative Drafting, where applicable
- (v) a certificate of admission into the role of advocates of the high court of Kenya;
- (vi) be a member of the Law Society of Kenya;
- (vii) demonstrated a in high degree of administrative competence and professional competence in work performance at that level; and

NOTE: Possession of a Masters Degree in Law or any other relevant Social Science from a university recognized in Kenya will be an added advantage.

Duties and Responsibilities

An officer at this level will be deployed as a head of a department responsible to the Solicitor – General. He/she 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. Specific duties and responsibilities include:

- (i) drafting legislative proposals
- (ii) registration of marriages, societies, books and newspapers
- (iii) administration of estates of deceased persons and trusts;
- (iv) promotion of discipline among advocates and advising government on the regulations of the legal profession;
- (v) formulating policies on matters relating to human rights, good governance, and anti-corruption,
- (vi) GLJOs Reform coordination;
- (vii) advising MDAs on all legal matters relating to the Constitution, international Law, human rights, legislation, consumer protection and legal aid;
- (viii) negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and
- (ix) coordinating Kenya’s reporting obligations to regional and international human rights and anti-corruption treaty bodies.

CHIEF STATE COUNSEL - EIGHT (8) POSTS

V/No. 135/2024

Basic Salary Scale:	Ksh.143,640 - Ksh.262,420 p.m.	(CSG 5/Job Group ‘S’)
House Allowance:	Ksh.60,000 p.m.	
Special Legal Allowance:	Ksh.55, 000 p.m.	
Non-Practicing Allowance:	Ksh.40,000 p.m.	
Commuter Allowance:	Ksh.20,000 p.m.	
Responsibility Allowance:	Ksh.12.000 p.m.	
Entertainment Allowance:	Ksh.7,500 p.m.	
Leave Allowance:	Khs.10.000 p.a	
Salary Market Adjustment:	Ksh.18,400 p.m	
Annual Leave:	30 working days	
Medical Cover:	As provided by the Government	
Terms of Service:	Permanent/Local Agreement	

For appointment to this grade, a candidate must:

- (i) have served for a minimum period of three (3) years in the grade of Deputy Chief State Counsel, CSG 6, or in a comparable and relevant position in the public service;

or

- have served for a minimum period of twelve (12) years, three (3) of which should have been at the grade of Principal State Counsel CSG 7 and above, or in a comparable and relevant position in the wider public service or private sector;
- (ii) have a Bachelor of Law Degree (LLB) from a university recognized in Kenya;
- (iii) have a Post Graduate Diploma in law from the Kenya School of Law;
- (iv) a post graduate certificate in Legislative Drafting, where applicable
- (v) Admission as an Advocate of the High Court of Kenya;
- (vi) be a member of the Law Society of Kenya;

NOTE: Possession of a Masters Degree in Law or any other relevant Social Science from a university recognized in Kenya will be an added advantage.

Duties and Responsibilities

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. Specific duties and responsibilities include:

- (i) representing the Government in national, foreign and international courts;
- (ii) drafting of legislative proposals;
- (iii) registration of marriages, societies, books and newspapers;
- (iv) administration of estates of deceased persons and trusts;
- (v) promotion of discipline among advocates and advising the Government on the regulation of the legal profession;
- (vi) advising Ministries, Departments and Agencies on all legal matters relating to the Constitution, international law, human rights, legislation, consumer protection and legal aid;
- (vii) negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties; and
- (viii) coordinating Kenya's reporting obligations to international human rights and good governance treaty bodies.

Basic Salary Scale:	Ksh.102,860 – Ksh.172,350 p.m. (CSG 6/Job Group ‘R’)
Special Legal Allowance:	Ksh.45,000 p.m.
Non-Practicing Allowance:	Ksh.20,000 p.m.
Commuter Allowance:	Ksh.16, 000 p.m.
Responsibility Allowance:	KSh.10,000 p.m.
Entertainment Allowance:	Ksh.7,200 p.m.
Leave Allowance:	Ksh.10,000 p.a
House Allowance:	Depends on region deployed up to a maximum of Ksh.50, 000 p.m.
Salary Market Adjustment:	Ksh.35,860 p.m
Annual Leave:	30 working days per financial year
Medical Cover:	As provided by the Government
Terms of Service	Permanent or Local Agreement

For appointment to this grade, a candidate must:

- (i) have served for a minimum period of three (3) years at the grade of Principal State Counsel CSG 7 or in a comparable and relevant position in the wider public service;
- (ii) have a Bachelor of Law Degree (LLB) from a university recognized in Kenya;
- (iii) have a Post Graduate Diploma in law from the Kenya School of Law.
- (iv) a post graduate certificate in Legislative Drafting, where applicable
- (v) Admission as an Advocate of the High Court of Kenya.
- (vi) be a member of the Law Society of Kenya;
- (vii) have demonstrated professional and administrative competence at that level;

Duties and Responsibilities

An officer at this level may be deployed as the head of a regional field office/unit in the headquarters and the regional /county offices. He/she will be responsible to the Chief State Counsel for ensuring the Field Office/Units execute the Constitutional, statutory and treaty mandates of the Office of the Attorney General and Department of Justice. Specific duties and responsibilities for an officer at this level include: -

- (i) Administration of civil registry, allocation of case files, legal advice to and undertaking litigation on behalf of National and County governments, undertaking arbitrations, asset-tracing and recovery/debt collection;
- (ii) Supervision of staff;
- (iii) drafting and reviewing complex documents, contracts and international agreements;
- (iv) providing legal advice and opinions to Ministries/State Departments and State Corporations;
- (v) Drafting of complex bills and subsidiary legislation;

- (vi) advising Government Ministries/State Departments and State Corporations on complex legislative matters;
- (vii) preparation of statutes for revision and publication of the annual supplement to the Laws of Kenya;
- (viii) Oversee and co-ordinate administration of Estates and Trusts in Head Office as well as Regional offices;
- (ix) oversee and co-ordinate legal functions, property management and conveyance and co-ordinate Ex-Officio Agents;
- (x) Ensuring proper handling of disciplinary processes; carrying out in-house settlement of disputes; prosecuting matters before the Disciplinary Tribunal and handling alternative dispute resolution; compilation of Statistical Reports;
- (xi) Undertaking duties of an Official Receiver or Deputy Registrar; supervision of registries including companies, business names, societies, coat of arms, marriages, divorce and adoptions; handling of disputes; signing of statutory documents and issuing gazette notices;
- (xii) Initiating research on emerging legal issues, preparing legal opinions and briefs and
- (xiii) Initiating policy research, formulation and reform;
- (xiv) advising Ministries/State Departments on legal policy issues;
- (xv) preparing periodic/country reports and ensuring compliance with regional and international instruments, ensuring compliance with principles and values of good governance, human rights, transparency, accountability, ethics and integrity.

**SECRETARY/CEO
PUBLIC SERVICE COMMISSION**