

Legal Officer at Tana River County

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Job Description

Tana River County is one of the forty seven counties in the Republic of Kenya. The County takes its name from River Tana which is the longest river in Kenya. It is a County in the former Coast Province, Kenya with an area of 35,.8 square kilometers (13,.7 sq mi) and a population of , according to the census.

Duties and Responsibilities

Duties and responsibilities at this level will entail:

Implementing strategic plans and objectives in respect to the legal function;

Preparing and reviewing legal documents/instruments;

Handling pre-litigation legal disputes and inquiries;

Preparing legal opinions and legal briefs;

Drafting leases and contracts;

Undertaking research on specific legal areas;

Ensuring compliance with statutory and other legal requirements;

Ensuring safe custody of legal documents and records;

Providing legal risk reviews;

Any other duties assigned by the supervisor.

Requirements for Appointment

For appointment to this grade, a candidate must have:

Bachelors of Laws (LL.B) degree from a recognized institution;

Post graduate Diploma in Legal Studies (Advocates Training Programme) from the

Council of Legal Education;

Membership to the Law Society of Kenya (LSK) and the Institute of Certified Public

Secretaries of Kenya (ICPS (K));

Been admitted as an Advocate of the High Court of Kenya;

Current Advocates Practicing Certificate; and

Certificate in computer application skills

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