



## MOMBASA COUNTY PUBLIC SERVICE BOARD



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### EXTERNAL ADVERTISEMENT

Pursuant to the provisions of Article 235 of Constitution of Kenya (2010), Mombasa County Public Service Board wishes to consider applications from highly qualified, results oriented and self-motivated Kenyan citizens for appointment to the following positions in the County Government of Mombasa.

#### **MCPSB/001/16/2025: Principal Legal Officer Job Group 'P' Four (4) positions.**

#### **Terms of service: Three (3) Years Contract**

#### **Duties and Responsibilities**

- Coordinating formulation, implementation and review of legal policies and procedures to ensure that they are in line with relevant laws and Government Circulars.
- Ensuring compliance with statutes, regulations and procedures.
- Reporting on various issues including legal affairs affecting the County.
- Vetting, reviewing, negotiating contracts, leases, agreements memorandums of understanding and other legal documents.
- Reviewing legal framework and advising on levels of compliance by sector players.
- Coordinating litigation management through the supervision of the County Solicitor by liaising with external lawyers to ensure adequate representation of the County.
- Ensuring that requisite information and evidence on legal matters involving the County is compiled and proper instructions issued to external Lawyers.
- Conducting research on legal issues.
- Undertaking and coordinating legal audits to measure the County's level of compliance with various legal requirements, identifying legal risks and advise on mitigation measures.
- Shall on the instructions of the County Attorney through the County Solicitor represent the County Executive in court or in any other legal proceedings to which the County Executive is a party, other than criminal proceedings.

- Handling pre-legal disputes and inquiries, preparing legal opinions, legal briefs, drafting leases, memorandum of understanding and contracts.
- Analyzing research data and compiling reports.
- Understanding law review.
- Interpreting legal instruments
- Perform any other function that may be assigned from time to time.

### **Requirements for appointment**

- Bachelor of Laws (LL. B) degree from a recognized institution.
- Post graduate Diploma in law from The Kenya School of Law.
- Membership to the Law Society of Kenya (LSK) in good standing.
- A minimum experience of three (3) years in either public or private legal practice.
- Current Advocate's Practicing Certificate.
- Proficiency in computer skills.
- A masters will be an added advantage.
- Meets the requirements of Chapter Six of the Constitution, 2010

### **MCPSB/001/17/2025: Quantity Surveyor Job Group 'K' Three (3) positions.**

#### **Terms of service: Three (3) Years Contract**

#### **Duties and Responsibilities**

- Squaring dimensions and abstracting for the preparation of Bills of Quantities.
- Preparation of specifications and assisting in the preparation of payment certificate.

### **Requirements for appointment**

- Bachelor's degree in Quantity Surveying or equivalent qualification from a university recognized in Kenya.
- Proficiency in computer skills.
- Meets the requirements of Chapter Six of the Constitution, 2010

### **HOW TO APPLY**

Interested and qualified candidates are required to complete employment application details from Mombasa County Public Service Board website **[www.mcpsb.go.ke](http://www.mcpsb.go.ke)**

Certified copies of relevant Academic and Professional certificates and transcripts, Identity card or Passport and any other relevant supporting documents should be attached.

Submission for the Job Applications should be done on or before **9<sup>th</sup> April 2025**.  
County Government of Mombasa is an equal opportunity employer. Youth, Women and Persons Living with Disabilities, Marginalized and Minority communities are encouraged to apply.

Canvassing in any form will lead to automatic disqualification.

Please be informed that Mombasa County Public Service Board DOES NOT USE AGENTS nor CHARGE ANY FEE for its services.

ONLY Short listed candidates will be contacted and they shall be required to produce originals of their National Identity Card, Academic and Professional certificates, Transcripts and Certified copies of Clearance certificates Directorate of Criminal Investigations (Certificate of Good Conduct), Kenya Revenue Authority, Ethics & Anti-Corruption Commission (EACC), Higher Education Loans Board, Credit Reference Bureau, Clearance certificate from Commission for University Education (for holders of degrees from foreign Universities) and any other relevant documents during interviews.

Further information is available on the Mombasa County Public Service Board website.

