



REPUBLIC OF KENYA

**OFFICE OF THE ATTORNEY GENERAL
&
DEPARTMENT OF JUSTICE**

VACANT POSITIONS

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

S/No	VACANCY NO.	VACANCY	JOB GROUP	NO. OF POSTS
1.	VACANCY NO. 3/2024	STATE COUNSEL	CSG 9	SEVENTY-EIGHT (78)
2.	VACANCY NO. 4/2024	ASSISTANT OFFICE ADMINISTRATOR III	CSG 12	THIRTY (30)
3.	VACANCY NO. 5/2024	LEGAL CLERK ASSISTANT IV	CSG 13	THIRTY (30)
4.	VACANCY NO. 6/2024	OFFICE ASSISTANT III	CSG 16	THIRTY (30)

1. VACANCY NO. 3/2024 - STATE COUNSEL, CSG 9, SEVENTY-EIGHT (78) POSTS

(a) Terms of Service

Permanent and Pensionable

(b) Salary and other benefits

Basic salary – Ksh 44,400 x 1,920 - 46,320 x 2,000 - 48,320 x 2,290 - 50,610 x 2,350 - 52,960 x 2,550 - 55,510 x 2,850 - 58,360 x 2,750 - 61,110 p.m.

Allowances:

- House Allowance - As per region deployed
- Commuter Allowance - Kshs. 6,000 p.m.
- Non-Practice Allowance - Kshs. 15,000 p.m.
- Special Legal Allowance - Kshs. 45,000 p.m.
- Responsibility Allowance - Kshs. 3,200 p.m.
- Salary Market Adjustment - Kshs. 19,266 p.m.
- Leave Entitlement - 30 working days p.a
- Leave Allowance - Kshs. 6,000 p.a.

(c) Duties and Responsibilities

SHERIA HOUSE, HARAMBEE AVENUE

P.O. Box 40112-00100, NAIROBI, KENYA. TEL: +254 20 2227461/2251355/07119445555/0732529995

E-MAIL: info.statelawoffice@kenya.go.ke WEBSITE: www.attorney-general.go.ke

DEPARTMENT OF JUSTICE

CO-OPERATIVE BANK HOUSE, HAILLE SELLASIE AVENUE P.O. Box 56057-00200, Nairobi-Kenya TEL: Nairobi 2224029/ 2240337

E-MAIL: legal@justice.go.ke WEBSITE: www.justice.go.ke

ISO 9001:2008 Certified



This will be entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer and may be deployed to any of the technical divisions which include Civil Litigation, Legislative Drafting, Justice and Constitutional Affairs, Public Legal Services, Government Legal Services, Advocates Complaints Commission and Regional Offices.

(d) Requirements

For appointment to the grade of **State Counsel, CSG 9**, a candidate must possess: -

- (i) Bachelor of Laws degree (LLB) from a recognized institution;
- (ii) Postgraduate Diploma in law from Kenya School of Law;
- (iii) Been admitted as an advocate of the High Court of Kenya;
- (iv) Met the requirements of Chapter six of the Constitution; and
- (v) Proficiency in computer applications.

2. VACANCY NO. 4/2024 - ASSISTANT OFFICE ADMINISTRATOR III, CSG 12, THIRTY (30) POSTS

(a) Terms of Service

Permanent and Pensionable

(b) Salary and other benefits

Basic salary - Ksh 28,620 x 1,110 - 29,730 x 1,120 - 30,850 x 1,150 - 32,000 x 1,170 - 33,170 x 1,250 - 34,420 x 1,300 - 35,720 x 1,380 - 37,100 p.m.

Allowances:

- Commuter Allowance - Kshs. 4,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Take oral dictation; Process word and data from manuscript; Operate Office equipment; Ensure security of the office equipment, documents and records; Attend to visitors/clients; Handle telephone calls and appointments; Keep an up to date filing system in the office; Supervise office cleanliness; and Undertake any other office administrative services /duties that maybe assigned.

(d) Requirements

For appointment to the grade of Office Administrative Assistant III, CSG 12, a candidate must possess: -

- (i) Kenya Certificate of Secondary Education (KCSE), mean grade C - (minus) with at least C (plain) in English or Kiswahili Language or its equivalent qualification from a recognized institution;

- (ii) Diploma in Secretarial Studies from the Kenya National Examinations Council (KNEC)

OR

Business Education Single and Group Certificates (BES & GC) from the Kenya National Examinations Council in the following subjects: -

- (a) Typewriting III (50 w.p.m.) / Computerized Document Processing III;
- (b) Shorthand II (80 w.p.m.);
- (c) Business English II/ Communications I;
- (d) Office Practice II;
- (e) Secretarial Duties II;
- (f) Commerce II;
- (g) Office Management III/ Office Administration and Management III; and

- (iii) Certificate in Computer Applications from a recognized institution.

3. VACANCY NO. 5/2024 - LEGAL CLERK ASSISTANT IV, CSG 13 THIRTY (30) POSTS

(a) Terms of Service

Permanent and Pensionable

(b) Salary and other benefits

Basic salary – Ksh 25, 420 x 1,040 – 26,460 x 1,070 – 27,530 x 1,090 - 28,620 x 1,110-29,730 x 1,120 -30,850 x 1,150 -32,000 x 1,170 -33,170 p.m.

Allowances:

- Commuter Allowance - Kshs. 4,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: recording and filing processes in registers; maintaining the registers, service of documents issued by courts; preparation of returns/affidavits of service and management of the Legal Clerk movement register. Ensuring that all court processes are served in accordance with the provision of the law, executing warrants of arrest and enforcing various court orders.

(d) Requirements

For appointment to the grade of **Legal Clerk Assistant IV, CSG 13**, a candidate must possess: -

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (minus) or its equivalent qualification;
- (ii) The requirements of Chapter Six of the Constitution of Kenya;
- (iii) Certificate of proficiency in computer applications from a recognized institution; and

- (iv) Valid Process Server Certificate from the High Court of Kenya will be an added advantage;

4. VACANCY NO. 6/2024 - OFFICE ASSISTANT III, CSG 16 THIRTY (30) POSTS

(a) Terms of Service

Permanent and pensionable.

(b) Salary and other benefits

Basic salary – Ksh 18,250 x 510 – 18,760 x 580 – 19,340 x 580 – 19,920 x 640-20,560 x 680 – 21,240 x 700 – 21,940 x 780 – 22,720 p.m.

Allowances:

- Commuter Allowance - Kshs. 3,000 p.m.
- House Allowance - As per region deployed
- Leave Allowance - Kshs. 4,000 p.a.
- Leave Entitlement - 30 working days p.a.

(c) Duties and Responsibilities

This will be the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: Clean Offices, machines/equipment/apparatus; maintain general cleanliness around offices by collection and disposal of litter; collect and dispose waste including papers and ensure general proper sanitation; dust the office and ensure habitable office conditions; move or carry office equipment, furniture and ensure orderly arrangement; dispatch letters and files; and carry out photocopying, scanning, binding and lamination.

(d) Requirements

For appointment to the grade of **Office Assistant III, CSG16**, a candidate must possess: -

- (i) Kenya Certificate Secondary Education (KCSE) mean grade D

How to Apply

Candidates who meet the above requirements are requested to make their applications by filling Application for Employment Form **OAG&DOJ.1.2024** available on OAG & DOJ website (www.statelaw.go.ke). Applications should be scanned (PDF) and Emailed to: **recruit2024@ag.go.ke** or sent to the address below on or before **21st November, 2024** to be received by **5.00pm**.

**THE SOLICITOR GENERAL,
OFFICE OF THE ATTORNEY GENERAL &
DEPARTMENT OF JUSTICE,
P.O BOX 40112-00100
NAIROBI.**