



COUNTY GOVERNMENT OF BUSIA
OFFICE OF THE GOVERNOR
P.O. PRIVATE BAG - 50400
BUSIA (K)

Email: governor@busiacounty.go.ke



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Pursuant to Article 235(1)(b) of the Constitution of Kenya, 2010 and Section 58A(5) of the County Governments Act, No. 17 of 2012, as amended by the County Governments (Amendment) Act, 2020 (Act No. 11 of 2020), the County Government of Busia invites applications from suitably qualified persons to fill the following positions at the Busia County Public Service Board (CPSB).

VACANT POSTS AT BUSIA COUNTY PUBLIC SERVICE BOARD (CPSB)

S/No.	Position	No. of vacancies	Advert No.
1.	Member, County Public Service Board	2	CPSB/01/2026

MEMBER, COUNTY PUBLIC SERVICE BOARD (2 POSTS)

Advert No.: CPSB/01/2026

Requirements for Appointment

Applicants must:

1. Be Kenyan citizens.
2. Hold at least a Bachelor's Degree from a University recognized in Kenya.
3. Have at least five (5) years relevant working experience.
4. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on Leadership and Integrity.
5. Be professionals who demonstrate compliance with the relevant professional codes of conduct where applicable.

Duties and Responsibilities

The successful candidates will assist the County Public Service Board in carrying out its constitutional and statutory mandate, including:

- Establishing and abolishing offices in the County Public Service.
- Appointing persons to hold or act in County Public Service offices, including Boards of Cities and Urban Areas, and confirming appointments.

- Exercising disciplinary control over, and removing, persons holding or acting in County Public Service offices.
 - Preparing and submitting regular reports to the County Assembly on the execution of the Board's functions.
 - Promoting the national values and principles of governance under Articles 10 and 232 of the Constitution.
 - Evaluating and reporting to the County Assembly on compliance with the values and principles of public service.
 - Facilitating coherent and integrated human resource planning and budgeting for personnel emoluments.
 - Advising the County Government on Human Resource Management and Development.
 - Advising the County Government on the implementation and monitoring of the National Performance Management System.
 - Making recommendations to the Salaries and Remuneration Commission (SRC) on remuneration, pensions and gratuities for County Public Service employees.
 - Performing any other duties assigned by law or as may be required from time to time.
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Terms of Service

Tenure

Six (6) years, non-renewable, and may be on a part-time basis.

Remuneration

As determined by the Salaries and Remuneration Commission (SRC).

Application Procedure

Applicants MUST submit the following documents:

Mandatory Attachments

1. Detailed Curriculum Vitae (CV).
 2. Copy of National Identity Card.
 3. Copies of relevant Academic and Professional Certificates and Testimonials.
 4. Registration Certificate from the relevant Professional Body (where applicable).
 5. Valid Practicing License from the relevant Regulatory Body (where applicable).
 6. Computer Packages Certificate.
 7. Chapter Six compliance documents:
 - a. Valid Directorate of Criminal Investigations (DCI) Clearance Certificate.
 - b. Valid Kenya Revenue Authority (KRA) Tax Compliance Certificate.
 - c. Valid Higher Education Loans Board (HELB) Clearance Certificate.
 - d. Ethics and Anti-Corruption Commission (EACC) Self-Declaration Form.
 - e. Credit Reference Bureau (CRB) Clearance Certificate.
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Submission of Applications

Applications should clearly indicate:

"Application for the Position of Member, County Public Service Board"

on the envelope or in the email subject line.

Applications should be submitted either:

By Email

cpsbbusiaselectionpanel@busiacounty.go.ke

OR

By Hand Delivery to

The Office of the County Secretary & Head of Public Service
Office of the Governor
County Government Headquarters
1st Floor, Room No. 43
BUSIA

Applications must be received on or before **Friday, 14th August 2026 at 5:00 p.m. (East African Time)**.

Address Applications To

The Chairperson
Selection Panel
Office of the Governor
County Government of Busia
P.O. Private Bag – 50400
Busia, Kenya

Important Information

1. Only shortlisted candidates will be contacted.
2. Canvassing in any form will lead to automatic disqualification.
3. The County Government of Busia is an Equal Opportunity Employer and is committed to the provisions of Article 232(1) of the Constitution on fair competition, merit, diversity and inclusion. Women, persons with disabilities, marginalized groups and minorities are strongly encouraged to apply.
4. Shortlisted candidates will be required to present original National Identity Cards, academic and professional certificates, transcripts and Chapter Six compliance documents during the interview.
5. Presentation of forged or falsified documents is a criminal offence and will lead to disqualification and possible prosecution.

COUNTY GOVERNMENT OF BUSIA

This version **does not alter any wording or legal references**. It only enhances the document through improved typography, spacing, headings, and table formatting, making it suitable for publication on the County website, newspapers, or official notices.