



COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX 1103 – 50400
BUSIA, KENYA



ADVERTISEMENT

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 59 (1) (b), of The County Governments Act No.17, 2012, The County Public Service Board of Busia invites applications from suitably qualified persons to fill vacant positions in the Department of Public Works, Roads, Transport and Energy as follows:

S/No	Positions	Job Group	Advert No	Number of Posts
1.	Plant Operator Grade III	'D'	32/2021	11
2.	Administration Officer I	K	33/2021	2
3.	Cleaning Supervisor III/Senior Support Staff	D	34/2021	8
TOTALS				21

1. PLANT OPERATOR GRADE III, JOB GROUP 'D' (ELEVEN)11 POSTS-V/No:32/2021

a) Job Specification/Requirements

- i. Be a Kenyan Citizen
- ii. Kenya Certificate of Secondary Education mean grade 'D' (Plain) or an equivalent qualification from a recognized institution;
- iii. Have passed the suitability test for plant operators;
- iv. Possess a valid driving license free from current endorsements for class (es) of machine (s) that one may be required to operate;
- v. Be able to operate at least two (2) plants of difficult rating 'C'
- vi. attended a First Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or the Kenya Institute of Highways and Technology (KIHBT) or any other recognized institution; and
- vii. Shown merit and ability as reflected performance and results

b) Duties and Responsibilities

This is the entry and training grade for plant operators

Duties:

- i. Operating machines of; difficult 'rating' C'
- ii. Assisting machine attendance in identifying possible breakdowns
- iii. Liaising with mechanics for servicing, making daily and weekly oil checks; and
- iv. Maintaining the cleanliness of the plants

2. ADMINISTRATION OFFICER I - JOB GROUP “K”) -TWO (2) POSTS- V/No:33/2021

Job Specification/Requirements

- Must be a Kenyan citizen
- Bachelor’s Degree in any of the following Disciplines:-Public Administration, Business Administration/Management, International Studies, or any other social sciences from a recognized institution
- Certificate in computer applications from a recognized institution
- Demonstrated merit and ability as reflected in work performance

Duties and Responsibilities:

- Planning of Office Accommodation and layout
- Lead budgeting process, procurement and coordinate financial record information and reports.
- Maintain and monitor staff performance information as per service charter
- Ensure staff training and welfare is managed as per laid down municipal scheme of service.
- Facilitating transport and travelling services
- Maintain and updating furniture and office equipment inventory
- Ensure payment of utility bills
- Facilitate movement of assets
- Facilitate general Maintenance of building and furniture
- Facilitating logistics for meetings, conferences and other special events
- Collection and collating data on development activities
- Providing input in organizing public participation awareness.
- Any other duties assigned by the immediate supervisor

3. CLEANING SUPERVISOR III/SENIOR SUPPORT STAFF JOB GROUP “D”-EIGHT (8) POSTS-V/No:34/2021

Duties and Responsibilities

- Execute day – to – day office operations support duties as per duty roster to ensure smooth service delivery
- Maintain general cleanliness of office and its environment
- Liaising with the Office administration staff on operational matters
- Filing, typing and Organization of the offices
- Provide mesengerial duties
- Ensuring safety, proper care and maintenance of office property
- Prepare and serve tea for staff
- And any other assigned duties from time to time

Job Specifications/Requirements

For appointment to this grade, a candidate must: -

- Be a Kenyan citizen of sound mind
- Be in possession of a minimum grade of Kenya Certificate of Secondary (KCSE) Mean Grade D(Plain)
- Must be a person of High integrity
- Functional ability to operate computer applications
- Self-driven and ability to work under minimal supervision
- Team player with good interpersonal skill

Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents

- Tax Compliance Certificate
- Clearance from HELB where necessary
- Clearance from the Ethics and anti-corruption commission
- Certificate of good conduct from the police
- CRB Clearance Certificate

Interested and qualified persons are invited to make their applications attaching copies of National ID Card, Academic and professional certificates, Chapter Six Documents and any other testimonials and send or Hand Delivered to the undersigned on or before **9th November, 2021** latest **5.00 pm (East African Time)** at **PORT VICTORIA PLAZA**

**THE SECRETARAY/CEO
COUNTY PUBLIC SERVICE BOARD
COUNTY GOVERNMENT OF BUSIA**

Please Note

- I. Only shortlisted and successful applicants will be contacted.
- II. Canvassing in any form will lead to automatic disqualification.
- III. The County Public Service Board is committed to implementing the provisions of the Constitution - Article 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.**
- IV. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts during interviews.
- V. It is a criminal offence to present fake certificates/documents.

NOTE THAT DIRECT OR INDIRECT CANVASING WILL LEAD TO AUTOMATIC DISQUALIFICATION

Assumpta N. Obore
Chairperson
County Public Service Board

Secretary/CEO
County Public Service Board

Dr.Dominics Dan Ayaa
Member
County Public Service Board

.....
Musundi Mondelane Nechesa
Member
County Public Service Board

.....
Thomas Taka Ouma
Member
County Public Service Board