



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 the following vacant positions in the Office of the Governor as follows:

S/No	Cadre/Advertised Post	J/G	No of Vacancies	Advert No
1.	Firemen/Fire Fighter III	E	5	27/2021
2.	Senior support staff/cleaning supervisor III	D	4	28/2021
3.	Drivers III (Fire Engine Driver III)	D	3	29/2021
4.	Constable II	D	6	30/2021
5.	Administration Officer III/Village Administrator III (NAMBALE SUB COUNTY – NAMBALE “B” VILLAGE)	H	1	31/2021
	TOTALS		19	

JOB DESCRIPTION AND APPOINTMENT SPECIFICATION

A. FIREMEN/FIRE FIGHTER III JOB GROUP “E”-FIVE (5) POSTS-V/NO.27/2021

FIRE FIGHTER JOB RESPONSIBILITIES

- Performing specialized functions in preparing and responding to fire/emergency calls in order to ensure loss of life, property or injury as a result of fire is prevented and/or minimized.
- Responding to emergency calls; laying and connecting hose; holding nozzles and directing water streams; raising and climbing ladders; using extinguishers and other equipment.
- Assisting in rescue operations during emergencies.
- Operating appliances and communication equipment. .
- Maintenance of equipment in good repair in accordance with county policies and procedures

QUALIFICATIONS FOR THE FIRE FIGHTER JOBS

- Be a Kenyan citizen
- KCSE Grade D (Plain) or its equivalent with relevant qualifications from a reputable fire service training school

- Valid Driving License will be an added advantage
- A Certificate course in firefighting/Rescue or Firemen Grade III/II from a recognized institution or from NYS will be an added advantage.
- Basic mechanical knowledge of vehicle/Machine will be an added advantage
- Physically and medically fit as certified by Government Doctor
- Have First aid certificate course lasting not less than one (1) week from St. Johns Ambulance or Kenya Institute of Highways and Building Technology (KHIBT) or any other recognized institution;

**B. SENIOR SUPPORT STAFF/CLEANING SUPERVISOR III JOB GROUP “D”
4(FOUR) POSTS-V/NO.28/2021**

For direct appointment to the grade

- A candidate must have Kenya Certificate of Education Division IV or Kenya Certificate of Secondary Education (KCSE) mean grade of D (PLAIN) or its equivalent.
- Satisfy the requirement of Chapter six (6) of the Constitution of Kenya 2010 leadership and Integrity

Duties and Responsibilities

Successful candidates will be deployed in any station within the department and assignments include: - carrying out cleaning and messengerial duties as instructed.

C. FIRE ENGINE DRIVERS III JOB GROUP “D”-THREE(3) POSTS-V/NO.29/2021

Duties and Responsibilities

Reporting to the Chief Officer, the Officer will be responsible for the following duties:

- Making routine daily checks and inspection of the fire engine to ensure it is in sound mechanical condition
- Ensuring general routine maintenance of the fire engine and equipment in line with the manufacturer’s manual / specifications
- Reporting any malfunctioning of the vehicle/fire engine systems
- Driving/operating the fire engine as authorized
- Ensuring security and safety of the fire engine on and off the road
- Maintenance of work tickets for vehicle/fire engine assigned
- Responding to fire and emergency calls in order to prevent and/or minimize loss of life, property or injury
- Safely and efficiently driving the fire engine to the scene of fire in response to an emergency
- Operating the fire engine pumps and other fire/rescue apparatus safely and efficiently
- Perform any other duty as may be assigned by the supervisor.

Requirements for Appointment

The candidate must:

- Be a Kenyan citizen
- Be in possession of Kenya Certificate of Secondary Education Mean Grade D (Plain)/ O-level Education
- Possess a valid driving license from current endorsement(s)
- Passed Suitability test certificate for Drivers Grade III conducted by ministry of works and public works
- Passed Occupational trade test III/II/I for Drivers conducted by ministry of works and public works
- Have a minimum three (3) years proven experience in fire engine/firefighting equipment operation will be an added advantage
- Be physically and medically fit as certified by a Government Doctor;
- A certificate course in firefighting/ fire rescue from a recognized institution will be an added advantage
- Possession of emergency vehicle operator compliance certificate
- Possess a valid certificate of good conduct
- A first aid certificate course lasting not less than a week from Kenya Institute of Highways and Building Technology, St. John Ambulance or any other recognized institution
- Possession of a Grade III and above certificate in vehicle mechanics/maintenance will be an added advantage;
- Former members of the disciplined forces and the NYS who have undergone firefighting training or ex-fire fighters/fire engine operators will have an added advantage

D. CONSTABLE II/SECURITY OFFICER-JOB GROUP “D”-SIX(6) POSTS-V/NO.30/2021

Duties and responsibilities

- enforcement of all laws and regulations
- Guarding County Government property
- Reporting security breaches or incidents
- Managing access control systems and employee and visitors identification
- Responding to emergencies
- Provision of assistance to the public when in need
- Provision of VIP protection services
- Undertaking clerical duties, and
- Prevention and detection of crime Performance of any other lawful duties that may be prescribed by the supervisor
- Any other specialized and general duties

Job specifications/requirements

- Must be a Kenyan citizen
- Kenya Certificate of Secondary Education Mean Grade D- (Minus) and above or its approved equivalent
- Age: 18 – 30 years
- Medical fitness-candidates must meet the body fitness test as applicable to the Kenya police force plus a fitness medical certificate.
- Good vision, hearing and physical fitness
- Pass in the aptitude test
- No previous criminal conviction or record
- To undergo Basic Recruit Training Programme (within 3 months of appointment)
- Satisfy the requirements of Chapter six of the Constitution of Kenya 2010 on leadership and integrity.

E. ADMINISTRATION OFFICER III/VILLAGE ADMINISTRATOR III (NAMBALE SUB COUNTY –NAMBALE “B”), JOB GROUP ‘H’ – 1 POST- V/NO:31/2021

Duties and Responsibilities

- Planning office accommodation layout
- Facilitating transport and travelling services
- Maintaining and updating furniture and office equipment inventory
- Ensuring payment of utility bills
- Facilitating movement of assets
- Facilitating general maintenance of building and furniture and;
- Facilitating logistics for meetings, conferences and other special events
- Collecting and collating data on developmental activities and;
- Providing input in organizing public participation awareness at the local level.

Requirements for appointment

For appointment to this grade, a candidate must have:

- Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution; and
- Certificate in computer application from a recognized institution.

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*

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*Musundi Mondelane Nechesa
Member
County Public Service Board*

.....
Thomas Taka Ouma

Member
County Public Service Board