



**COUNTY GOVERNMENT OF BUSIA
COUNTY PUBLIC SERVICE BOARD
P.O. BOX PRIVATE BAG-50400
BUSIA, KENYA**



ADVERTISEMENT

Pursuant to Article 235 (1) (b) of the Constitution of Kenya, 2010 and Sections 58(3), and 58A (5) of the County Government Act No. 17 of 2012 as amended by the County Government Act No. 11 of 2020. The County Government of Busia invites applications from suitably qualified persons to fill the position of Chairperson at the Busia County Public Service Board.

VACANT POST AT BUSIA COUNTY PUBLIC SERVICE BOARD. (CPSB)

S/NO.	Cadre /Advertised Post	No of Post	Advert No.
1.	Chairperson of the Board – County Public Service Board	1	CGB/1/2023

CHAIRPERSON, COUNTY PUBLIC SERVICE BOARD ONE (1) POST

Requirements for appointment

- i. Be a Kenyan Citizen.
- ii. Be in possession of a Bachelor's degree from a university recognized in Kenya.
- iii. Relevant work experience of not less than (10) years.
- iv. Meet the requirements of Chapter Six of the Constitution of Kenya, 2010 on leadership and integrity.

Duties and Responsibilities

- Establish and abolish offices in the County Public Service,
- Appoint persons to hold or act in office of Public County Offices including the Boards of cities and urban areas within the County and to confirm appointments,
- Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service,
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board,
- Promote in the County Public Service Board the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya, 2010.
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Article 10 and 232 of the Constitution of Kenya are compiled with in the County Public Service Board.

- Facilitate the development of coherent integrated Human Resource Planning and Budgeting for personnel emoluments in the County.
- Advise the County Government on Human Resource Management and Development.
- Advise the County Government on implementation and monitoring of the National Performance Management System in the County,
- Make recommendations to the Salaries and Remuneration Commission (SRC) on behalf of the County Government on remuneration, pensions, and gratuities for County Public Service employees.
- And any other assigned duties from time to time.

TENURE: SIX (6) YEARS Non-Renewable Contract which may be on a part time basis.

REMUNERATION: As prescribed by the Salary and Remuneration Commission (SRC)

APPLICATION GUIDELINES

1. The applicants **MUST** submit a cover letter and attach the following copies of documents: -
 - a) A detailed current curriculum vitae.
 - b) Copy of National Identity card or valid passport.
 - c) Certified copies of relevant academic certificates and testimonials.
 - d) Computer packages Certificate
 - e) Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)
 - i. **VALID** Clearance Certificate from the Directorate of Criminal Investigation. **(DCI)**
 - ii. **VALID** Kenya Revenue Authority **(KRA)** Clearance Certificate.
 - iii. **VALID** Higher Education Loans Board **(HELB)** Clearance Certificate.
 - iv. Ethics and Anti-Corruption Commission **(EACC)** self-Declaration form.
 - v. Credit Reference Bureau **(CRB)** certificate.

Interested and qualified persons are invited to make their applications and send to the undersigned or hand deliver **to The Office of the County Secretary, Ground floor, Busia County Government Headquarters** on or before **Monday, 8th of May 2023, at 5pm.**

Applications shall be addressed to:

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

Please Note

- i. Only shortlisted and successful applicants will be contacted.

- ii. Canvassing in any form will lead to automatic disqualification.
- iii. The County Government of Busia is committed to implementing the provisions of Article 232 (1) of the Constitution, 2010 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, PERSONS WITH DISABILITIES, THE MARGINALISED AND MINORITIES ARE ENCOURAGED TO APPLY.
- iv. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic certificates, transcripts and Chapter Six documents during the interview.
- v. It is a criminal offence to present fake certificates/documents.