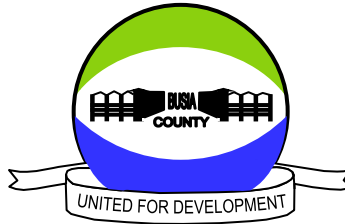


COUNTY GOVERNMENT OF BUSIA



**COUNTY ASSEMBLY OF BUSIA
COUNTY ASSEMBLY SERVICE BOARD**

10th September, 2020

PUBLIC NOTICE

INTERNSHIP PROGRAM OPPORTUNITIES FOR FY 2020/2021

In support of the Government of Kenya Youth Initiative to develop a pool of young talent for the Kenya Labour Market, The Busia County Assembly Service Board is seeking applications for the following positions:

ACCOUNTANT INTERNS: 2 POSITIONS

Requirement for engagement

- (i) A Kenyan citizen aged below thirty five (35) years
- (ii) Must be a holder of Certified Public Accountants Certificate (CPA K)
- (iii) Must be available full time for twelve (12) Months duration of the program
- (iv) Proficiency in computer application skills
- (v) Should **NOT** have undertaken any other internship opportunity program

FISCAL ANALYST INTERN: 1 POSITION

Requirement for engagement

- (i) A Kenyan citizen aged below thirty five (35) years
- (ii) Must be a holder of Bachelor degree from a recognized university in Commerce (Accounting/Finance option) Economics, Mathematics, Statistics, Actuarial Science, Auditing, Business Administration/Management
- (iii) Must be available full time for twelve (12) Months duration of the program
- (iv) Proficiency in computer application skills
- (v) Should **NOT** have undertaken any other internship opportunity program

LEGAL INTERNS: 2 POSITIONS

Requirement for engagement

- (i) A Kenyan citizen aged below thirty five (35) years
- (ii) Bachelors degree in Law (LLB) pursuing the advocates training program (pupils) at Kenya School of Law OR recently completed Kenya School of Law program
- (iii) Must be available full time for a minimum period of six (6) months
- (iv) Proficiency in computer application skills
- (v) Should **NOT** have undertaken any other internship opportunity program

PLEASE NOTE:

1. Only selected candidates will be contacted
2. The Busia County Assembly Service Board does not guarantee employment after internship program
3. Interns will be paid a Monthly stipend as may be determined by the Busia County Assembly Service Board from time to time
4. Successful intern candidates will be required to submit proof of a valid personal accident cover, certificate of good conduct, copy of KRA pin certificate and National Identity card or Passport.

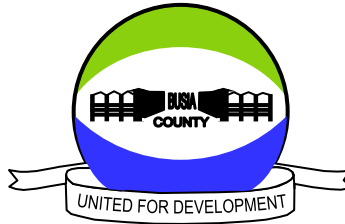
How to apply

All applicants should submit their written applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity card or Passport ,a copy of KRA pin certificate and any other supporting documents by **26th September,2020**
Applications should be addressed to:

**The Secretary
Busia County Assembly Service Board
P.O Box 1018-50400
Busia –Kenya**

Hand delivery applications can be submitted to the office of The Clerk of the County Assembly/ The Secretary to The Board, during official working hours.

COUNTY GOVERNMENT OF BUSIA



**COUNTY ASSEMBLY OF BUSIA
COUNTY ASSEMBLY SERVICE BOARD**

10th September,2020

PUBLIC NOTICE

VACANCY ANNOUNCEMENT

The Busia County Assembly Service Board was established pursuant to section 12 of the County Government Act, 2012 and the County Assembly Services Act, 2017. The Board wishes to invite suitable qualified and competent persons to fill the position below:

TEMPORARY APPOINTMENT

LEGAL CLERK: 1 POSITION

Job specification

1. A Kenyan citizen
2. Bachelors degree in Law (LLB)
3. Post graduate Diploma in Law from the Kenya School of Law
4. Registration with Law Society of Kenya
5. Current practising certificate
6. Proficiency in computer application

Job description

1. Drafting of private Members' Bills
2. Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to the County Assembly.
3. Drafting ammendment of Bills to be proposed to the Assembly by any member or any committe of the Assembly.
4. Ensuring that Bills passed by the County Assembly comply with the Constitution
5. liasing with the office of the County Attorney on litigation matters involving the County Assembly.
6. Legal interpretation of the County Assembly Service Board in court proceedings
7. Supervising interns.

Knowledge and Skills requirements, and general competencies:

Be a person of integrity, demonstrate high professional competence, Leadership skills, strong interpersonal skills and the ability to meet deadlines.

Terms of Service

Be appointed for a maximum of **twelve (12)** Months

Remuneration

Consolidated at job group **‘K’ OR CASB 9** and allowances will be at rates determined by the Salaries and Remuneration Commission

How to apply:

All applicants should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials, National Identity card or Passport, Chapter six of the Kenya Constitution 2010 and any other supporting documents by

26th September, 2020

**The Secretary
Busia County Assembly Service Board
P.O Box 1018-50400
Busia –Kenya**

Hand delivery applications can be submitted to the office of The Clerk of the County Assembly/ The Secretary to The Board, during official working hours.