

COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY SERVICE BOARD

INTERNSHIP OPPORTUNITIES FOR FY 2023/2024

DATE: 6TH SEPTEMBER, 2023

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 wishes to invite suitable qualified persons who are Kenyan Citizens to submit their applications for the following positions:

ADVERT NO. 1/2023. ACCOUNTANT INTERN : 3 POSITIONS

Job specification

1. A Kenyan citizen aged below 35 years
2. A Bachelor's degree in Commerce (Accounting / Finance option) Economics, Mathematics, Statistics, Actuarial Science, Auditing, Business Administration/management will be an added advantage.
3. Must be available full time for a minimum period of 12 (twelve) months
4. Proficiency in Computer application
5. Should **NOT** have undertaken any other internship opportunity program

ADVERT NO. 2/2023. LEGAL INTERN : 1 POSITION

Job specification

1. A Kenyan citizen aged below 35 years
2. Bachelor's degree in Law (LLB)
3. Must be available full time for a minimum period of 12 (twelve) months
4. Proficiency in Computer application
5. Should **NOT** have undertaken any other internship opportunity program

ADVERT NO. 3/2023. RESEARCH INTERN : 1 POSITION

1. A Kenyan citizen aged below 35 years
2. Bachelor's degree in Statistics, Social Science, Political Science, Commerce or relevant equivalent qualification from a recognized institution
3. Must be available full time for a minimum period of 12 (twelve) months
4. Proficiency in Computer application
5. 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 candidate will be required to submit proof of a valid personal accident cover, certificate of good conduct, copy of KRA PIN and National Identity card/ 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 **27TH SEPTEMBER, 2023**.

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 SERVICE BOARD

CONTRACT JOB OPPORTUNITY FOR FY 2023/2024

DATE:6TH SEPTEMBER,2023

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 positions below on 1 (one) year contract basis:

ADVERT NO. 4/2023. LEGAL CLERK: 1 POSITION

Job specification

- 1.A Kenyan citizen
- 2.Bachelors degree in Law (LLB)
- 3.Post graduate Diploma in Law from 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. Legalrepresentation of the County Assembly Service Board in court proceedings
7. Supervising interns.

ADVERT NO. 5/2023. ACCOUNTANT 1: 2 POSITIONS

Job specification

- 1.A Kenyan citizen
- 2.Bachelor's degree in Commerce (Accounting of Finance Option) and passed Part II of the Certified Public Accountants (CPA) Examination

OR

Passed Part III of the Certified Public Accountants (K) Examination or its approved equivalent qualification

- 3.Served as Accountant II or equivalent position for a minimum period of three (3) years
- 4.Proficiency in computer application

Job description

1. Verification of vouchers and commital documents in accordance with laid down rules and regulations
2. Data capture, maintenance of primary records such as cash books, ledgers, vote books, registers
3. Preperation of simple management reports e.g imprest and expenditure returns etc
4. Receiving duly processed payments and receipt vouchers
5. Writing cheques and posting payments and receipts vouchers in cash books, balancing and ruling of the cash books on daily basis
6. Arranging for ithdrawal of cash for office use and ensuring safety of the same at all times
7. Extracting and providing cash liquidity analysis
8. Paying personal and merchant guided by cash balances in the cash books and treasury regulations

ADVERT NO. 6/2023. RESEARCH OFFICER I: 1 POSITION

Job specification

- 1.A Kenyan citizen
- 2.Bachelor's degree in Statistics, Social Science, Political Science, Commerce or relevant equivalent qualification from a recogniend institution
- 3.Must have served as a Research Officer II **OR** in a comparable position for a minimum period of three (3) years
- 4.Proficiency in computer application

Job description

1. Providing non-partisan professional research assistance and analysis to Members, Committees and staff of the County Assembly
2. Initiating and conducting anticipatory research and analysis on key policy issues
3. Providing expert interpretation, explanation and analysis, including assessing the strength and eaknesses of policy options
4. Maintaining a periodically updated inventory of publications on current issues
5. Ensuring quality control in the preparation of research papers, briefing notes and particular points of view
6. Providing back up to County Assembly committees

Knowledge and Skills requirements, and general competencies:

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

Terms of Service

Be appointed for a**CONTRACT** period of**twelve (12)** Months

Remuneration

Consolidated at job group **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, KRA pin certificate, HELB clearance Certificate, Certificate of good conduct, EACC clearance and any other supporting documents by **27TH SEPTEMBER,2023**.

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 th office of The Clerk of the County Assembly/
The Secretary to The Board, during official working hours.