



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



ADVERTISEMENT

Pursuant to Article 235(1)(b) of the Constitution of Kenya 2010 and Section 59(1)(b) of the County Governments Act, 2012; the County Public Service Board of Busia invites applications from suitable and qualified persons to fill vacant positions in various departments in the County as follows:

NO	CADRE	J/G	NO OF POSTS	ADVERT NO	TERMS OF EMPLOYMENT
1.	CHIEF OFFICER-BUDGET	S	1	CPSB/12/2025	Two (2) years contract terms of service
2.	CHIEF OFFICER-REVENUE	S	1	CPSB/13/2025	Two (2) years contract terms of service
3.	CHIEF OFFICER STRATEGIC COMMUNICATION	S	1	CPSB/14/2025	Two (2) years contract terms of service
4.	CHIEF OFFICER-ENVIRONMENT	S	1	CPSB/15/2025	Two (2) years contract terms of service
5.	CHIEF OFFICER-GENDER AND PLWD	S	1	CPSB/16/2025	Two (2) years contract terms of service
6.	CHIEF OFFICER-ICT, STRATEGIC PARTNERSHIP AND DIGITAL ECONOMY	S	1	CPSB/17/2025	Two (2) years contract terms of service
7.	DIRECTOR OF HUMAN RESORCE MANAGEMENT AND DEVELOPMENT – BUSIA COUNTY (RE-ADVERTISEMENT)	R	1	CPSB/6/2025	Permanent and Pensionable
8.	DIRECTOR ROADS (RE-ADVERTISEMENT)	R	1	CPSB/8/2025	Permanent and Pensionable
9.	DIRECTOR ENFORCEMENT (RE-ADVERTISEMENT)	R	1	CPSB/9/2025	Permanent and Pensionable
10.	CHAIRPERSON BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD (RE-ADVERTISEMENT)		1	CPSB/10/2025	Three (3) years contract terms of service
11.	BOARD MEMBER BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD (RE-ADVERTISEMENT)		1	CPSB/11/2025	Three (3) years contract terms of service
12.	DEPUTY COUNTY SECRETARY	S	1	CPSB/18/2025	Five (5) years contract terms of service
	TOTAL		12		

1. COUNTY CHIEF OFFICER – BUDGET JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/12/2025

Key Duties and Responsibilities

- i. Develop and implement budgetary policies, guidelines, and frameworks.
 - ii. Ensure budget processes comply with the PFMA, County Government Act, and relevant national regulations.
 - iii. Liaise with the National Treasury, Controller of Budget, and Office of the Auditor-General on budget issues.
 - iv. Coordinate the preparation of annual and supplementary budgets in compliance with the Public Finance Management Act (PFMA) and County Fiscal Strategy Paper (CFSP).
 - v. Consolidate budget estimates from all county departments and provide guidance to ensure alignment with county priorities.
 - vi. Oversee implementation of approved budgets and ensure expenditure is within set ceilings.
 - vii. Provide technical support in public participation forums on budget matters.
 - viii. Monitor departmental budget utilization and issue periodic budget performance reports.
 - ix. Provide technical guidance to departments on budget reallocation, virements, and expenditure control.
 - x. Ensure that budgetary allocations are linked to available revenues and fiscal sustainability.
 - xi. Review and approve commitment and expenditure plans for county departments.
 - xii. Prepare quarterly and annual budget performance reports for submission to the County Assembly and other oversight bodies.
 - xiii. Provide timely and accurate financial and budget information to management, the County Executive, and external stakeholders.
 - xiv. Build capacity within county departments to strengthen budget preparation and execution.
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Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with National Identification card
 - ii. Bachelor's degree in Finance, Economics, Commerce, Business Administration, Accounting, or related field from a recognized institution.
 - iii. Master's degree in a relevant field.
 - iv. Professional qualifications such as CPA (K), CPS (K), ACCA, CFA, or equivalent are desirable.
 - v. Senior Management Certificate from Kenya School of Government
 - vi. Strategic Leadership Development Program certificate from Kenya School of Government
 - vii. Certify the requirements of Chapter six of the constitution of Kenya 2010 on leadership and integrity.
 - viii. At least 10 years of progressive experience in financial management, public finance, budgeting, or related fields, with at least 5 years in a senior management position.
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Core Competencies

- i. Strong knowledge of budgetary systems, planning, and public finance management.
- ii. Excellent stakeholder engagement and negotiation skills.
- iii. High integrity, transparency, and commitment to accountability.
- iv. Strategic thinker with ability to translate policies into actionable budgets.
- v. An understanding of County development objectives and Kenya vision 2030.

2. COUNTY CHIEF OFFICER – REVENUE JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/13/2025

Duties and Responsibilities

- i. Develop and implement county revenue mobilization strategies, policies, and frameworks.
 - ii. Monitor compliance with revenue laws and regulations.
 - iii. Ensure adherence to the Public Finance Management Act (PFMA), County Government Act, and other applicable laws.
 - iv. Prepare and submit periodic revenue performance reports to the CECM, County Treasury, and County Assembly.
 - v. Liaise with oversight bodies including the Controller of Budget and Auditor-General on revenue matters.
 - vi. Identify, expand, and diversify county revenue sources in line with relevant laws and county priorities.
 - vii. Coordinate research and innovation in revenue generation, including digital revenue collection systems.
 - viii. Ensure automation and digitization of revenue collection platforms to enhance transparency and reduce leakages.
 - ix. Develop and enforce compliance strategies to minimize revenue losses and curb tax evasion.
 - x. Establish systems for revenue risk assessment, audit, and enforcement.
 - xi. Engage citizens, businesses, and stakeholders in revenue mobilization through sensitization and public participation.
 - xii. Build partnerships with financial institutions and technology providers for efficient revenue systems.
 - xiii. Promote a culture of accountability, professionalism, and customer service in revenue administration.
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Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with national identification card.
- ii. Certify the requirements of Chapter six of Kenyan constitution 2010 on Leadership and Integrity.
- iii. Bachelor's degree in Finance, Economics, Commerce, Accounting, Business Administration, or related field from a recognized institution.
- iv. Master's degree in Public Finance, Strategic Management, Economics, or related discipline.
- v. Senior Management Certificate from Kenya School of Government
- vi. Strategic Leadership Development Program certificate from Kenya School of Government
- vii. Professional qualifications such as CPA (K), CPS (K), ACCA, CFA, or equivalent are desirable.
- viii. At least 10 years of progressive experience in public finance, revenue administration, taxation, or financial management, with at least 5 years in a senior management role.
- ix. Demonstrated knowledge of the PFMA, County Government Act, and revenue laws.
- x. Experience in digital revenue systems and reforms will be an added advantage.

Core Competencies

- i. Strong financial and analytical skills.
- ii. Excellent leadership and people management abilities.
- iii. High integrity, transparency, and accountability.
- iv. Strategic thinker with ability to innovate in revenue mobilization.

- v. Effective communication and stakeholder engagement skills.
- vi. An understanding of County development objectives and Kenya vision 2030.

3. COUNTY CHIEF OFFICER – STRATEGIC COMMUNICATION -JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/14/2025

Key Duties and Responsibilities

- i. Formulate, implement, and review county communication policies, strategies, and frameworks.
- ii. Coordinate the development and dissemination of official county information, statements, press releases, and reports.
- iii. Promote the county’s vision, mission, and development agenda through effective communication strategies.
- iv. Manage crisis communication and safeguard the county’s reputation.
- v. Act as the link between the County Government and media houses to ensure accurate, timely, and fair coverage.
- vi. Foster positive relations with local, national, and international media outlets.
- vii. Organize press briefings, interviews, and official events for the Governor, Deputy Governor, County Public Service Board and office of the County Attorney.
- viii. Facilitate public participation forums and stakeholder engagement in line with constitutional requirements.
- ix. Ensure that official communication channels within the County Government are effective and consistent.
- x. Oversee county government digital platforms, including websites, social media, and e-newsletters.
- xi. Champion innovation in digital communication to enhance citizen access to information.
- xii. Ensure branding, visibility, and consistency across all county communication materials.
- xiii. Ensure compliance with constitutional provisions on access to information, freedom of expression, and public participation.
- xiv. Monitor, evaluate, and report on the impact of county communication strategies and campaigns.
- xv. Prepare periodic reports on communication activities, media coverage, and public perception for submission to the CECM and County Assembly.
- xvi. Promote professionalism, accountability, and service excellence within the communication department.

Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with national identification card.
- ii. Certify the requirements of Chapter six of Kenyan constitution 2010 on Leadership and Integrity.
- iii. Bachelor’s degree in Communication, Public Relations, Journalism, Media Studies, International Relations, or related field from a recognized institution.
- iv. Master’s degree in Strategic Communication, Public Administration, International Relations, or related field.
- v. Membership in a recognized professional body such as MCK, PRSK, CIPR, or equivalent is desirable.
- vi. At least 10 years of progressive experience in communication, public relations, media, or related fields, with at least 5 years in a senior management position.

- vii. Demonstrated experience in strategic communication, media relations, and stakeholder engagement.
- viii. Strong knowledge of the Constitution, Access to Information Act, and county governance frameworks.

Core Competencies

- i. Excellent communication, presentation, and public speaking skills.
- ii. Strong leadership, negotiation, and people management abilities.
- iii. High integrity, transparency, and accountability.
- iv. Ability to manage crisis communication effectively.
- v. Strong digital communication and social media management skills.
- vi. Strategic thinker with ability to influence public perception positively.

4. COUNTY CHIEF OFFICER – ENVIRONMENT- JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/15/2025

Key Duties and Responsibilities

- i. Formulate and oversee the implementation of county environmental policies, strategies, and action plans.
- ii. Align county environmental programs with national and international frameworks such as the Environmental Management and Coordination Act (EMCA), the Paris Agreement, and SDGs.
- iii. Coordinate the development of county legislation, regulations, and by-laws on environmental protection and conservation.
- iv. Oversee solid waste management, pollution control, and sanitation initiatives.
- v. Coordinate afforestation, reforestation, and tree-growing programs.
- vi. Promote conservation of natural resources including forests, wetlands, water catchments, and biodiversity.
- vii. Spearhead climate change mitigation and adaptation measures at the county level.
- viii. Ensure compliance with environmental laws, policies, and county by-laws.
- ix. Oversee enforcement of environmental standards in collaboration with NEMA and other agencies.
- x. Monitor and evaluate environmental programs, projects, and initiatives for impact and sustainability.
- xi. Prepare and submit environmental performance reports to the CECM and County Assembly.
- xii. Collaborate with national government, NGOs, development partners, and private sector in environmental programs.
- xiii. Promote public awareness and citizen participation in environmental conservation.
- xiv. Develop strategic partnerships for resource mobilization, capacity building, and technology transfer.
- xv. Provide leadership, mentorship, and supervision to staff in the environment department.
- xvi. Build institutional and community capacity on environmental conservation and climate resilience.
- xvii. Promote professionalism, accountability, and service delivery excellence in the sector.

Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with national identification card.
- ii. Certify the requirements of Chapter six of Kenyan constitution 2010 on Leadership and Integrity.

- iii. Bachelor's degree in Environmental Science, Environmental Studies, Natural Resource Management, Forestry, Ecology, Climate Change, or related field.
- iv. Master's degree in Environmental Management, Climate Change, Strategic Management, Public Administration, or related discipline.
- v. Membership in a recognized professional body (e.g., Environment Institute of Kenya, NEMA accreditation) is desirable.
- vi. At least 10 years of progressive experience in environmental management, conservation, or climate change programs, with at least 5 years in a senior management position.
- vii. Demonstrated knowledge of EMCA, Climate Change Act, County Government Act, and relevant laws.
- viii. Proven experience in policy formulation, enforcement, and stakeholder engagement.

Core Competencies

- i. Strong leadership and strategic planning abilities.
- ii. Excellent stakeholder engagement and partnership-building skills.
- iii. High integrity, accountability, and transparency.
- iv. In-depth knowledge of environmental governance and climate change frameworks.
- v. Effective communication and public sensitization skills.
- vi. Ability to drive innovation in waste management, conservation, and climate adaptation.

5. COUNTY CHIEF OFFICER – GENDER AND PERSONS LIVING WITH DISABILITIES (PLWDS) JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/16/2025

Key Duties and Responsibilities

- i. Formulate, implement, and review county policies and strategies on gender equality, disability inclusion, and social development.
- ii. Mainstream gender and disability issues into county programs, projects, and budgets.
- iii. Align county initiatives with national laws (e.g., Constitution of Kenya 2010, Disability Act, Gender Policy) and international frameworks (e.g., SDGs, UNCRPD, CEDAW).
- iv. Design and implement programs aimed at empowering women, youth, and PLWDs socially, economically, and politically.
- v. Oversee county programs on affirmative action, inclusion, and protection of vulnerable groups.
- vi. Coordinate establishment of disability-friendly infrastructure and inclusive service delivery systems.
- vii. Spearhead initiatives to eliminate gender-based violence (GBV), discrimination, and marginalization.
- viii. Promote public awareness on gender equality, rights of PLWDs, and inclusivity.
- ix. Coordinate citizen engagement and public participation on gender and disability issues.
- x. Champion advocacy campaigns on GBV prevention, women's rights, and disability rights.
- xi. Collaborate with national government, NGOs, private sector, and development partners to support gender and disability programs.
- xii. Mobilize resources and establish partnerships to promote empowerment and inclusivity.
- xiii. Network with local, regional, and international organizations on gender and disability initiative
- xiv. Ensure compliance with gender and disability laws, regulations, and policies.
- xv. Establish monitoring and evaluation mechanisms for gender and disability programs.
- xvi. Prepare and submit periodic reports on gender and disability mainstreaming, program performance, and impact.

- xvii. Foster a culture of equity, inclusivity, accountability, and respect for diversity.

Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with national identification card.
- ii. Certify the requirements of Chapter six of Kenyan constitution 2010 on Leadership and Integrity.
- iii. Bachelor's degree in Communication, Public Relations, Journalism, Media Studies,
- iv. Bachelor's degree in Gender Studies, Sociology, Social Work, Community Development, Psychology, Public Administration, or related field.
- v. Master's degree in Gender and Development, Strategic Management, Public Policy, or related discipline will be an added advantage.
- vi. Membership in a recognized professional body (e.g., gender, social development, or disability associations) is desirable.
- vii. At least 10 years of progressive experience in gender, disability inclusion, social development, or related fields, with at least 5 years in a senior management role.
- viii. Demonstrated knowledge of constitutional provisions, national laws, and international conventions on gender and disability rights.
- ix. Experience in policy formulation, advocacy, and stakeholder engagement.

Core Competencies

- Strong leadership, coordination, and strategic planning skills.
- Excellent advocacy, negotiation, and partnership-building abilities.
- High integrity, accountability, and commitment to equity.
- Effective communication and community mobilization skills.
- In-depth knowledge of gender equality, disability inclusion, and social justice frameworks.
- Ability to influence policy, drive social change, and promote inclusive development.

6. COUNTY CHIEF OFFICER – ICT, STRATEGIC PARTNERSHIP & DIGITAL ECONOMY -JOB GROUP “S”-ONE (1) POSITION, ADVERT NO: CPSB/17/2025

Key Responsibilities:

- i. Formulate, implement, and review ICT, e-Government, and digital economy policies, strategies, and frameworks in line with national and county development priorities.
- ii. Drive digital transformation initiatives to improve efficiency, transparency, and accountability in service delivery.
- iii. Oversee development, modernization, and maintenance of County ICT infrastructure, including data centers, networks, and systems.
- iv. Ensure effective deployment of e-services and digital platforms for citizen engagement and service delivery.
- v. Promote ICT security, data protection, and compliance with relevant laws and regulations.
- vi. Facilitate programs that support innovation, ICT entrepreneurship, and digital skills development.
- vii. Promote partnerships with private sector, academia, and development partners to advance digital trade, e-commerce, and technology-driven investments.
- viii. Support the growth of innovation hubs, start-ups, and digital marketplaces in the County.
- ix. Develop and maintain collaborations with national government, development partners, private sector, and other stakeholders.
- x. Mobilize resources and partnerships to support ICT and innovation initiatives.

- xi. Represent the County in ICT, innovation, and digital economy forums at national and international levels.
- xii. Provide leadership and supervision to departmental staff, ensuring adherence to professional standards and performance targets.
- xiii. Oversee budgeting, planning, and resource allocation for ICT and digital economy programs.
- xiv. Monitor, evaluate, and report on the performance of ICT, strategic partnership, and digital economy initiatives.

Minimum Qualifications & Requirements

- i. Be a Kenyan citizen with national identification card.
- ii. Certify the requirements of Chapter six of Kenyan constitution 2010 on Leadership and Integrity.
- iii. Bachelor's degree in Computer Science, Information Technology, ICT, Business Information Systems, or related field from a recognized institution.
- iv. Master's degree in ICT, Strategic Management, Public Administration, Innovation, or a relevant discipline.
- v. Professional certification in ICT, Project Management, Cybersecurity, or related field will be an added advantage.
- vi. At least 10 years of progressive experience in gender, disability inclusion, social development, or related fields, with at least 5 years in a senior management role.
- vii. Demonstrated knowledge of constitutional provisions, national laws, and international conventions on gender and disability rights.
- viii. Experience in policy formulation, advocacy, and stakeholder engagement.

Skills and Competencies

- i. Strong leadership and strategic management skills.
- ii. Excellent knowledge of ICT policy, e-government systems, and digital transformation.
- iii. Proven ability to build and manage strategic partnerships.
- iv. Strong communication, negotiation, and stakeholder engagement skills.
- v. High integrity, results orientation, and commitment to public service values.

7. DIRECTOR OF HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT – BUSIA COUNTY, JOB GROUP 'R' – ONE (1) POSITION, ADVERT NO: CPSB/6/2025

Duties and responsibilities

The Director of Human Resource Management and Development will be responsible for:

- i. Innovating and design of Human Resource Policies and Strategies.
- ii. Introducing systems/Management practices that will facilitate effective and efficient management of Human Resource.
- iii. Development and Review of the Human Resource Policies and procedures.
- iv. Provide guidance and advisory on Human Resource Policy Matters.
- v. Developing a regulatory framework and standards which promote understanding and commitment to National values and principles of Governance.
- vi. Analyzing staffing levels for various cadres of staff and career progression plan.
- vii. Identifying training needs, designing, planning and ensuring implementation of training.
- viii. Managing the training and development functions.

- ix. Advising the management on labor and industrial relations and negotiation of collective bargaining agreements.
- x. Coordinating of performance management in the County
- xi. Supervision of the HRIS, payroll management and employee emoluments.
- xii. Ensure compliance of statutory obligations.
- xiii. Manage Occupational safety and Health and WIBA.
- xiv. Ensure compliance with statutory obligations and advise the management on compliance issues.
- xv. Ensure proper maintenance of employee records.

Requirements for appointment

- i. Must have served in a Senior Human Resource position for at least seven (7) years
- ii. Served in the grade of Senior Assistant Director of Human Resource Management or in a comparable and relevant position in Public Service for a minimum period of three (3) years.
- iii. Must be a member of the relevant professional body in good standing.
- iv. Bachelor Degree in any of the following fields: - Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Education, Sociology, Political Science/Government, Anthropology or any other relevant social science from a recognized institution
- v. Higher Diploma in Human Resource Management or Certified Human Resource Practitioner (CHRP).
- vi. Master's Degree in any of the following fields, Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Industrial Relations, Labour Relations, Education, Public Administration, Counselling Psychology or any other relevant qualification from a recognised institution.
- vii. Certificate in Strategic Leadership Development Programme, senior management course or its' equivalent lasting not less than 4(four) weeks from a recognized institution.
- viii. Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
- ix. Certificate in Computer applications.
- x. Demonstrate merit and ability as reflected in work performance and results.

Skills.

- 1. Good understanding of Labor laws /Industrial relations.
- 2. Negotiation Skills.
- 3. Good Communication Skills.
- 4. Counseling skills

8. DIRECTOR OF ROADS – BUSIA COUNTY, JOB GROUP ‘R’ – ONE (1) POSITION, ADVERT NO: CPSB/8/2025

Duties and responsibilities

The Director of Roads will be responsible for:

- i. Creating County policy on road infrastructure;
- ii. Ensuring Implementation of road/civil works;
- iii. Coordinate preparation of contract documents (Designs, Bills of Quantities and special specifications);
- iv. Coordinate the carrying out of road condition surveys and inventory;
- v. Ensure development and maintenance of county roads
- vi. Ensure protection of road reserves.
- vii. Coordinate the promotion of road safety initiatives

Requirements for Appointment

- i. Be a Kenyan citizen;
- ii. Bachelor's degree in Civil Engineering or equivalent and relevant qualification from a recognized Institution;
- iii. Master's Degree in any of the following disciplines: Civil Engineering, Structural Engineering, Construction Engineering and Management or its equivalent qualification for a recognized institution.
- iv. Been registered by the Engineers Registration Board of Kenya as an engineer or relevant Professional field;
- v. Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- vi. Membership of the Institution of Engineers of Kenya (IEK) or relevant Professional field;
- vii. A certificate in Strategic Leadership Development Programme or its equivalent lasting not less than Six (6) weeks or its equivalent from a recognized Institution;
- viii. Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
- ix. Demonstrated general administrative ability required for direction, control and implementation of Civil engineering programmes.
- x. Certificate in Computer Applications from a recognized Institution.

9. DIRECTOR OF ENFORCEMENT AND SECURITY JOB GROUP "R" – ONE (1) POSITION ADVERT NO: CPSB/9/2025

Duties and responsibilities

This position entails advising the county Government on enforcement matters. Duties and responsibilities will entail: -

- i. Principal advisor to the County Government on enforcement matters;
- ii. Overseeing implementation of County Government enforcement policies, guidelines and plans and strategies on enforcement;
- iii. Facilitating the provision of staff uniforms and the necessary tools of work;
- iv. Coordinating the development and implementation of the departmental work plans and Strategic plan;
Enforcing of County laws and other relevant Acts
- vi. Spearheading the development and review of the Directorate's budgets;
- vii. Supervising performance management function for the Directorate;
- viii. Over seeing maintenance of the Directorate's assets;
- ix. Making recommendations on County intelligence reports;
- x. Conducting internal investigations, preparing investigation reports and liaising with external investigation agencies (where applicable);
- xi. Liaising with other law enforcement agencies on matters pertaining to security in the county;
- xii. Facilitating training and development of enforcement officers;
- xiii. Giving evidence in court on behalf of the County government;
- xiv. Ensuring compliance with principles and values of good governance, transparency, accountability, ethics and integrity;
- xv. Providing leadership for effective operations and management of enforcement Directorate; and
- xvi. Performing any other lawful related duties assigned by Supervisor

Requirements for appointment

For appointment to this grade, an officer must have: -

- i. Bachelor's Degree in any of the following disciplines: Security Management, Criminology and Fraud Management, Information Communication Technology (ICT), Criminology and Security Studies, Criminology and Criminal Justice and Sociology or its equivalent from a recognized Institution;
- ii. Master's Degree in related field from a recognized institution.
- iii. A certificate in Strategic Leadership Development Programme or its equivalent lasting not less than Six (6) weeks or its equivalent from a recognized Institution;
- iv. Certificate in Senior Management Course not lasting less than four (4) weeks from a recognized institution.
- v. Certificate in specialized training in Investigation Skills from a recognized institution;
- vi. Certificate in Computer Studies;
- vii. Demonstrated merit and ability as reflected in work performance and results.

**10. CHAIRPERSON – BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD ONE (1) POSITION
ADVERT NO: CPSB/10/2025**

Duties and responsibilities

The responsibilities of the Board Chair shall be: -

- i) In accordance with the provisions of the Act and the Regulations thereof and on behalf of the County Government, chair the board committee meetings;
- ii) Facilitate the establishment of mechanisms for mobilization of resources to increase the Fund capital;
- iii) Take lead in proposing to the County Executive Member on the available profitable investment opportunities on surplus funds;
- iv) Lead consultations and collaborations with the County Public Service Board and Salaries and Remuneration Commission to ensure that all decisions made under this Act conform to the guidelines or directives issued by the Salaries and Remuneration Commission;
- v) Lead in establishment of criteria to be met by applicants to access the Fund by way of loans;
- vi) Take leadership in determination of the modes and methods of repayment of the loans granted;
- vii) Lead in establishment mechanisms for receiving, process and approval or otherwise applications for loans from and by applicants;
- viii) Set up and implement procedures for loan recoveries and defaults;
- ix) Lead in formulation of mechanisms for loan recoveries in the event of default
 - x) Perform such other functions, with the approval of the Executive Committee Member as may be necessary or appropriate for the better carrying out of the provisions of the Act.

Requirements for Appointment

- Be a Kenyan Citizen and ordinarily a resident and carrying on business in the County;
- Possess a Bachelor's degree in Finance, Accounting, Economics or any Business related course from a university recognized in Kenya. Masters in related field will be added advantage.
- Masters in related field will be added advantage
- Has a working experience of not less than five (8) years;
- Is not a public officer;
- Satisfies the provisions of Chapter Six of the Constitution.

**11. BOARD MEMBER – BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD ONE (1) POSITION
ADVERT NO: CPSB/11/2025**

The responsibilities of the Board members shall be: -;

- ii) Assist in the establishment of mechanisms for mobilization of resources to increase the Fund capital;
- iii) Take lead in proposing to the County Executive Member on the available profitable investment opportunities on surplus funds;
- iv) Lead consultations and collaborations with the County Public Service Board and Salaries and Remuneration Commission to ensure that all decisions made under this Act conform to the guidelines or directives issued by the Salaries and Remuneration Commission;
- v) Lead in establishment of criteria to be met by applicants to access the Fund by way of loans;
- vi) Take leadership in determination of the modes and methods of repayment of the loans granted;
- vii) Establishment mechanisms for receiving, process and approval or otherwise applications for loans from and by applicants;
- viii) Undertake implementation of procedures for loan recoveries and defaults;
- ix) Perform such other functions, with the approval of the Executive Committee Member as may be necessary or appropriate for the better carrying out of the provisions of the Act.

Requirements for Appointment

- Be a Kenyan Citizen and ordinarily a resident and carrying on business in the County;
- Possess a Bachelor's degree in Finance, Accounting, Economics or any related course from a university recognized in Kenya.
- Masters in related field will be added advantage
- Has a working experience of not less than five (5) years;
- Is not a public officer;
- Satisfies the provisions of Chapter Six of the Constitution.

12. DEPUTY COUNTY SECRETARY ONE (1) POSITION ADVERT NO: CPSB/18/2025

Duties and responsibilities

- i. Assisting the County Secretary in the general administration and coordination of County Executive affairs.
- ii. Coordinating implementation of County Executive Committee (CEC) decisions and resolutions.
- iii. Supervising administrative and support staff under the Office of the County Secretary.
- iv. Ensuring efficient communication and linkages among County departments and offices.
- v. Supporting the County Secretary in preparation and coordination of Cabinet papers, memoranda, and minutes.
- vi. Following up on implementation of Cabinet and policy decisions.
- vii. Promoting compliance with the County Governments Act and related legislation.
- viii. Coordinating performance contracting, monitoring, and evaluation within County departments.
- ix. Tracking departmental performance indicators and preparing consolidated performance reports.
- x. Promoting adherence to public service values and principles under Articles 10 and 232 of the Constitution.
- xi. Supporting the County Secretary in managing institutional reforms and capacity-building programs.
- xii. Coordinating disciplinary, welfare, and human resource administrative matters within the Executive Office.
- xiii. Acting as liaison between the County Secretary's Office and other County, National, and Development Partners.
- xiv. Representing the County Secretary in meetings, conferences, and intergovernmental forums when delegated.

- xv. Facilitating public communication, stakeholder engagement, and information dissemination on Executive activities.
- xvi. Preparing periodic administrative and performance reports for the County Secretary.
- xvii. Performing any other related duties as may be assigned by the County Secretary or the Governor.

Requirements for Appointment

- Be a Kenyan citizen.
- Hold a Bachelor's degree in Public Administration, Business Administration, Management, Political Science, or any other relevant field from a recognized university.
- Possess a Master's degree in a relevant discipline (an added advantage).
- Have at least seven (7) years of relevant experience in senior management, five (5) of which must be in a public service or comparable organization.
- Demonstrate knowledge of national and county governance operations, policy formulation, and administrative systems.
- Have proven leadership, organizational, and coordination abilities.
- Be computer literate.
- Satisfies the provisions of Chapter Six of the Constitution.

CORE COMPETENCIES

- Strategic leadership and management skills
- Policy analysis and advisory capability
- Excellent communication and report-writing skills
- Strong interpersonal and negotiation skills
- Decision-making and problem-solving ability
- High degree of professionalism and integrity
- Teamwork and interdepartmental coordination

Mandatory Additional requirements

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

- i) KRA Tax compliance certificate
- ii) Clearance from HELB
- iii) Clearance from the Ethics and Anti-Corruption Commission (EACC)
- iv) Certificate of Good Conduct
- v) CRB clearance certificate

HOW TO APPLY:

Applicants who meet the above requirements should submit their application letter together with copies of their detailed curriculum vitae with names, address and telephone contacts, academic and professional certificates, testimonials, national identity card and any other supporting documents to **the County Public Service Board – PORT VICTORIA PLAZA on or before 14th NOVEMBER 2025 at 5.00 p.m.**

Applications should be addressed to:

**The Secretary/CEO,
County Public Service Board,
County Government of Busia,
P.O Box 1103- 50400,
Busia.**

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No on the envelope.

The County Government of Busia is an equal opportunity employer, women, youth, and people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.