

COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY OF BUSIA

DATE: 9th October, 2025

JOB VACANCIES

Pursuant to Section 12 of the County Government Act 2012, the County Assembly Service Board is mandated to provide services and facilities to ensure efficient and effective functioning of the County Assembly. In line with this mandate, CASB invites applications from qualified and competent candidates to fill the following positions within the County Assembly Service:

1. PRINCIPAL FINANCE AND ACCOUNTS OFFICER, CASB 6/JOB GRADE “N” - (1 Position)

(a) Requirements for Appointment

- i. Bachelor's degree in any of the following disciplines:-Commerce(Accounting/Finance Option), Finance, Economics, Business Administration(Finance Option), Business Management(Finance/Accounting Option) or any other equivalent qualification from a recognized institution;
- ii. Part III of the Certified Public Accountants (CPA) Examination;
- iii. Registered with Institute of Certified Public Accountants(ICPAK) (Kenya);
- iv. Certificate in Senior Management Course lasting not less than four weeks from a recognized institution will be an added advantage
- v. Three years work experience in the related field
- vi. Proficiency in computer applications

(b) Duties and Responsibilities

- i. Monitoring expenditure on projects and programmes on a periodic basis;
- ii. Implementing proposals for raising funds; and
- iii. Processing commitment of funds and expenditure trends.
- iv. Providing advisory services to Departmental heads and other stakeholders on all financial matters in the Assembly ;
- v. Interpretation and implementation of financial regulations and procedures, Treasury Circulars, letters and instructions;
- vi. Ensuring expenditures are within the voted allocations;
- vii. Developing supplementary financial regulations and procedures to enhance internal controls established through normal Treasury Regulations and Procedures;
- viii. Preparation of management financial reports which include monthly expenditure, returns, monthly bank reconciliation statements, cash flow statements, analysis of deposits etc and maintenance of up-to-date and accurate books of accounts;

- ix. Authorization of payments and signing of cheques subject to set limits;
- x. Preparation of revenue and expenditure returns in the Assembly as required by Treasury regulations and law;
- xi. Assisting in developing of supplementary financial regulations and procedures to enhance internal controls established through normal Treasury Regulations and Procedures;

2. CHIEF SERJEANT-AT –ARMS - CASB 9/ JOB GRADE “M” - (1 Position)

(a) Job Requirement

- i) Bachelor’s Degree in Security Management/Investigations, Criminology and Forensic studies from a recognized institution;
- ii) Certificate in Management Course not lasting less than four weeks from a recognized institution will be an added advantage
- iii) Have certificate in firefighting and first aid; and
- iv) Possess an exemplarily service certificate;
- v) Be in possession of a Paramilitary/Military Training qualifications
- vi) Three years work experience in the related field

(b) Duties and responsibilities

- i) Ensuring safe custody of the mace;
- ii) Ensuring safety and security of the Assembly premises, firearms and of members of the County Assembly;
- iii) Controlling of authorized parking to ensure order and security in the County Assembly premises;
- iv) Performing chamber and ceremonial duties as per the laid down guidelines;
- v) Receiving visitors to the Assembly and directing them to the respective staff or department in the County Assembly;
- vi) Ensuring that CCTV cameras are functional and are well manned; and
- vii) Ensuring that conference facilitation are availed and secured especially when committee go out of the Assembly.

3. SENIOR ACCOUNTANT - CASB 8/ JOB GRADE “L” -- (1 Position)

(a) Requirements for Appointment

- i. Bachelor’s Degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant qualification adjudged to be its equivalent from an approved institution
- ii. Part II of Certified Public Accountants (CPA) Examination or its approved equivalent;
- iii. Senior management course from a recognized institution lasting not less than four weeks will be an added advantage
- iv. Certificate in Computer Applications;

(b) Duties and Responsibilities

- i. Timely and accurate preparation of quality management reports;

- ii. Planning, directing, coordinating, supervising areas of control;
- iii. Training and development of staff under him/her;
- iv. Undertake ad hoc assignments relating to accounting services;
- v. Certify and verify returns, documents and vouchers;
- vi. Responsible for Assembly assets, records and custody of Accountable Documents under his/her sections(s).

4. SENIOR LEGAL OFFICER - CASB 8/JOB GRADE “L” - (2 Positions)

(a) Requirements for Appointment

- i) Have a Bachelor of Laws degree from a recognized institution;
- ii) Be admitted as an Advocate of the High Court of Kenya;
- iii) Membership to Law Society of Kenya or any recognized equivalent professional body;
- iv) Be in possession of a valid practicing certificate;
- v) Certificate in Senior Management course lasting not less than four weeks will be an added advantage
- vi) Be Proficient in computer applications; and
- vii) Three years work experience in the related field

(b) Duties and Responsibilities

- i. Drafting of Private Members’ Bills;
- ii. Drafting of amendments to Bills to be proposed to the Assembly by any Member of County Assembly or any Committee of County Assembly;
- iii. Giving legal interpretation of Acts and Bills and generally giving legal advice on matters relating to County Assembly;
- iv. Providing legal advice and opinion to the CASB, County Assembly and its Committees;
- v. Ensuring that Bills passed by County Assembly comply with the Constitution;
- vi. Liaising with the office of the Attorney General on litigation matters involving County Assembly;
- vii. Legal representation of County Assembly and the CASB in court proceedings;
- viii. Undertaking legal research on matters for the County Assembly

(6) SENIOR SERJEANT-AT-ARMS, CASB 8/ JOB GRADE “L” - (1 Position)

(a) Requirements for Appointment

- (i) Bachelor’s Degree in Security Management/Investigation Criminology and Forensic studies from a recognized institution;
- (ii) Certificate in Management Course not lasting less than four weeks from a recognized institution will be an added advantage
- (iii) Have a certificate in fire-fighting and first aid;
- (iv) Possess an exemplarily service certificate;
- (v) Be in possession of a Paramilitary/Military Training qualifications; and

(b) Duties and responsibilities

- (i) Ensuring safe custody of the mace
- (ii) Ensuring safety and security of the Assembly premises, firearms and of members of the County Assembly;
- (iii) Controlling of authorized parking to ensure order and security in the County Assembly premises;
- (iv) Performing chamber and ceremonial duties as per the laid down guidelines;
- (v) Receiving visitors and suppliers to the Assembly and directing them to the respective staff or department in the county assembly;
- (vi) Ensuring cleanliness of the Assembly premises in accordance to the assembly policies and procedures;
- (vii) Ensuring that CCTV cameras are functional and are well manned; and
- (viii) Ensuring that conference facilitation are availed and secured especially when committee go out of the Assembly.

(7) SENIOR ICT OFFICER- CASB 8/ JOB GRADE “L” - (1Position)

(a) Job Requirements:

- i. Bachelor’s degree in any of the following disciplines:-Computer Science, Information Technology, Business Information Technology or any other equivalent qualification from recognized institution;
- ii. Certificate in MCSE/MCITP (Microsoft Certified Systems Engineer/ Microsoft Certified IT Professional) or CCNA/ N+(Cisco Certified Network Associate/Network+);
- iii. Registration with a relevant professional body;
- iv. Membership of good professional standing
- v. Three years experience in the relevant field

(b) Duties and Responsibilities:

- i. Scheduling for preventive and corrective maintenance
- ii. Developing hardware and software specifications;
- iii. Developing and implementing systems; undertaking upgrading of software;
- iv. Designing, recommending and evaluating systems;
- v. Coding, testing and implementing computer programs;
- vi. Updating and keeping inventory on Information Communication Technology activities;
- vii. Implementing, maintaining and documenting standards of systems; maintaining support systems and training of users,
- viii. Repairing and maintaining of Information Communication Technology equipment and associated peripheral
- ix. Maintenance of Information Communication Technology equipment and associated peripherals;
- x. Certifying and configuring Information Communication Technology equipment;

- xi. Maintaining data protection system;
- xii. Installing and supporting servers;
- xiii. Installing and deployment of relevant hardware and software;

(8) SENIOR INTERNAL AUDITOR - CASB 8/ JOB GRADE “L” - (1 Position)

(a) Requirements for Appointment

- i) Bachelor’s degree in any of the following disciplines: -Commerce (Accounting/Finance option), Economics, Mathematics, Statistics or its equivalent qualification from a recognized institution;
- ii) CPA Part II Certificate or its equivalent qualification from a recognized institution;
- iii) Membership to a recognized professional body and of good standing
- iv) Certificate in management course lasting not less than four (4) weeks from a recognized institution will be an added advantage; and
- v) Three years work experience in the relevant field

(b) Duties and Responsibilities

- i. Ensuring completeness and accuracy of records and reports emanating from the unit under purview;
- ii. Verifying existence and safety of Assembly Assets;
- iii. Assisting with on the job training of staff under him/her;
- iv. Conducting internal systems evaluation and reviews; and
- v. Preparing sectional Audit programmes and Audit reports.

(9) FISCAL ANALYST I - CASB 9 JOB GRADE “K” - (1 Position)

(a) Requirements for Appointment

- i) Bachelor’s Degree in any of the following disciplines: Economics, Statistics, Finance, Mathematics or any other equivalent qualification from a recognized institution
- ii) Proficiency in computer applications

(b) Duties and Responsibilities:

- (i) Assisting in preparing budgetary information reports to Members of County Assembly(MCAs) and relevant House Committees;
- (ii) Collecting and collating budgetary information from various sources for analysis;
- (iii) Analysis of CIDP in relation to annual Budgets
- (iv) Monitor budgetary cycle and ensure compliance
- (v) Maintaining relevant statistics on pubic revenue and expenditure figures
- (vi) Carrying out commissioned budget research on specific area of interest

(10) RESEARCH OFFICER I - CASB 9/ JOB GRADE “K”/ - (1 Position)

(a) Job Requirements:

- i. Bachelors degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent from a recognized institution;
- ii. Certificate in management Course from a recognized institution lasting not less than four weeks will be an added advantage
- iii. Proficiency in computer application;

(b) Duties and Responsibilities

- i. Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- ii. Initiating and conducting anticipatory research and analysis on key policy issues;
- iii. Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- iv. Maintaining a periodically updated inventory of publications on current issues;
- v. Legislation and major public policy issues/questions;
- vi. Ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- vii. Providing back up to County Assembly committee

(11) ACCOUNTANT II, CASB10/JOB GRADE “J”- (1 POSITION)

a) Requirements for Appointment

- (i) A pass in part II of the Certified Public Accountants (CPA) Examination or its recognized equivalent qualifications.

OR

- (ii) Bachelor’s degree in Commerce (Accounting or Finance option), Business Administration (Accounting option) from a recognized institution or any other relevant equivalent qualification.

b) Duties and Responsibilities

- (i) Preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers etc. The scope and complexity of work will increase with experience and training but the officer will still be under close guidance where new tasks are involved.
- (ii) Safe custody of records and assets under him/her.

FUNCTIONAL SKILLS, BEHAVIORAL COMPETENCIES/ATTRIBUTES

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

Terms of service

Permanent and pensionable

Requirements for appointment

Detailed Job Descriptions and Job Requirements for each position are available on the official County Government of Busia website www.busiacy.gov.ke

How to apply

Interested candidates should submit their applications as per the guidelines below:

1. Applications must include a detailed Curriculum Vitae (CV), copies of relevant academic and professional certificates, a copy of National Identity Card or passport and any other relevant documents.
2. All applicants must submit certificates of clearance from Ethics and Anti-Corruption Commission (EACC), Higher Education Loans Board (HELB), Credit Reference Bureau (CRB), Kenya Revenue Authority and certificate of Good Conduct.
3. Candidates with foreign academic qualifications must provide accreditation from the Commission for University Education (CUE).
4. Applicants must clearly state the position applied for on the envelope or on email.
5. Applications should be submitted either by hand delivery to the County Assembly Service Board Office during official working hours or by Assembly email clerk@busiaassembly.go.ke by **30th October 2025** and addressed to:

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

Only shortlisted candidates will be contacted. The CASB is an equal opportunity employer that upholds Article 232 of the Kenya Constitution, 2010.