



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.	DIRECTOR OF HUMAN RESORCE MANAGEMENT AND DEVELOPMENT – BUSIA COUNTY (RE-ADVERTISEMENT)	R	1	CPSB/6/2025	Permanent and Pensionable
2.	BOARD MEMBERS – BUSIA MUNICIPALITY		3	CPSB/7/2025	Five (5) years contract terms of service
3.	DIRECTOR ROADS (RE-ADVERTISEMENT)	R	1	CPSB/8/2025	Permanent and Pensionable
4.	DIRECTOR ENFORCEMENT	R	1	CPSB/9/2025	Permanent and Pensionable
5.	CHAIRPERSON BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD		1	CPSB/10/2025	Three (3) years contract terms of service
6.	BOARD MEMBER BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD (RE-ADVERTISEMENT)		1	CPSB/11/2025	Three (3) years contract terms of service
	TOTAL		8		

1. DIRECTOR OF HUMAN RESORCE 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. Certificate in Strategic Leadership Development Programme, senior management course or its' equivalent lasting not less than 4(four) weeks from a recognized institution.
- vii. Certificate in Computer applications.
- viii. 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

2. BOARD MEMBERS – BUSIA MUNICIPALITY, – THREE (3) POSITIONS, ADVERT NO: CPSB/7/2025

MANDATE OF THE BOARD:

- i. Administer and regulate its internal affairs.
- ii. Implement applicable national and county legislations.
- iii. Entering into contracts, partnerships, or joint ventures as it may consider necessary for the discharge of its functions under this Act or other written law.
- iv. Monitor and where appropriate regulate municipal services where those services are Provided by service providers other than the board of the Municipality.
- v. Maintain a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the board.
- vi. Prepare and submit its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the Annual County Appropriation Bill.
- vii. Suing and being sued.

- viii. Taking, purchasing or otherwise acquiring, holding, charging or disposing of movable and immovable property.
- ix. Settle and implement tariff, rates and tax and debt collection policies as delegated by the County Government.
- x. Doing or performing all other act or things for the proper performance of its functions in accordance with the Urban Areas and Cities Act or any other written law which may lawfully be done or performed by a body corporate.

Requirements for appointment

- i. Be a Kenyan citizen.
- ii. Holds at least a diploma from a recognized institution.
- iii. Has a distinguished career in a medium- level management position either the private or Public sector.
- iv. Holds at least five years of post-qualification professional experience.
- v. Is ordinarily resident or has a permanent dwelling in the Municipality.
- vi. Carries on business in the Municipality or has lived in the Municipality for at least five years.
- vii. Satisfy the requirements of Chapter six of the constitution 2010.

3. 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. Been registered by the Engineers Registration Board of Kenya as an engineer or relevant professional field;
- iv. Current valid annual Practicing License from the Engineers Registration Board of Kenya;
- v. Membership of the Institution of Engineers of Kenya (IEK) or relevant professional field;
- vi. A certificate in Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks or its equivalent from a recognized Institution;
- vii. Demonstrated general administrative ability required for direction, control and implementation of civil engineering programmes.
- viii. Certificate in Computer Applications from a recognized Institution.

4. 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. Certificate in specialized training in Investigation Skills from a recognized institution;
- iii. Certificate in Computer Studies;
- iv. Demonstrated merit and ability as reflected in work performance and results.

5. 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.
- Should be Certified Public Accountant, CPA (K) in addition to the above
- 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.

6. 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.
- Should be Certified Public Accountant, CPA (K) in addition to the above
- 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.

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 19th June 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.**

For more information concerning the duties and requirements for appointment, check the County website:

www.busiacyounty.go.ke

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.

**Truphenah E. Akide
Secretary/CEO
County Public Service Board**