



**COUNTY GOVERNMENT OF BUSIA**  
**OFFICE OF THE GOVERNOR**  
P.O. BOX PRIVATE BAG – 50400  
BUSIA, KENYA



**ADVERTISEMENT**

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 58A (5) of The County Governments Act No.17, 2012, As amended by the County Government Act 2020 (11) of 2020. The County Government of Busia invites Applications from suitably qualified persons to fill the following positions at the Busia County Public Service Board

**VACANT POSTS AT BUSIA COUNTY PUBLIC SERVICE BOARD (CPSB)**

S/No	Cadre/Advertised Post	No of Vacancies	Advert No
1.	Secretary/Chief Executive Officer -County Public Service Board	1	CPSB/01/2021
2.	Member of the Board- County Public Service Board	2	CPSB/02/2021

**Please Note**

- i. Only shortlisted and successful applicants will be contacted.
- ii. Canvassing in any form will lead to automatic disqualification.
- iii. The County Government of Busia is committed to implementing the provisions of the Constitution - Article 232 (1) on fair competition and merit, representation of Kenya's diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED AND THE MINORITIES ARE ENCOURAGED TO APPLY.**
- iv. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates and transcripts and Chapter Six Documents during interviews.
- v. It is a criminal offence to present fake certificates/documents.

## **1. SECRETARY/CHIEF EXECUTIVE OFFICER -COUNTY PUBLIC SERVICE BOARD –( ONE) 1 POST –V/No: CPSB/01/2021**

The Secretary/CEO will be responsible to the Board for the Administration and Management of its Resources, Activities and Programmes.

### **Requirements for Appointment:**

- Be a Kenyan Citizen
- Being in possession of a Bachelor's degree from a recognized University in Kenya will be an added advantage
- Must be a Certified Public Secretary (CPSK) and a member of Institute of Certified Secretaries (ICS) in good Professional Standing
- A minimum of at least five (5) years working experience in Administration and management
- Satisfies the provisions of chapter six of the Constitution of Kenya 2010 on leadership and Integrity
- Be a professional who demonstrates absence of breach of the relevant professional Code of Conduct.

### **Duties and Responsibilities**

Duties and responsibilities at this level will include:

- Facilitating, coordinating and ensuring execution of the Board's mandate;
- Accounting and Authorized Officer of the Board;
- Overall in-charge of the Secretariat;
- Planning and Budgeting for the Board;
- Custodian of all Records, Assets and Minutes of the Board;
- Implementing decisions of the Board;
- Preparing both periodic and adhoc reports for submission to the County Assembly on the execution of the functions Of the Board.
- Preparing the Agenda for Board meetings in consultation with the Chairperson of the Board and taking minutes during the Board Meeting
- Initiating programmes and activities for staff performance and reward management;
- Preparing and submitting programmes and strategies necessary for achievement of Board's mandate for the approval of the Board;
- Carrying out any other duties as may be assigned from time to time by the Board.

**TENURE:** Six (6) year Non –Renewable Contract which may be on a part time basis

**REMUNERATION:** As prescribed by the Salaries and Remuneration Commission (SRC).

## **2. MEMBER OF THE BOARD- COUNTY PUBLIC SERVICE BOARD –TWO (2) POSTS -V/No. CPSB/ 02/2021**

### **Requirements for Appointments**

- i. Be a Kenyan Citizen
- ii. Be in possession of a Bachelor degree from a university recognized in Kenya
- iii. Have a working experience of not less than five(5) years
- iv. Meet the requirement of Chapter Six of the Constitution on leadership and integrity
- v. Satisfies the provisions of chapter six of the Constitution of Kenya 2010 on leadership and Integrity
- vi. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.

### **Overall duties and Responsibilities of Board**

- Establish and abolish offices in the County Public Service.
- Appoint persons to hold or act in office of Public County Offices including the Boards of cities and urban areas within the County and to confirm appointments.
- Exercise disciplinary control over and remove persons holding or acting in the offices in the County Public Service.
- Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board.
- Promote in the County Public Service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya.
- Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya are complied with in the County Public Service.
- Facilitate the development of coherent, integrated Human Resource Planning and Budgeting for personnel emolument in the County.
- Advise the County Government on Human Resource Management and Development.
- Advise the County Government on implementation and monitoring of the National Performance Management System in the County.
- Make recommendations to the Salaries and Remunerations Commissions on behalf of the County Government, on the remuneration, pensions and gratuities for County Public service employees.
- And any other assigned duties from time to time

**TENURE:** Six (6) year Non –Renewable Contract which may be on a part time basis.

**REMUNERATION:** As prescribed by the salary and remuneration commission (SRC)

## **JOB APPLICATION PROCEDURE**

- a) The applicants **MUST** attach the following copies of Documents on the application letter
- (i) Detailed Curriculum Vitae (CV)
  - (ii) **Copy of Identity (ID) Card**
  - (iii) **Copies of** relevant Academic ,Professional Certificates and Testimonials
  - (iv) **Copies of** Registration Certificate from the relevant professional bodies(where applicable)
  - (v) **Copies of** Practicing License from the relevant Regulatory Body (where applicable)
  - (vi) Computer Packages Certificate
  - (vii) Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)
- a) **VALID** Clearance Certificate from the Directorate of Criminal Investigations (**DCI**)
- b) **VALID** Kenya Revenue Authority (**KRA**) Clearance Certificate
- c) **VALID** Higher Education Loans Board (**HELB**) Clearance Certificate
- d) Ethics and Anti-Corruption Commission (**EACC**) Self-Declaration Form
- e) Credit Reference Bureau(CRB)
- b) All applications should be clearly marked “Application for the position of Secretary/CEO County Public Service Board” or “Application for the position of Member of County Public Service Board” (as the case may be) on the envelope and

Interested and qualified person are invited to make their applications and send to the undersigned or hand delivered to **The County Chief Officer- Public Service and Administration office 1<sup>st</sup> Floor Room No: 43** Office of the Governor Busia County Government Headquarters on or before Friday the **8<sup>th</sup> October, 2021 latest 5.00 pm (East African Time)**

**The Chairman  
Selection panel  
Office of the Governor,  
County Government of Busia  
P.O Box Private Bag-50400  
Busia, Kenya  
COUNTY GOVERNMENT OF BUSIA**