Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 59 (1) (b), of The County Governments Act No.17, 2012, The County Public Service Board of Busia invites applications from suitably qualified persons to fill vacant positions in the Office of the Governor as follows:

<table>
<thead>
<tr>
<th>S/No</th>
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<th>Number of Posts</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>SENIOR ADMINISTRATION OFFICER/SENIOUR WARD ADMINISTRATOR (TESO NORTH SUB COUNTY - MALABA CENTRAL WARD)</td>
<td>L</td>
<td>1</td>
</tr>
<tr>
<td>2.</td>
<td>SENIOR ADMINISTRATION OFFICER/SENIOUR WARD ADMINISTRATOR (TESO NORTH SUB COUNTY - MALABA NORTH WARD)</td>
<td>L</td>
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</tr>
<tr>
<td>3.</td>
<td>SENIOR ADMINISTRATION OFFICER/SENIOUR WARD ADMINISTRATOR (MATAYOS SUB COUNTY – BUSIBWABO WARD)</td>
<td>L</td>
<td>1</td>
</tr>
<tr>
<td>Total</td>
<td></td>
<td></td>
<td>4</td>
</tr>
</tbody>
</table>

1. SENIOR ADMINISTRATION OFFICER/SENIOUR WARD ADMINISTRATOR (TESO NORTH SUB COUNTY/MATAYOS SUB COUNTY/SAMIA SUB COUNTY), JOB GROUP ‘L’ – @ 1 POST

Duties and Responsibilities

- Overseeing transport management
- Planning and coordinating office accommodation
- Facilitating meetings, conferences and other special events
- Supervising provision of security and office services
- Supervising records management and messengerial services within various departments
- Handling public concerns and issues
• Managing utilities and office accommodation
• Managing of premises, assets and insurance policies
• Facilitating citizen participation in development activities
• Handling occupational health and safety issues
• Facilitating mobilization of resources at the local level
• Collecting and collating data on developmental activities and
• Disseminating information to the public

Requirements for appointment

• Served in the grade of Administration Officer 1/ Village Administrator 1 J/G ‘K’, for a minimum period of three (3) years;
• Bachelor’s degree in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;

OR

• Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized institution;
• Administrative officer’s examination (PSCK);
• Certificate in computer applications from a recognized institution; and
• Demonstrated merit and ability as reflected in work performance and results experience

Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents
• Tax Compliance Certificate
• Clearance from HELB where necessary
• Clearance from the Ethics and anti-corruption commission
• Certificate of good conduct from the police
• CRB Clearance Certificate

Interested and qualified persons are requested to make their applications attaching copies of their certificates and testimonials, and send to the undersigned on or before 16th July, 2020 at 5.00 p.m.:

THE SECRETARY/CEO
BUSIA COUNTY PUBLIC SERVICE BOARD
P.O BOX 1103-50400
BUSIA (K)

2
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<td>1.</td>
<td>ADMINISTRATION OFFICER I/VILLAGE ADMINISTRATOR III (BUTULA SUB COUNTY – MARACHI WEST ‘A’)</td>
<td>H</td>
<td>1</td>
</tr>
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<td></td>
<td>Total</td>
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<td>1</td>
</tr>
</tbody>
</table>

**2. ADMINISTRATION OFFICER I/VILLAGE ADMINISTRATOR I ((BUTULA SUB COUNTY – MARACHI WEST ‘A’), JOB GROUP ‘H’ – 1 POST**

**Duties and Responsibilities**

- Planning office accommodation layout
- Facilitating transport and travelling services
- Maintaining and updating furniture and office equipment inventory
- Ensuring payment of utility bills
- Facilitating movement of assets
- Facilitating general maintenance of building and furniture and;
- Facilitating logistics for meetings, conferences and other special events
- Collecting and collating data on developmental activities and;
- Providing input in organizing public participation awareness at the local level.

**Requirements for appointment**

For appointment to this grade, a candidate must have:

- Diploma in any of the following disciplines: - Public Administration; Business Administration/Management, Community Development or any other Social Sciences from a recognized institution; and
- Certificate in computer application from a recognized institution.
Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)

All applicants are expected to attach copies of the following additional documents
- Tax Compliance Certificate
- Clearance from HELB where necessary
- Clearance from the Ethics and anti-corruption commission
- Certificate of good conduct from the police
- CRB Clearance Certificate

Interested and qualified persons are requested to make their applications attaching copies of their certificates and testimonials, and send to the undersigned on or before 16th July, 2020 at 5.00 p.m.:

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P.O BOX 1103-50400
BUSIA (K)