



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



AGENDUM AGENDUM- INTERNAL ADVERTISEMENT

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 serving officers at Busia County Government** to fill the following vacant positions internally in the various Departments as follows:

S/No	Cadre/Advertised Post	J/G	No of Vacancies	Vacancy/ Number
AGENDUM-DEPARTMENT OF ECONOMIC PLANNING				
1.	Director Of Monitoring And Evaluation	R	1	1/2022
OFFICE OF THE GOVERNOR				
1.	Principal Administration Officer	N	1	2/2022
2.	Senior Public Communications Officer	L	4	3/2022
3.	Public Communication Officer I	K	3	4/2022
4.	Public Communication Officer II	J	3	5/2022
5.	Senior Information Officer	L	1	6/2022
6.	Information Officer I	K	2	7/2022
7.	Security Officers(Law Enforcement Officers),	D	10	8/2022
8.	Senior Support Staff/Cleaning Supervisor III/Office Messenger	D	5	9/2022
DEPARTMENT OF AGRICULTURE,LIVESTOCK,FISHERIES AND AGRIBUSINESS				
1.	Director Administration(Service Delivery)	R	1	10/2022
2.	Chief Monitoring and Evaluation Officer	M	1	11/2022
3.	Administration Officer I	K	2	12/2022
4.	Administration Officer III	H	1	13/2022
5.	Assistant Chef	H	1	14/2022
6.	Clerical Officer II	F	2	15/2022
7.	Cook II	F	2	16/2022
8.	Senior Support Staff/Cleaning Support Supervisor III/Off	D	2	17/2022
9.	Driver III	D	3	18/2022
PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION				
1.	Principal Administration Officer	N	1	19/2022
2.	Human Resource Management Officer I	K	3	20/2022
3.	Counselor Officer	K	1	21/2022
4.	Administration Officer I	K	3	22/2022
5.	Administration Officer III	H	3	23/2022
6.	Human Resource Assistant III	H	2	24/2022

TRADE, COOPERATIVES, INVESTMENTS AND INDUSTRY				
1.	Senior Cooperatives Officer	L	1	25/2022
2.	Cooperatives Officer I	K	2	26/2022
3.	Assistant Cooperative Officer	H	1	27/2022
SPORTS, CULTURE, ANSD SOCIAL SERVICES				
1.	Senior Gender & Social Development Officer	L	1	28/2022
2.	Social Development Officer	K	1	29/2022
3.	Assistant Tourism Officer III	H	1	30/2022
4.	Assistant Social Development Officer III	H	1	31/2022
5.				
EDUCATION AND VOCATIONAL TRAINING				
1.	Senior Quality Assurance Officer	L	1	32/2022
2.	Information Communication Technology Officer III	H	1	33/2022

AGENDUM-INTERNAL ADVERTISEMENT DEPARTMENT OF ECONOMIC PLANNING

1. VACANCY No:1/222-DIRECTOR OF MONITORING AND EVALUATION JOB GROUP “R”-ONE(1)POST

RESPONSIBILITIES

- Formulate and proposes review of Monitoring and Evaluation Policy.
- The Officer will ensure that the M&E reports are prepared timely and of high quality.
- Provide Technical field support to the M&E Unit and the various M&E Committees established.
- Support all M&E initiatives including Monitoring data quality, tracking the progress of activities, and contributing to Staff Capacity building initiatives as necessary.
- Support in creating a framework and procedures for the Monitoring and Evaluation of Project activities.
- Support in defining and implementing the Key Project Performance Indicators (KPI) as well as monitoring them throughout the duration of projects.
- Assist in proposing strategies to increase data collection, data analysis, data use and demand amongst relevant Staff.
- Assist in clarifying project information needs.
- Support project/program staff on ways to properly document, organize and capture project’s progress, draft tools and their revisions as well as data collection procedures under the supervision (e.g. logical framework, project performance tracking indicators, data flow chart, M&E manuals)
- Support in reviewing the performance of existing Management Information Systems pertaining Project management to help identify potential modifications or resources.
- Suggest ways to facilitate data collection and the flow of data within field teams.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform regular field visits to ensure the quality of data collected to verify the accuracy of reported data.

- Assist in establishing log frames; M&E work plans and targets during the Sector Work Group's project proposals as well as throughout project implementation.

REQUIREMENTS FOR APPOINTMENT

- Bachelor's Degree in Monitoring and Evaluation, Statistics, Economics, Project Management, Social Sciences, Information Management, monitoring and Evaluation or Related Field from a University recognized in Kenya.
- 7 years of experience, three (3) of which must be at a mid-level managerial position in the Public Service or equivalent in the Private Sector.
- Post graduate Diploma in Project Planning and Management or a Master's degree in a relevant field is an added advantage.
- Capacity to produce high-quality briefs and reports.
- Good level of proficiency in Windows Excel and Quantitative Analysis.
- Ability to design M&E tools, Surveys, Surveillance Systems and Evaluation
- Satisfy the requirements of Chapter six of the constitution

INTERNAL ADVERTISEMENT OFFICE OF THE GOVERNOR

1. **VACANCY NO:2/2022-PRINCIPAL ADMINISTRATION OFFICER JOB GROUP 'N' –(1) ONE POST**

Duties and Responsibilities

- Organizing and coordinating official events;
- Ensuring compliance with legal, statutory regulatory requirements
- Overseeing and updating county development
- Preparing guest lists and seating arrangements;
- Coordinating arrangements for press coverage of official functions;
- Facilitating linkages with other institutions and organizations;
- Ensuring efficient and effective communication with stakeholders and visitors to the Office of the Governor and/or County Government;
- Ensuring proper etiquette for official engagements;
- Any other duties as may be assigned from time to time

For appointment to this Grade a candidate must:-

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's Degree in any of the following: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and Marketing or any other social science from a recognized institution;
- Possession of a Master's Degree will be an added advantage;
- Have working experience of not less than three (3) years in Job Group M or an equivalent
- Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Be computer literate;
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

2. VACANCY NO.3/2022-SENIOR PUBLIC COMMUNICATIONS OFFICER - JOB GROUP “L” – FOUR(4) POST

Duties and Responsibilities

- i. Gathering information on programmes and significant events within the county Government and the impact on customers, and forwarding the same to the head of a Public Communications Unit within the county for dissemination;
- ii. Assisting in the development of communications and media strategy; editing stories on various topical issues before they are released to the public
- iii. liaising with media practitioners and the public on issues of mutual concern in the county
- iv. scheduling interviews with County Government officials
- v. managing assigned projects/programmes; and
 - i. Organizing events under the guidance of the head of the Unit/Section
 - ii. And any other assigned duties.

For Direct Appointment to this Grade, A Candidate Must:

- i. Be a Kenyan citizen;
- ii. Be in possession of a Bachelor’s degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;
 - i. Possess good oral and written communication skills in both English and Kiswahili; and
 - ii. Be proficient in computer applications.
- iii. Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

For Promotion the Officer Must

Have served in the grade of Public Communications Officer I or in a comparable and relevant position in the Public Service OR in a comparable position in the private sector or social industry for a minimum period of three (3) years or (6) years

- i. Have a Diploma in any of the following disciplines in the case of serving Certificate holders: Journalism, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent Qualifications from a recognized institution;
- ii. Possess good oral and written communication skills in both English and Kiswahili; Possess advanced computer application skills; and
- iii. Have shown merit and ability as reflected in work performance and results.

3. VACANCY NO.4/2022-PUBLIC COMMUNICATION OFFICER I JOB GROUP “K”- 3(THREE) POSTS

Duties and Responsibilities

Duties and responsibilities at this level will entail gathering information on programmes and significant events, editing stories on topical issues of mutual concern, scheduling interviews with Government

officials and managing assigned projects and programmes under the guidance of the head of the unit/section

Requirements for Appointment

For appointment to this grade, an officer must have;

1. A Degree in any of the following disciplines, in the case of holders of general social science degrees: mass Communication, Communication Studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution/University;
2. A post-graduate diploma in any of the following: Mass Communication, Communications studies, Public Relations, Journalism, International Relations or its equivalent and relevant qualification from a recognized institution/University
3. Compliance with the requirements of chapter 6 of the constitution;
4. Possess good oral and written communication skills in both English and Kiswahili;
5. Be proficient in Information Communication Technology including use of internet and intranet services; and
6. Have shown merit and ability as reflected in work performance and results

4. VACANCY NO.05/2022-PUBLIC COMMUNICATIONS OFFICER II, JOB GROUP J – THREE(3) POSTS

Duties and Responsibilities

- Gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination.
- Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.
- Operate professional video and still cameras for news as well as documentary production
- Able to edit sequences using Final Cut Pro or other editing systems
- Able to travel widely for news and documentary assignments as and when required
- Take care of camera and other equipment assigned and also develop and maintain a well-documented photo and video archive
- Design creative graphics for social media, posters, flyers, website and other publicity and marketing materials;
- Prepare visual presentations by designing art and copy layouts;
- Develop presentations, web interface and interactive products and layout and design presentations;
- Deliver creative graphic and technical solutions for use for new media;

Requirements for Direct Appointment

- Be a Kenyan Citizen
- Be in possession of a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences and sound technician or any other approved equivalent qualifications from a recognized University/Institution;

For promotional

- The officer must have Diploma in the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, and Social Sciences or sound technician
- Strong people skills and the ability to work in a team
- possess good oral and written communication skills in both English and Kiswahili;
- possess advanced computer application skills; and
- Have shown merit and ability as reflected in work performance and results.
- Computer Literacy
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

5. VACANCY NO.06/2022-SENIOR INFORMATION OFFICER, JOB GROUP ‘L’ – 1(ONE) POST

Duties and Responsibilities

The Duties and responsibilities will entail management of news i.e. receiving, selecting, re-writing, translating and editing news and features; ensuring quality dissemination of news; and supervising, guiding and coordinating staff and other resources in the office. Will also be charged with updating and maintaining the County website.

Requirements for Direct Appointment

For appointment to this grade, an officer must:

- Be a Kenyan citizen;
- Have served in the grade of Information Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Have a Bachelor’s Degree in any of the following disciplines, in the case of serving certificate holders: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or its approved equivalent from a recognized institution;
- Possess good oral and written communication skills in both English and Kiswahili;
- Possess advanced computer application skills; and
- Have demonstrated merit and ability as reflected in work performance and results.
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

6. VACANCY NO.07/2022-INFORMATION OFFICER I, JOB GROUP ‘K’-TWO(2) POSTS

(a) Duties and Responsibilities

An officer at this level may be deployed at the Ministry Headquarters, field office or at a Rural Press Office. The officer will be expected to handle fairly sensitive and complex news items that require objective judgment. Specific duties and responsibilities will include gathering, receiving, editing and verifying news and features from different parts of the County, and relating them to the Government policy. At provincial level, duties will include receiving news from districts, translating, sub-editing and writing of features.

(b) Requirements for Appointment

For appointment to this grade, an officer must:

- Have served in the grade of Information Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- Have a post graduate diploma in any of the following disciplines, in the case of holders of general Social Science degrees: Mass Communication, Communication Studies, Journalism, International

Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution;

- possess good oral and written communication skills in both English and Kiswahili;
- Be proficient in Information Communication Technology including use of internet and intranet services; and
- Have shown merit and ability as reflected in work performance and results.

7. VACANCY NO.08/2022-SECURITY OFFICERS(LAW ENFORCEMENT OFFICERS), JOB GROUP 'D'-TEN(10) POSTS

Duties and Responsibilities

- To enforce various By-Laws and other relevant Act of the County Government as directed by the immediate supervisor in the force command;
- To maintain sanity and order in Busia County towns;
- Co-ordinate and work with other disciplined forces/partners in the National Government to maintain peace and order;
- Responding to emergencies
- Guarding of the county Government Property
- Provision of assistance to the public when in need
- Any other duty as may be assigned from time to time.

Requirements for appointment

- Be a Kenyan citizen;
- Kenya Certificate of Secondary Education Mean Grade D- (Minus) and above or its approved equivalent
- Physical fitness test as applicable to the Kenya Police Force or its equivalent plus Medical Certificate.
- Minimum entry age of 18-30 years
- Persons who have undergone training with NYS or other reputable security firms will have an added advantage;
- Satisfy the requirement of Chapter Six of the Constitution

8. VACANCY NO:09/2022-SENIOR SUPPORT STAFF/CLEANING SUPERVISOR III/OFFICE MESSENGER JOB GROUP 'D' – FIVE(5) POSTS

Duties and Responsibilities

- General Cleanliness
- Messengerial Duties
- Any other assigned duties that may be assigned

Requirement for appointment

Be in possession of Kenya certificate of secondary education (KCSE) mean grade D (Plain) from the Kenya national examination council; and Satisfy chapter six of the constitution of Kenya (2010) on the leadership and integrity.

DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND AGRIBUSINESS:

1. VACANCY NO.10/2022- DIRECTOR ADMINISTRATION(SERVICE DELIVERY), JOB GROUP 'R'- ONE(1)POST

Duties and Responsibilities

- Implementing and maintaining service delivery standards;
- Developing and updating framework for Monitoring and Evaluation in accordance to the design document and County requirements;
- Ensuring that County projects' interventions are effectively supported in terms of the assessment, design, implementation, baseline, monitoring, evaluation, transition, learning and documentation;
- Participating in development of the annual work plan and budgets, ensuring alignment with technical approach;
- Ensuring that core information for sectors is available;
- Identifying the requirement for collecting baseline data, preparing terms of reference for and arranging the conducting of a baseline survey for service delivery;
- Overseeing and executive Monitoring and Evaluation activities with particular focus on results and impacts as well as lesson learnt;
- Ensuring timely communication of Monitoring and Evaluation findings at all levels;
- Ensuring the successful development, elaboration and roll out of implementation strategies and operational guidelines;
- Coordinating and ensuring the timely submission of a quality and comprehensive progress reports;
- Guiding sectors in preparing their progress reports in accordance with approved reporting formats and ensuring their timely submission;
- Preparing consolidation progress reports for management including identification of problems, causes of potential bottlenecks in the County project implementation, and providing specific recommendations;
- Undertaking regular visits to the field to support implementation of Monitoring and Evaluation and identifying where adaptations might be needed;
- Ensuring effective engagement with Government departments, Regional technical/sector representatives;
- Preparing monthly and quarterly projects;
- Any other duties as may be assigned from time to time.

Requirements for the position of Director, Service Delivery

- Be a Kenyan citizen;

- Bachelor's Degree in Governance and Leadership, Business Administration, Public Administration, Political Science, Economics, Law, Entrepreneurship, Communication, Monitoring and Evaluation, Project Management or related field from a recognized University;
Master's Degree in any of the following disciplines: Governance and Leadership, Business Administration, Public Administration, Monitoring and Evaluation, Project Management or related field from a recognized University will be an added Advantage.
- Demonstrate relevant experience of not less than five (5) years in a similar position in the NGO, private or public sector;
- Demonstrate understanding of Governance and Monitoring and Evaluation;
- Excellent inter-personal communication and report writing skills; and
- Demonstrate a high degree of professional competence and administrative capability.

2. VACANCY NO.11/2022-CHIEF MONITORING AND EVALUATION OFFICER JOB GROUP "M" –ONE(1) POST

Qualifications For appointment to this grade, a candidate must have:

- At least ten (10) years' experience in economics, applied statistics, research, Project Management or related field, three (3) years of which should have been in Job Group "K" in the Civil Service or in a relevant and comparable position in the Public Service;
- Bachelor's degree in any of the following fields; Economics, Statistics, Policy Analysis, Project Management or any other relevant field from a university recognized in Kenya;
- certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution; and
- Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to National Values and Principles of Governance and Values and Principles of Public Service.

Duties and Responsibilities:

- collecting, collating and filing quarterly monitoring and evaluation (M&E) returns of each ministry, department or agency based on the approved County data collection tools;
- participating in the development of tools and indicators for use in quarterly and annual compliance and efficiency audits;
- conducting annual citizen satisfaction surveys and report on the Citizen Satisfaction Index;
- monitoring and evaluate compliance with the Citizen Service Delivery Charter in ministries, departments and agencies;
- monitoring and evaluate the implementation of County and Authorized Officer's decisions and file quarterly returns;
- participating in annual evaluation of extent of compliance with Values and Principles of Public Service and preparation of County Annual Report;
- undertaking audit and analysis of Government policies, programmes and projects; and
- Reviewing existing HR information management systems, procedures and practices in ministries, departments and agencies.

3. VACANCY NO.12/2022-ADMINISTRATION OFFICER I - JOB GROUP "K") -TWO (2) POSTS- V/No:33/2021

Job Specification/Requirements

- Must be a Kenyan citizen
- Bachelor's Degree in any of the following Disciplines:-Public Administration, Business Administration/Management, International Studies, or any other social sciences from a recognized institution
- Certificate in computer applications from a recognized institution
- Demonstrated merit and ability as reflected in work performance

Duties and Responsibilities:

- Planning of Office Accommodation and layout
- Lead budgeting process, procurement and coordinate financial record information and reports.
- Maintain and monitor staff performance information as per service charter
- Ensure staff training and welfare is managed as per laid down municipal scheme of service.
- Facilitating transport and travelling services
- Maintain and updating furniture and office equipment inventory
- Ensure payment of utility bills
- Facilitate movement of assets
- Facilitate general Maintenance of building and furniture
- Facilitating logistics for meetings, conferences and other special events
- Collection and collating data on development activities
- Providing input in organizing public participation awareness.
- Any other duties assigned by the immediate supervisor

4. VACANCY NO:13/2022-ADMINISTRATION OFFICER III, JOB GROUP H – ONE(1) POST

Duties and Responsibilities

- It will entail administrative duties including general office administration,
- Assets management and inventory. In addition,
- Planning and maintaining security;
- Co-ordination and organization of County Government functions;
- Mitigating disaster;
- peace building initiatives;
- Coordinate compilation of annual reports;
- Coordinate performance management and overseeing implementation of County Government development projects.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Be a Kenyan Citizen
- A Diploma in the following discipline Public Administration, Business Administration/Management, Community Development any Social Science or its equivalent qualification from a recognized Institution; and

- Proficiency in computer applications from a recognized institution
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

5. VACANCY NO.14/2022-ASSISTANT CHEF JOB GROUP “H)-2(POSTS)

Duties and responsibilities at this level will include:

- Food preparation and production; setting up and directing the placement of foods in the serving line; replenishing-of-foodstuff-s -in-the-buffet-service-line;
- maintaining -correct stock levels;
- Detecting and reporting spoiled or unattractive raw food materials;
- Ensuring proper stock rotation; ordering of foodstuffs from the main store;
- Carrying out on-the-job training for staff; and filling work order forms for defective equipment.

Requirements for Appointment

Direct appointment to the grade of Assistant Chef will be made from candidates who are in possession of:

- Diploma in any of the following fields; Catering and Hotel Management; Food and Beverage Production and Service or Hospitality Management or any other equivalent qualification from a recognized institution; and
- Certificate in computer applications.
- Computer Literacy and Management training are added advantages
- Good interpersonal and communication skills
- Ability to work under pressure Strong interpersonal skills & Honesty Excellent communication and interpersonal skills
- Passion for people and service Financial, budgeting, and stock-taking experience. High level of Integrity.
- High standards of grooming and personal etiquette Ability to work under minimum supervision
- And any other assigned duties from time to time

6. VACANCY NO:15/2022-CLERICAL OFFICER JOB GROUP ‘F’ –TWO(2) POSTS

(a) Duties and responsibilities

This is the entry and training grade for the clerical cadre. Work at this level will be carried out under close supervision and guidance of a more senior officer and will be subject to regular checks and verification. Officer at this level will be deployed in the HRM unit, generally registry supplies, account office or general office services, specific duties will include compiling statistical records, sorting, filing and dispatching letters, maintaining an efficient filing system ,processing appointments , promotion, discipline ,transfers and other related duties in human resource management ,computation of financial or statistical records based on routine or special sources of information ,preparing payment vouchers, compiling data and drafting simple letters.

(b)Requirements for Appointment

For appointments to this cadre, a candidate must be in possession of;

- I. Kenya Certificate of Secondary Education(KCSE) mean grade C- or its approved equivalent; and
- II. Proficiency in computer applications

7. VACANCY NO.16/2022-OOK II, Job Group ‘F’- TWO(2) POSTS

Duties and Responsibilities.

- Maintaining hygiene by ensuring cleaning of the kitchen and its surrounding
- Proper storage of foodstuffs and setting up buffet services areas
- Placement of food service line, replenishing of foodstuffs during service and reporting low stock levels.
- Detecting and reporting spoil or unattractive food and detecting defective equipment and reporting the same to the supervisor
- Preparation of Mails

Requirements for Appointment

- Be a Kenyan citizen
- Be in possession of at least Kenya Certificate of Secondary Education (KCSE) mean grade (C-) minus or its equivalent qualification from a recognized institution and
- Have attended a course lasting not less than one (1) year and awarded a certificate in food production, Certificate in food and beverage or its equivalent qualification from a recognized institution.
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

8. VACANCY NO:17/2022-SENIOR SUPPORT STAFF/CLEANING SUPERVISOR III/OFFICE MESSENGER JOB GROUP ‘D’ – TWO(2) POSTS

Duties and Responsibilities

- General Cleanliness
- Messengerial Duties
- Any other assigned duties that may be assigned

Requirement for appointment

Be in possession of Kenya certificate of secondary education (KCSE) mean grade D (Plain) from the Kenya national examination council; and Satisfy chapter six of the constitution of Kenya (2010) on the leadership and integrity.

9. VACANCY NO.18/2022-DRIVER III, JOB GROUP ‘D’-THREE(3) POSTS

This is the entry grade into the Drivers Cadre. Duties and responsibilities at this level involve driving a motor vehicle as authorized; carrying out routine checks on the vehicle’s cooling, oil, electrical and brake systems, tire pressure, etc.; detecting and reporting malfunctioning of vehicle systems; maintenance of work tickets for vehicles assigned; ensuring security and safety for the vehicle on and off the road; overseeing the safety of the passengers and/or goods therein; and maintaining cleanliness of the vehicle.

a) Requirements for Appointment

For appointment to this grade, an officer must have:

- i. Kenya Certificate of secondary Education means grade D plain or its equivalent qualification from a recognized institution.
- ii. Valid driving license free from any current endorsements for classes of vehicles an officer is required to drive ;
- iii. Passed occupational Trade Test II for drivers;
- iv. Defensive driving certificate from the Automobiles Association (AA) of Kenya or its equivalent qualification from a recognized Institution;
- v. Attended a First-Aid course lasting not less than one(1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vi. Attended a refresher course for drivers lasting not less than one (1) week within every three (3) years at Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- vii. A valid certificate of good conduct from the Kenya Police; and
- viii. Satisfy the requirement of Chapter six (6) of the Constitution of Kenya 2010 leadership and Integrity

DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND ADMINISTRATION

1. VACANCY NO.19/2022-PRINCIPAL ADMINISTRATION OFFICER JOB GROUP 'N' – TWO(2) POST

Principal Administration Officer Job Responsibilities

- Organizing and coordinating official events;
- Ensuring compliance with legal, statutory regulatory requirements
- Overseeing and updating county development
- Preparing guest lists and seating arrangements;
- Coordinating arrangements for press coverage of official functions;
- Facilitating linkages with other institutions and organizations;
- Ensuring efficient and effective communication with stakeholders and visitors to the Office of the Governor and/or County Government;
- Ensuring proper etiquette for official engagements;
- Any other duties as may be assigned from time to time

Requirements for the Principal Administration Officer

- Be a Kenyan citizen;
- Be a holder of at least a Bachelor's Degree in any of the following: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and Marketing or any other social science from a recognized institution;
- Possession of a Master's Degree will be an added advantage;
- Have working experience of not less than three (3) years in Job Group M or an equivalent

- Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Be computer literate;
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010

2. VACANCY NO.20/2022-HUMAN RESOURCE MANAGEMENT OFFICER I-THREE (3) POSTS

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail:

Duties and Responsibilities:-

- Overseeing and coordinating human resource management services within the department;
- Supporting, developing and implementing human resource strategic and operation plans ensuring alignment with best practices;
- Participating in review of human resource policies and procedures and overseeing the enforcement of statutory regulations;
- Working in line management to build a sustainable positive workforce environment and culture within the department;
- Developing and coordinating staff benefits and welfare programmes; and
- Any other lawful duties that may be assigned from time to time.

Requirements for appointment for appointment to this grade, a candidate must have:

- Bachelor's Degree in any of the following disciplines: Sociology, Public/ Business Administration, or any other relevant qualification from a recognized institution Plus a Diploma in any of the following disciplines: Human Resource Management, Industrial Relations, Labour Relations, Pensions or its equivalent qualification from a recognized institution; OR Bachelor's Degree in Human Resource Management or its equivalent qualification from a recognized institution; and
- Certificate in computer application skills.

3. VACANCY NO.21/2022-COUNSELOR OFFICER JG "K"-(ONE) POST

Duties and responsibilities will be:-

- Assisting alcohol and drug addicts' clients during their recovery process
- Management of treatment and rehabilitation services within the department
- Meeting with clients to discuss their emotional, mental or lifestyle issues.
- Acting as a facilitator of group counseling sessions or a mediator in a conflict resolution setting. Providing relevant information or resources specific to the client's needs.
- Assisting clients to set goals and adopt strategies to address their issues.
- Referring clients to other healthcare professionals where appropriate.
- Any other duty assigned by the authorities

Requirements for Appointment

- Bachelor's degree in Counseling Psychology, Social Sciences or related field from a recognized institution

- Minimum three (3) years relevant experience
- Addiction Professional Certification will be an added advantage
- Demonstrate strong analytical skills with outstanding verbal and written communication
- Has the ability to work within a multi-cultural setting
- Good listening skills, Sensitivity and empathy, Patience and a calm manner
- Ability to cope with emotional situations
- Ability to relate to a wide range of people

4. VACANCY NO.22/2022-ADMINISTRATION OFFICER I JOB GROUP K – THREE(3) POST

Duties and Responsibilities

- Handling public concerns and issues
- Facilitating Citizens participation in development activities
- Organizing and coordinating official events;
- Preparing guest list and seating arrangements;
- Coordinating arrangements for press coverage of official functions;
- Facilitating linkages with other institutions and organizations;
- Ensuring efficient and effective communication with stakeholders and visitors to the office of the Governor and/or County Government;
- Collecting and collating data on development activities in the county
- Ensuring proper etiquette for official engagements; and
- Any other duties as may be assigned from time to time.

Requirements for Appointment

- Be a Kenyan citizen;
- Be in possession of Kenya Certificate of Secondary Education (KCSE) certificate
- Be a holder of at least a Bachelor’s Degree from a university recognized in Kenya in any of the following: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and Marketing or any other social science from a recognized institution;
- Have working experience in Public Relations, Administration or any other related field;
- Demonstrate understanding and commitment to the values and principles of service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- Be Computer literate;
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

5. VACANCY NO:23/2022-ADMINISTRATION OFFICER III, JOB GROUP H – THREE(3) POSTS

Duties and Responsibilities

- It will entail administrative duties including general office administration,
- Assets management and inventory. In addition,
- Planning and maintaining security;
- Co-ordination and organization of County Government functions;
- Mitigating disaster;

- peace building initiatives;
- Coordinate compilation of annual reports;
- Coordinate performance management and overseeing implementation of County Government development projects.

Requirements for Appointment

For appointment to this grade, a candidate must have:-

- Be a Kenyan Citizen
- A Diploma in the following discipline Public Administration, Business Administration/Management, Community Development any Social Science or its equivalent qualification from a recognized Institution; and
- Proficiency in computer applications from a recognized institution
- Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

6. VACANCY NO.24/2022-HUMAN RESOURCE ASSISTANT III JOB GROUP “H”-THREE(3) POST

Job Responsibilities

- Supervise Clerical officers and other supportive staff
- Assist in implementation of human resource decisions
- Co-ordination of Human Resource Activities
- Provide assistance to the Board Committees
- Any other duty assigned from time to time
-

Requirements for the Human Resource Assistant Job

- At least Kenya certificate of secondary Education(KCSE)-C-(MINUS
- Diploma in Human Resource Management, Labor Relations, Industrial Relations or its equivalent from a recognized institution.
- Certificate in computer application skills from a recognized institution

DEPARTMENT OF TRADE, INVESTMENTS INDUSTRY AND COOPERATIVES

1. VACANCY NO:25/2022-SENIOR COOPERATIVE S OFFICER JOB GROUP “L”-1(ONE) POST

Duties and Responsibilities

- Implementing cooperative development activities/ programmes,

- Advising cooperative societies on proper conduct of meetings, Evaluating new and existing cooperative societies, enforcing cooperative legislation and developing work plan for cooperative extension services.

Qualifications

- Must have KCSE C+ and above or its equivalent qualification.
- **Bachelor's degree in any of the following disciplines;-** Commerce, Business Administration, Agriculture, Economics, Sociology, Law, Agricultural Economics, Cooperative Management, Marketing, Entrepreneurship, Management and Organizational Development, Finance of Agri-Business from a recognized Institution
- Post Graduate Diploma in Cooperative Management lasting not less than six (6) months from a recognized institution
- Served in the grade of Cooperative Officer I or an equivalent position for a minimum period of three (3) years
- Certificate in Computer applications from a recognized institution, and;
- Demonstrated merit and shown ability as reflected in work performance and results

2. VACANCY NO.26/2022-COOPERATIVES OFFICER I JOB GROUP "K"-TWO(2)POSTS

This is the entry and training grade for this cadre. An officer at this level will work under guidance of a more experienced officer.

Duties and responsibilities at this level entail:-

- Enforce cooperative legislation;
- Advise societies on proper conduct of meetings;
- Implement cooperative development policies; and
- Any other lawful duties that may be assigned from time to time

Requirements for appointment

For appointment to this grade, an officer must:

- Be a Kenyan citizen;
- Have a Bachelor's degree in any of the following :- Cooperative Management, Business administration, Sociology, Law, Commerce Entrepreneurship, Management and Organizational Development or Economics from a recognized institution
- Have a Certificate in computer applications from a recognized institution?

3. VACANCY NO.27/2022-ASSISTANT CO-OPERATIVE OFFICER III JOB GROUP "H"-TWO(POSTS)

Duties and Responsibilities

-

This is the entry and training grade for this cadre. An officer at this level will work under the guidance of a senior officer. Duties and responsibilities will entail: advising cooperative societies on matters relating to specialized activities such as marketing, credit, financing, training and

education, accounting and management; collecting data on areas of potential cooperative activities; collecting primary co-operative data for analysis and for policy formulation.

Requirements for Appointment For appointment to this grade, a candidate must have:

- Diploma in any of the following disciplines: - Co-operative Management, Cooperative Auditing, Marketing, Internal Auditing or Finance from a recognized institution; OR Part II of Certified Public Secretary (CPS II) or Certified Public Accountant (CPA II) from a recognized institution; and
- (Certificate in computer application skills. Qualification; and
- Certificate in computer application skills

DEPARTMENT OF SPORTS, CULTURE AND SOCIAL SERVICES

1. VACANCY NO:28/2022-SENIOR GENDER & SOCIAL DEVELOPMENT OFFICER JOB GROEUP “L” 1(ONE) POST

Qualifications and Requirements:

For appointment to the grade, a candidate must have:

- served for a minimum period of three (3) years in the grade of ‘Gender Officer, Job Group K’ or in a comparable and relevant position in the Public Service or Private Sector;
- a Bachelor’s degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Business Administration (Finance/ Entrepreneurship Option), Anthropology, Counseling and Psychology, Economics, Law or any other relevant Social Science from a university recognized in Kenya;
- Membership to a relevant professional body (where applicable); and
- Demonstrated professional competence as reflected in work performance and results.
- Possession of a certificate in Gender Studies, Gender and Development or any other relevant course lasting not less than or in aggregate of at least one (1) month from a recognized institution will be an added advantage.

Duties and Responsibilities:

Duties and Responsibilities an officer at this level may be deployed at County Headquarters or in the Counties. Specific duties and responsibilities include:

- implementing gender policies, projects and programmes;
- facilitating Gender mainstreaming activities in Ministries/Departments, Counties and Agencies;
- undertaking research on gender issues;
- development of gender disaggregated data and management information systems;
- establishing the level of compliance with the two-third gender principle in Ministries and State Departments, Counties and State Corporations;
- sensitizing of stakeholders on gender related issues; and

- facilitating formation of community level structure and mobilizing communities to participate in field activities promoting gender and equity and elimination of Female Genital Mutilation and Gender Based Violence

2. VACANCY NO:29/2022-SOCIAL DEVELOPMENT OFFICER I, JOB GROUP ‘K’ – ONE(1) POSTS

Duties and Responsibilities

An officer at this level will be responsible for:-

- Working with communities to identify and mobilize local resources for the implementation of development projects;
- Guiding communities develop Community Action Plans (CAPs);
- Liaising with local communities and other development agencies in implementing community development programmes;
- Identifying self-help groups and community based organizations for registration;
- Collecting sex and disability disaggregated data for all social development programmes
- Collecting social development related data for planning;
- Guiding communities and self-help groups to identify their social economic needs;
- Mobilizing communities to implement their developments projects;
- Mainstreaming disability in programmes and projects;

Requirements for Appointment

For appointment to this grade, an officer must have:

- Bachelor’s degree in any of the following disciplines: – Sociology, Anthropology, Social work, Psychology, Community Development, Project Development/Management, Disability Studies, Counselling, Tourism, Gender and Development, Business Administration/Management or equivalent qualification from a recognized institution;
- Certificate in computer application skills from a recognized institution

3. VACANCY NO.30/2022-TOURSIM ASSISTANT III JOB GROUP “H”-JOB GROUP “H” – ONE(1) POST

Duties and Responsibilities

This is the entry and training grade for general diploma holders. An officer at this level will work under the guidance and supervision of a senior officer. Duties and responsibilities at this level will include:

- identifying and preparing simple reports on tourism products;
- identifying Small and Medium Tourism Enterprises (SMTE’s) and community-based tourism projects;
- inspecting and preparing reports on tourism facilities and service providers;

- collecting data and information for development of tourism guide books and tourism statistics; and
- identifying suitable locations for mounting tourism signs and symbols

Requirements and Qualifications

For appointment to this grade, a candidate must have a Diploma in any of the following disciplines: Tourism, Tourism and Hospitality Management, Eco-Tourism, Tourism Management, Hotel and Institutional Management and Information technology, Environmental Studies, Travel and Tour Operations Management, Travel and Tourism Management, Hotel and Hospitality Management, Sociology, Geography, Administration, Commerce (Marketing Option) or International Relations from a university recognized in Kenya

4. VACANCY NO.31/2022-COMMUNITY DEVELOPMENT ASSISTANT – J/G “H”-ONE(1) POST

Responsibilities

Reporting to the officer in charge he/she will: –

- Assist the local communities and self-help groups to identify their felt needs and mobilize local resources for the implementation of their development projects and mainstream gender in projects/programmes;
- Bring members of the community together for collective optimization of their development needs; assessing groups/community training needs; and
- Assist in identification of persons with disabilities and vulnerable individuals to benefit from the relevant programmes.

Requirements

- Diploma in any of the following disciplines: Social Work, Rehabilitation Studies, Community Development, Social Development, Psychology, Gender Studies, Counseling, Gerontology or Business Administration/Management, or equivalent relevant qualifications from a recognized Institution.
- Ability to influence local communities.
- Ability to take initiative.
- Good communication skills.
- Good public relations skills.
- Minimum two (2) years relevant experience

DEPARTMENT OF EDUCATION AND VOCATIONALN TRAINING

1. VAANCY NO.32/2022-CHIEF Quality Assurance & Standards Officer J/G “M” –One (1) POST

Reporting to Chief Officer, Education and Vocational Training

Quality Assurance & Standards Officer Job Responsibilities

- The officer will assist in management, planning, coordinating and administration of County ECDE Centers;
- Advising Education Boards and teachers on the standard of education in their respective regions;
- Coordinating school activities, programmes, organizing pedagogical skills upgrading for teachers;
- Coordinating school activities, programmes, organizing pedagogical skills upgrading for teachers;
- Determining the quality of education index at School, Ward and Sub County levels;
- Organizing and coordinating curriculum activities;
- Carrying out subject standard assessments;
- Disseminating assessment findings /reports; and
- Any other lawful duties as may be assigned from time to time.

Requirements for the Quality Assurance & Standards Officer Job

For appointment to this grade, one must:

- Have served in the grade of Graduate Teacher JG 'L' or its equivalent for at least three (3) years;
- Bachelor of Education degree from a recognized institution, Bachelor of Arts/Science with Education from a recognized institution
- OR
- Bachelor of Arts/ Science and a Postgraduate Diploma in Education from a recognized institution.
- Certificate in Senior Management Course lasting not less than four (4) weeks from a recognized institution;
- Certificate in Education Management and curriculum supervision course lasting not less than four (4) weeks from a recognized institution
- Certificate in computer application skills from a recognized institution; and
- Shown merit and ability as reflected in work performance and results.

2. VACANCY NO.33/2022-INFORMATION COMMUNICATION TECHNOLOGY OFFICER III, JOB GROUP 'H'-ONE (1) POST

(a) Duties and Responsibilities

This will be the entry and training grade for this cadre. Duties and responsibilities at this level will include writing and testing simple computer programs according to instructions and specifications; assisting in the implementation of the computer systems; providing user support and training of users; repairs and maintenance of ICT equipment and associated peripherals; monitoring the performance of ICT equipments;and reporting any faults for further action.

(b) Requirements for Appointment

For appointment to this grade a candidates must have

- (i) Kenya Certificate of Secondary Education mean grade C plain with at least a C- in mathematics and English /Kiswahili or its approved equivalent
- (ii) Diploma in any of the following fields: Computer Science, Electrical Electronics engineering or its equivalent qualification 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 invited to make their applications attaching copies of National ID Card, Academic and professional certificates, Current letter of Appointment and the current s Chapter Six Documents and any other testimonials and send or Hand Delivered to the undersigned on or before **29th APRIL, 2022 latest 5.00 pm (East African Time) at PORT VICTORIA PLAZA**

**THE SECRETARAY/CEO
COUNTY PUBLIC SERVICE BOARD
COUNTY GOVERNMENT OF BUSIA**

Please Note

- I. Only shortlisted and successful applicants will be contacted.
- II. Canvassing in any form will lead to automatic disqualification.
- III. The County Public Service Board 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 during interviews.
- V. **All serving officers shall be required to produce the original letter of appointment to the current substantive post during the interviews**
- VI. It is a criminal offence to present fake certificates/documents.

NOTE THAT DIRECT OR INDIRECT CANVASING WILL LEAD TO AUTOMATIC DISQUALIFICATION

Assumpta N. Obore
Chairperson
County Public Service Board

Secretary/CEO
County Public Service Board

Dr.Dominics Dan Ayaa
Member

.....
Musundi Mondelane Nechesa
Member

County Public Service Board

County Public Service Board

.....

Thomas Taka Ouma

Member

County Public Service Board