



**COUNTY GOVERNMENT OF BUSIA
OFFICE OF THE GOVERNOR,
P.O.BOX PRIVATE BAG,
BUSIA (K)**



ADVERTISEMENT

Pursuant to Article 235 (1) (b) of the Constitution of Kenya 2010 and Section 58A (5) of The County Government 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 whose functions are outlined in Section 59 of the Count Governments Act, 2012.

VACANT POSITIONS AT THE BUSIA COUNTY PUBLIC SERVICE BOARD. (CPSB)

S/NO	Cadre/Advertised Post	No. of vacancies	Term of Service
1.	Member of the Board-County Public Service Board (REF: CPSB/01/2022)	3	6 YEAR NON-RENEWABLE CONTRACT ON FULL TIME OR PART TIME
2.	Secretary/Chief Executive Officer-County Public Service Board (REF: CPSB/02/2022)	1	

1. MEMBER, COUNTY PUBLIC SERVICE BOARD THREE (3) POSTS (REF: CPSB/01/2022)

Requirements for Appointment

- i. Be a Kenyan Citizen.
- ii. Be in possession of a Bachelor's degree from a university recognized in Kenya.
- iii. Have a working experience of not less than (5) years.
- iv. Meet the requirements 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.

2. SECRETARY/CHIEF EXECUTIVE OFFICER-COUNTY PUBLIC SERVICE BOARD (ONE) 1 POST (REF: CPSB/02/2022)

Requirements for Appointment.

- i. Be a Kenyan Citizen.
- ii. Be in possession of a Bachelor's degree from a university recognized in Kenya.
- iii. **MUST** be a Certified Public Secretary and in good professional standing.
- iv. Have a working experience of not less than (5) years.
- v. Meet the requirements of Chapter Six of the Constitution on leadership and integrity.
- vi. Knowledge in financial Management will be an added advantage.
- vii. Be a professional who demonstrates absence of breach of the relevant professional code of conduct.
- viii. Have thorough knowledge of the structural, legislative and regulatory framework of the Public Service.
- ix. Demonstrates flexibility and adaptability, with the capacity to work under pressure to meet strict timelines.

APPLICATION GUIDELINES

1. The applicants MUST attach the following copies of Documents on application letter.
 - a) A detailed current curriculum vitae
 - b) Copy of National Identity card or Valid passport.
 - c) Certified copies of relevant academic Professional Certificates and Testimonials.
 - d) Copies of Registration Certificate from relevant professional bodies (where applicable)
 - e) Copies of practicing License from relevant Regulatory Body (where applicable)
 - f) Computer packages Certificate
 - g) Mandatory Additional requirements (Chapter VI documents of the constitution of Kenya 2010)
 - i. **VALID** Clearance Certificate from the Directorate of Criminal Investigation. **(DCI)**
 - ii. **VALID** Kenya Revenue Authority **(KRA)** Clearance Certificate.
 - iii. **VALID** Higher Education Loans Board **(HELB)** Clearance Certificates.
 - iv. Ethics and Anti-Corruption Commission **(EACC)** self-Declaration form.
 - v. Credit Reference Bureau **(CRB)**
2. All applications should be clearly marked Application for the position of **Member, County Public Service Board** and/or **Secretary/CEO County Public Service Board** (as the case may be) on the envelop.

Applications shall be addressed to the:

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

Interested and qualified persons are invited to make their applications and send to the undersigned or hand delivered to **The County Secretary's Office-Busia County, Ground floor, Office of the Governor Busia County Government Headquarters** on or before Thursday the **17th November, 2022** latest **5.00 p.m.** (East African Time)

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 Article of the Constitution. **PEOPLE WITH DISABILITIES, THE MARGINALISED AND MINORITIES ARE ENCOURAGED TO APPLY.**
- iv. **Shortlisted candidates** shall be required to produce **originals** of their National Identity Card, academic and professional certificates, transcripts and Chapter Six Documents during interviews.
- v. It is a criminal offence to present fake certificates/documents.