



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 No. 17 of 2012; the County Public Service Board of Busia invites applications from suitable and qualified persons to fill vacant positions in the County Government on **Permanent and Pensionable terms of service** as follows:

S/NO	DESIGNATION	J/G	NO OF POSTS	ADVERT No
DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND BLUE ECONOMY				
1.	Director Agribusiness	R	1	CPSB/01/2023
2.	Director Fisheries (Blue Economy)	R	1	CPSB/02/2023
DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE				
3.	Director Natural Resources	R	1	CPSB/03/2023
DEPARTMENT OF INFRASTRUCTURE AND ENERGY				
4.	Director Roads	R	1	CPSB/04/2023
5.	Director Public Works	R	1	CPSB/05/2023
6.	Director Energy	R	1	CPSB/06/2023
DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING				
7.	Director Economic Planning (Chief Economist/ Chief Statistician)	R	1	CPSB/07/2023
8.	Director Information, Communication Technology	R	1	CPSB/08/2023
DEPARTMENT OF HEALTH AND SANITATION				
9.	Deputy Director Medical Services/ Senior Medical Specialist	Q	1	CPSB/09/2023
DEPARTMENT OF LANDS, HOUSING AND URBAN DEVELOPMENT				
10.	Director Housing	R	1	CPSB/10/2023
11.	Director Land Administration	R	1	CPSB/11/2023
12.	Director Survey	R	1	CPSB/12/2023
13.	Municipal Manager (Malaba Municipality)- Five (5) year contract	R	1	CPSB/13/2023
DEPARTMENT OF TRADE, INVESTMENT, INDUSTRY AND CO-OPERATIVES				
14.	Director Trade	R	1	CPSB/14/2023
15.	Director Co-operative Audit	R	1	CPSB/15/2023
GOVERNORSHIP				
16.	Director Disaster Management	R	1	CPSB/16/2023
17.	Deputy Director Enforcement and Security	P	1	CPSB/17/2023

DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND GENDER AFFAIRS				
18.	Director Human Resource Management and Development	R	1	CPSB/18/2023
19.	Director Gender Affairs	R	1	CPSB/19/2023
DEPARTMENT OF SPORTS, CULTURE AND SOCIAL SERVICES				
20.	Director Youth Development	R	1	CPSB/20/2023
21.	Director Sports	R	1	CPSB/21/2023
OFFICE OF THE COUNTY ATTORNEY				
22.	County Solicitor	R	1	CPSB/22/2023
23.	Senior County Legal Counsel	M	2	CPSB/23/2023
TOTAL			23	

JOB SPECIFICATIONS AND REQUIREMENTS FOR APPOINTMENT

1. DEPARTMENT OF AGRICULTURE, LIVESTOCK, FISHERIES AND BLUE ECONOMY

a) Director Agribusiness, Job Group 'R' One (1 Post) – Advert No. CPSB/01/2023

Duties and Responsibilities

An officer at this level will be the head of a Directorate in the County and is answerable to the Chief Officer and will be responsible for all Technical and administrative issues of the Directorate. Duties will be as follows:

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- i) Innovating and implementing strategic plans and objectives of the Directorate: – handling technical and administrative, human resource, budgetary and assets management issues,
- ii) Promoting bilateral agricultural relations and cooperation,
- iii) Team building and setting performance targets and standards in consultation with the County Executive Committee Member and the Chief Officer,
- iv) Addressing stakeholder concerns and instituting operational accountability,
- v) Cost effective research to advance County Agriculture priorities,
- vi) Modernizing and making extension services responsive to customer needs,
- vii) Updating and rationalizing technical training,
- viii) Maximizing sustainable gains from crop development activities,
- ix) Devising and applying strategies to maximize value of land and optimize its use for alternative purpose
- x) Enhancing synergies between the Directorate and stakeholders
- xi) Enhancing gainful co-operation between the Directorate and local/International Stakeholders
- xii) Any other duties as assigned from time to time.

Requirements for appointment

For appointment to this position, an officer must have;

- i) Be a Kenyan citizen;
- ii) Served in the position of Deputy Director of Agriculture or in a comparable and relevant position in the Public Service or any recognized entity for a minimum period of three (3) years or five (5) years in the private sector
- iii) Be a holder of a Bachelor's Degree in any of the following fields: Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management,

- Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution; and
- iv) Master's degree in any of the following disciplines: - Food Science, Home Economics, Agriculture, Horticulture, Agricultural Economics, Natural Resource Management, Agribusiness, Agriculture Extension, Agricultural Education or any other relevant and equivalent qualification from a recognized institution
- v) Certificate in Strategic Leadership Development Program or its equivalent lasting not less than six (6) weeks or equivalent management training from a recognized institution.
- vi) Management Course lasting not less than four (4) weeks from a recognized institution,
- vii) Certificate in computer applications from a recognized institution;
- viii) Demonstrated a high degree of high capability, technical and professional competence as reflected in work performance and results.

b) Director Fisheries (Blue Economy) –J/G “R”-One (1) Post-ADVERT No: CPSB/02/2023

Duties and Responsibilities

Duties and responsibilities at this level will include: -

- i) Initiating development and review of policies, legal, regulatory and institutional framework for the fisheries, aquaculture & blue economy resources;
- ii) Promoting regional joint management and research activities under the international and regional conventions and treaties' activities under blue economy sector;
- iii) Monitoring the implementation of regional and international protocols conventions, bilateral/multilateral cooperation and treaties on Fisheries, Aquaculture & Blue Economy;
- iv) Initiating resources mobilization proposals for development of the Fisheries & Blue economy and implementation of programmes and projects for fisheries & blue economy;
- v) Coordinating capacity Building for Data/Information collection for Fisheries, Aquaculture & Blue Economy;
- vi) Advancing sustainable and prosperous lake-based energy, marine transport, ports and shipbuilding, aquaculture, commercial fisheries, fresh water fish processing, lake and marine region tourism, technology and circular economy;
- vii) Developing and implementing mechanisms for institutional dispute resolution on fisheries & blue economy resource-based conflicts;
- viii) Initiating the development and review of Blue Economy Curriculum;
- ix) Coordinating Blue Economy investment opportunities in the marine ecosystems and Lake zones and providing guidance on investment plans and business development in the blue economy;
- x) Monitoring implementation of blue economy master plan
- xi) Any other duties as assigned from time to time.

Requirements for appointment

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

- i) Be a Kenyan citizen;
- ii) Served for a minimum period of three (3) years in the position of Deputy Director Fisheries and Blue Economy or in a comparable and relevant position in the wider public service;
- iii) Bachelor's Degree in any of the following fields:- Fisheries Science; Applied Aquatic Sciences; Fisheries and Aquaculture Technology; Biology; Zoology; Botany; Biochemistry; Biotechnology; Marine and Coastal Fisheries Management and Development; Marine Engineering; Environmental

- Engineering; Natural Resources Management; Conservation Biology and Resource Development; Geology; Hydrology; Environmental Sciences; Sociology; Food Science and Technology; Tourism; Wildlife; Energy; Remote Sensing; Spatial Planning; Land Economics; Geophysics; Oceanography; Chemistry or any other equivalent and relevant qualifications from a university recognized in Kenya;
- iv) Master's degree in a relevant field.
- v) Shown competence in planning and implementation of development, management and research of fisheries, aquaculture and Blue Economy projects and programs;
- vi) Knowledge of the Fisheries, aquaculture and Blue Economy development and management policies, Fisheries Act and other related statutes and international conventions;
- vii) shown merit and ability as reflected in work performance and results; and understanding of national and international fisheries agreements, conventions, protocols and the United Nations Convention on Laws of the Sea.
- viii) Attended Strategic Leadership Development Programme or its equivalent from a recognized institution.
- ix) Management Course lasting not less than four (4) weeks from a recognized institution.
- x) Shown competence in planning and implementation of development management and research of fisheries projects and programs
- xi) Have certificate in computer application skills from a recognized institution;
- xii) Knowledge of the Fisheries development and management policies, Fisheries Act and other related Statutes and international conventions; and
- xiii) Shown merit and ability as reflected in work performance and results.

2. DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, NATURAL RESOURCES AND CLIMATE CHANGE

a) Director Natural Resources Job Group 'R' One (1) Post-ADVERT No: CPSB/03/2023

Duties and Responsibilities

- i) Coordinating the development and implementation of environmental policy, legislation and related statutes;
- ii) Formulating policies and plans for natural resources management programs.
- iii) Coordinating, prospecting and mining of Natural Resources (granting, renewing and revoking artisanal mining permits, maintaining a register of artisanal miners and maintaining fair-trade)
- iv) Evaluating and verify employee performance through the review of completed work assignments and work techniques.
- v) Overseeing preparation of annual work plans and financial budgets and coordinate activities by scheduling work assignments, setting priorities and directing the work of subordinate employees.
- vi) Supervising programs, controlling and coordinating functions in the natural resource section.
- vii) Developing, implementing and evaluating the divisions strategic plans, programs and projects in collaboration with other departments and stakeholders to manage County Natural Resources;
- viii) Monitoring the implementation of projects according to work plans to ensure quality assurance and outputs.
- ix) Safeguarding the health and safety of mine employees and communities affected by mining operations.
- x) Any other duties as assigned from time to time.

Requirements for appointment

- i) Be a Kenyan citizen;

- ii) Served for at least 3 years in the position of Deputy Director Environment and Natural Resources in the Public Sector or Five (5) years in a comparable and relevant position in the Private Sector;
- iii) Bachelor's Degree in any of the following disciplines: – Environment Science, Environmental Education, Environmental Health, Environmental Law, Environmental Resource Conservation, Environmental Studies and Community Development, Environmental Studies and Community Resource Conservation, Fisheries, Forestry, Geo-Spatial Information and Remote Sensing, Agriculture, Aquatic Science, Bio- Resource Conservation and Management, Botany, Chemistry, Climate Change and Development, Coastal and Marine Resource Management, Conservation Biology, Disaster Mitigation, Ecology, Range Management, Zoology, Water Resources and Environment, Natural Resource Management, Geology, Mining, or any other related discipline from a recognized institution;
- iv) Masters degree in any of the above or related disciplines from a recognized institution in Kenya.
- v) Demonstrated managerial, administrative and professional competence in work performance and exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to proper management of natural resource function
- vi) Be a member of a professional body in good standing where applicable.
- vii) Must have attended Strategic Leadership Development Program or its equivalent lasting a minimum of six (6) weeks or any other recognized institution.
- viii) Have certificate in computer applications from a recognized institution.

3. DEPARTMENT OF INFRASTRUCTURE AND ENERGY-ADVERT No: CPSB/04/2023

a) Director Roads J/G "R" –One (1) Post

The Director will be responsible to the Chief Officer Public Works, Transport and Infrastructure for overall management of county road network and mechanical unit.

Duties and Responsibilities

- i) Coordinating the review and formulation of general policies on procurement of works and ensure efficiency in repair and maintenance of all road works;
- ii) Budgeting, carrying out Quality Assurance of Roads Services;
- iii) Coordinating the evaluation and monitoring the adherence and compliance with the set commitments and indicators in the Departmental Performance contract and be responsible for the overall planning.
- iv) Supervising contraction, rehabilitating and maintaining of classified and unclassified roads;
- v) Preparing of tender documents;
- vi) Monitoring the execution of road development projects
- vii) Supervising and training of engineers and technical staff in the Directorate.
- viii) Formulating policy and development of standards for procurement and maintenance of vehicles, plant and mechanical equipment;
- ix) Allocating resources to ensure optimum utilization and working efficiency of all vehicles, plant and equipment maintained by the Department's workshops and asset register of the same;
- x) Assessing the future workload and planning workshops for manpower development;
- xi) Providing technical advice and assistance to other departments, client Departments, government bodies, public and private sector on matters relating to mechanical engineering, motor Vehicles, plant and equipment; staff management and development.

Requirements for Appointment

For appointment of this position, an officer must have:

- i) Be a Kenyan citizen;
- i) Served in the position of Principal Superintendent Engineer (Roads/Materials) or comparable and relevant position in a busy organization for at least three (3) years in the Public Sector or Five (5) in the Private Sector;
- ii) Bachelor's degree in Civil Engineering or equivalent and relevant qualification from a recognized institution;
- iii) Master's degree in a relevant field will be an added advantage.
- iv) Been registered by the Engineers Registration Board of Kenya as an engineer or relevant professional field;
- v) Current valid annual Practicing License from the Engineers Registration Board of Kenya; 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.

b) Director Energy Job Group "R"-One (1) Post-ADVERT No: CPSB/05/2023

Duties and Responsibilities

- i. Utility budget accounting, including forecasting future energy demand and costs;
- ii. Overseeing procurement of electric and natural gas energy and water/sewer service.
- iii. Monitoring of utility metering systems including electric, natural gas, steam chilled water and potable water/sewer;
- iv. Promoting the development, production, conservation and utilization of renewable energy;
- v. Monitoring, supervision and evaluation of renewable energy, energy efficiency and conservation projects;
- vi. Coordinating research in renewable energy;
- vii. Promoting development of appropriate local capacity for the manufacture, installation, maintenance and operation of renewable technologies;
- viii. Developing and promoting of off-grid and decentralized electrical systems and hybrids;
- ix. Promoting, coordinating and administering of outreach and knowledge management on renewable energy sources such as wind power, small hydro, biogas, and solar power technologies;
- x. Promoting Private Sector participation in development of renewable energy initiatives and benchmarking;
- xi. Energy opportunity Assessment and Energy project support;
- xii. Organizing efficiency standards;
- xiii. Any other duties as may be assigned from time to time by Chief Officer Department of Water, and Energy.

Requirements for Appointment

- i) Be a Kenyan citizen;
- ii) Be in possession of Bachelor of Science Degree in any of the following disciplines: Energy, Chemistry, Biochemistry, Forestry, Agriculture, Environmental sciences OR Bachelor of Science/Bachelor of Technology Degree in Mechanical/Chemical/Electrical/Energy Engineering or equivalent qualifications from a recognized institution;
- iii) Master's Degree in any of the above disciplines will be an added advantage.

- iv) Where applicable, Registration by Professional bodies and possession of a current practicing license;
- v) Have at least 5 years working experience 3 of which must be at a senior management level;
- vi) Experience in the field of renewable energy development for a period of not less than 5 years will be desirable;
- vii) Certificate course lasting not less than four (4) weeks or Certificate in Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution will be added advantage;
- viii) Have good communication, presentation, research and analytical skills
- ix) Be computer literate

c) Director Public Works J/G "R"-One (1) Post-ADVERT No: CPSB/06/2023

Duties and Responsibilities

- i) Providing oversight of the Directorate and interprets and oversees compliance with laws, regulations, codes and/or standards;
- ii) Reviewing and formulating of construction and engineering services in the department and county government institutions and sites;
- iii) Co-ordinating design, supervising construction and maintaining buildings and other public works;
- iv) Reviewing and updating policies, systems and procedures for design in structural engineering services;
- v) Planning, designing, supervising of construction, contracts, materials investigation and research related to buildings and other structures;
- vi) Formulating and reviewing general policies on procurement and maintenance of infrastructure;
- vii) Overall planning, controlling and co-ordination of structural engineering services, designs and implementation;
- viii) Carrying out quality assurance on structural engineering services;
- ix) Approving of consultants' designs;
- x) Coordinating evaluation and monitoring adherence and compliance with the set commitments and indicators in the departmental performance contract;
- xi) Attending meetings and provide reports to the Chief Officer on a regular basis regarding the progress of individual projects
- xii) Reviewing plans prepared by private firms for accuracy, design completeness and conformance to laws and County design criteria;
- xiii) Advising the Chief Officer on matters Public Works;
- xiv) Any other related duties that may be assigned from time to time

Requirements for appointment

- i) Be a Kenyan citizen;
- ii) Bachelor's degree in any of the following disciplines; structural Engineering, Architecture, Quantity survey or any equivalent qualification from a recognized university in Kenya;
- iii) Must have relevant knowledge, experience and a distinguished career in Engineering field not less than seven (5) years in the public service or equivalent in the private sector;
- iv) Master's degree in a relevant field will be an added advantage.
- v) Must have been registered with Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya as a Quantity Surveyor or Engineering Board of Kenya;
- vi) Must have Current valid annual Practicing License from the Board of Registration of Architects and Quantity Surveyors (BORAQS) of Kenya or Engineers Registration Board of Kenya;
- vii) Must be in good professional standing of not less than three (3) years post Board registration;

- viii) Attended a management course lasting not less than four (4) weeks from a recognized institution or a Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution;
- ix) Demonstrated general administrative ability required for direction, control and implementation of public works services;
- x) Demonstrated self-drive and proven leadership;

4. DEPARTMENT OF FINANCE, ICT AND ECONOMIC PLANNING

a) Director Economic Planning (Chief Economist/Chief Statistician) Job Group 'R' One (1 Post)- Advert No. CPSB/07/2023

Duties and responsibilities;

- i) Heading Central planning and Project Monitoring Division in the County
- ii) Directing Economic planning functions or production of statistical data at the County level.
- iii) Preparing County development plans and co-ordination of county position on National Economic Subjects;
- iv) Monitoring and evaluating of policies and programmes;
- v) Assisting in collection, Collation, processing and administration of statistical data in accordance with Statistical Act.
- vi) Supervising Officers in his/her division or a Central Planning and Project Monitoring Divisions in the County.

Requirements For Appointment;

For appoint to this position an Officer must have:

- i) Served in the position of Deputy Chief Economist/Deputy Chief Statistician for at least three (3) years or other comparable and relevant position in economic Planning; or in compilation and production of statistical data for County economic Planning and development in the public or Private Sector for at least twelve (12) years of which three (3) years must be at a senior Economic policy Research/Planning position.
- ii) Demonstrated outstanding professional competence matched with power appreciation of the county's Economic Development Needs and the strategies necessary to meet them.
- iii) Demonstrated a high degree of administrative capability coupled with wide experience in economic planning or in the production and interpretation of statistical data;
- iv) Attained qualifications in Economics or Statistics of at least Masters of Arts (MA), Masters of Science (MSc) or Master of Philosophy (MPhil.) level or their equivalent recognized qualification.
- v) Attended a management course lasting not less than four (4) weeks from a recognized institution or a Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution;
- vi) Demonstrated general administrative ability required for direction, control and implementation of public works services;
- vii) Demonstrated self-drive and proven leadership;

b) Director, Information Communication Technology, Job Group 'R' One (1 Post)-ADVERT No: -CPSB/08/2023

Duties and Responsibilities

- i) Initiating information policy formulation and review and design of appropriate programs to facilitate its implementation

- ii) Coordinating information services, including collecting, analyzing and disseminating information to the public through media;
- iii) Initiating research on various information services issues and developing appropriate interventions;
- iv) Developing standards and regulations in management of information;
- v) Managing finances and assets in the department;
- vi) Managing of the human resource training and development
- vii) Developing and managing Information Technology policies and programmes within the County;

Requirements for Appointment

For appointment to this position, an officer must have:

- i) Served in the position of Deputy Director of Information Communication Technology for a minimum period of three (3) years;
- ii) Bachelor's degree in any of the following: computer Science/ICT or Electronics/Electrical Engineering from an institution recognized in Kenya
- iii) A Master's degree in Computer Science or any other ICT related discipline and from any other recognized Institution;
- iv) A certificate of membership to a professional body from a recognized institution in Kenya
- v) Attended a Strategic Leadership Development Programme or its equivalent lasting not less than four (6) weeks from a recognized Institution; and
- vi) Microsoft Certified System Engineer (MCSE) and Cisco Certified Network Associate
- vii) Demonstrated considerable knowledge and competence in systems analysis and program design.

5. DEPARTMENT OF HEALTH AND SANITATION

a) Deputy Director Medical Services / Senior Medical Specialist Job Group 'Q' – One (1) Post-ADVERT No: CPSB/09/2023

Duties and Responsibilities

- i) Performing complex and advanced clinical patient management in areas of specialization including; Internal medicine, obstetrics and gynecology, general surgery, ENT surgery, ophthalmology, psychiatry, anesthesia, paediatrics, pathology, radiology, public health or any other specialist recognized by the Board.
- ii) Coordinating, training, coaching and mentoring of health personnel managing health stores including essential medicines and/or programs for managing large facilities/hospitals.
- iii) Developing interventions, activities or programs for the management of diseases and conditions.
- iv) Developing medical standards operating procedures (SOPS) and protocols.
- v) Developing training circular and syllabi in collaboration with training institutions.
- vi) Coordinating emergency response and clinical care.
- vii) Managing health information system.
- viii) Carrying out health survey and research,
- ix) Monitoring and provision of forensic and medico-legal services

Requirements for appointment

For appointment into this position, an officer must have:

- i) Served as Assistant Director of Medical Services/ Medical Specialist I for a minimum period of three (3) years.
- ii) Bachelor of Medicine and Bachelor of Surgery (MBChB) degree from an institution recognized by the Medical Practitioners and Dentists Board;
- iii) Master's degree in any of the following fields: Medicine, Anesthesia, Cardiothoracic Surgery, Dermatology, Ear Nose and Throat, Otorhinolaryngology, Family Medicine, General Surgery, Geriatrics, Internal Medicine, Micro-biology, Neuron Surgery, Obstetrics, Gynecology, Occupational Medicine, Ophthalmology, Orthopedic Surgery, Pediatrics and Child Health, Palliative Medicine, Pathology, Plastic and Reconstructive Surgery, Psychiatry, Public Health, Radiology, Health System Management, Health Economics, Health Informatics, Epidemiology, Global Health Policy, Public Health Microbiology and Emerging Infectious Diseases, Biostatistics or equivalent qualification from an institution recognized by the Medical Practitioners and Dentists Board.
- iv) Certificate of registration by the Medical Practitioners and Dentists Board.
- v) Valid practicing license from the Medical Practitioners and Dentists Board.
- vi) Certificate in Strategic Leadership Development Program or its equivalent lasting not less than Six (6) weeks from a recognized institution.
- vii) Certificate in Computer application skills from a recognized institution, and
- viii) Demonstrated Professional competence and managerial capability as reflected in work performance and results.

6. DEPARTMENT OF LANDS, HOUSING AND URBAN DEVELOPMENT

a) Director Housing, Job Group 'R' -One (1) Post-ADVERT No: CPSB/10/2023

Duties and responsibilities

- i) Coordinating the divisional matters, programs, formulating and implementing policies at the headquarters and field offices;
- ii) Promoting participatory approaches and capacity building in the housing development process; liaising with stakeholders to establish and maintain land banks for housing development;
- iii) Coordinating activities of development partners and other stakeholders involved in housing development; facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums;
- iv) Ensuring proper management of resources for housing and human settlements development;
- v) Overseeing dissemination of information to stakeholders.
- vi) Responsible for guiding, supervising and developing staff and managing financial resources.
- vii) Planning, coordinating and directing overall operations of the department and field offices;
- viii) Monitoring of workloads and recommending distribution;
- ix) Analyzing and continuous reviewing and implementing housing infrastructure development policies;
- x) Integrating policy objectives into planning and implementing projects;
- xi) Formulating strategies and preparing budgets;
- xii) Promoting public-private partnerships in low-cost housing infrastructure;
- xiii) Co-ordinating stakeholder participation in housing infrastructure development;
- xiv) Overseeing resource mobilization and utilization for implementation of projects and programs;
- xv) Overseeing research and preparing reports on pertinent issues on housing infrastructure development.
- xvi) Responsible for guiding, supervising and developing staff and managing financial resources.
- xvii) Planning, designing, implementing, monitoring and evaluating housing projects for home ownership and rental by civil servants;

- xviii) Formulating, reviewing, interpreting and implementing civil servants housing policies;
- xix) Researching on civil servants housing demand;
- xx) Formulating and implementing financing strategies;
- xxi) Ensuring delivery of affordable housing; facilitation of ownership transfer to purchasers;
- xxii) Ensuring safekeeping of leases and titles;
- xxiii) Translating project briefs into concepts; facilitate procurement of consultancy services and building works;
- xxiv) Engaging housing development partners;
- xxv) Facilitating issuance of loans to civil servants for construction or purchase of houses;
- xxvi) Maintaining assets inventory for civil servants housing.
- xxvii) Guiding, supervising and developing staff and managing financial resources.
- xxviii) Any other duties as assigned from time to time.

Requirements For Appointment

For appointment to this position, an officer must have: -

- i) served in the position of Senior Assistant Director of Housing or in a comparable and relevant position in the housing and human settlements sector for a minimum of three (3) years;
- ii) Registration by any of the following bodies: Board of Registration of Architects and Quantity Surveyors, Engineers Registration Board, Institution of Surveyors of Kenya, Physical Planners Registration Board, Valuers Registration Board, National Environmental Management Authority Board and any other relevant and recognized professional body.
- iii) Master's degree in any of the following: Housing Administration, Urban Management, Urban/Regional Planning, Valuation and Property Management, Architecture, Interior Design, Civil/Electrical/Mechanical/Structural Engineering, Land Economics, Building Economics, Estate Management, Building/Construction/Project Management, Economics, Sociology, Environmental Studies, Community Development, Business Administration or equivalent qualification from a recognized institution;
- iv) Strategic Leadership Development Programme or its equivalent from a recognized institution;
- v) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function

b) Director Land Administration - J/G 'R', One (1) Post-ADVERT No: CPSB/11/2023

Duties and Responsibilities

- i) Overseeing the implementation, interpretation and enforcement of article 66 of the Constitution of Kenya, 2010, the Land Registration Act, 2012, the Community Land Act, 2016, and the Land Control Act Cap 302 of the Laws of Kenya and other relevant statutes, regulations and strategies
- ii) Overseeing the formulation of legislation, policies, strategies, standards, guidelines and programs relating to Land Administration
- iii) Providing oversight on alternative Dispute Resolution (ADR) on land administration matters
- iv) Establishing and maintaining land banks for investment
- v) Providing oversight on sub-division, amalgamations, change of user, extension of lease, and building plans
- vi) Overseeing investigations on land administration matters
- vii) Preparing and submitting land administration reports
- viii) Ensuring efficient functioning and safe custody of land information
- ix) Any other duties as assigned from time to time.

Requirements for appointment

- i) A Bachelor's degree in any of the following: Land Economics; Land Management; Real Estate and Property studies; Land Surveying and Geo-Spatial Engineering; or its equivalent qualification from a recognized university
- ii) Master's degree in the relevant field
- iii) Served in the position of Senior Assistant Director of Land Administration for a minimum period of three (3) years
- iv) Have attended a Strategic Leadership Development Programme or its equivalent from a recognized institution.
- v) Be registered with the Institute of Surveyors of Kenya (ISK); Land Administration and Management Chapter or its equivalent
- vi) Be proficient in computer applications
- vii) Having undergone a course in Alternative Dispute Resolution (ADR) or mediation, and a member of Mediation Training Institute International (MTI) East Africa will be an added advantage
- viii) Have a proven administrative ability and professional competence necessary for the effective performance of work at this level
- ix) Demonstrate managerial and professional competence in work performance and exhibit a thorough understanding of national policies, goals, objectives, and ability to relate them to the land administration and management function.

c) Director Survey - J/G 'R', One (1) Post-ADVERT No: CPSB/12/2023

Duties and Responsibilities

- i) Coordinating the development and review of policies, publication plans, maps, charts and strategies on surveying, GIS and mapping
- ii) Overseeing maintenance of road reserve boundaries
- iii) Verifying cadastral, adjudication, photo control and engineering surveys
- iv) Providing guidance on standardization and certification of survey equipment
- v) Overseeing preparation and submission of technical and administrative reports of the department
- vi) Supervising and undertaking quality control of in-house and outsourced survey services
- vii) Monitoring and evaluating the survey and mapping activities
- viii) Preparing departmental budgets, monitoring and evaluating budget control measures
- ix) Managing and developing staff of the department

Requirements for appointment

- i) Be a Kenyan Citizen.
- ii) Hold a Bachelor's Degree in any of the following disciplines: - Land Surveying and Photogrammetry, Geomatic Engineering, Technology in Geomatics Technology in Geoinformatics, Geo-spatial Engineering, and Philosophy in Technology (Survey) from a recognized Institution.
- iii) Master's Degree in a relevant field
- iv) Be a Full Member of the Institute of Surveyors of Kenya (ISK) and in good standing
- v) A registration with Land Surveyors Board will be an added advantage.
- vi) Have at least Seven (7) years' working experience.
- vii) Certificate in Senior Management Course or its equivalent from a recognized Institution.
- viii) Certificate in Computer Applications.
- ix) Certificate in Geographical Information System (GIS) and/remote sensing.
- x) Strategic Leadership Development Programme or its equivalent from a recognized institution; and
- xi) demonstrated a high degree of professional competence, administrative capabilities and initiative in general organization and management of the housing function

d) Municipal Manager (Malaba Municipality) - J/G 'R', One (1) Post-ADVERT No: CPSB/13/2023

The Municipal Manager will be responsible to the Municipal Board for managing the affairs of the Municipality in line with Article 184 of the Constitution of Kenya 2010, and the Urban Areas and Cities Act, 2011 and (amendment) 2019.

The Manager shall be the Secretary of the Board and an ex- officio member of the Board.

Terms of service: Five (5) years contract (renewable once)

Duties and Responsibilities

- i) Ensuring provision of services to its residents
- ii) Developing and adopting policies, plans, strategies and programs for efficient running of the Municipality
- iii) Formulating and implementing integrated development plans
- iv) Controlling land use, land subdivisions for various development purposes within the framework of the spatial and master plans for the municipality as may be delegated by the County Government;
- v) Promoting and undertaking infrastructural development and services within the Municipality as may be delegated by the County Government
- vi) Developing and managing schemes, including site development in collaboration with the relevant National and County Agencies
- vii) Maintaining a comprehensive database and information system for the municipality
- viii) Enforcing the fees, levies and charges as may be authorized by the County Government for delivery of services
- ix) Implementing applicable national and county legislation
- x) Preparing the annual budget estimates for consideration by the county treasury and transmission to the County Assembly for approval;
- xi) Coordinating and facilitating citizen participation in the development of policies and plans for delivery of services
- xii) Promoting a safe and healthy environment
- xiii) Facilitating and regulating public transport
- ii) Any other duties as assigned from time to time.

Requirements for appointment

- i) Be a Kenyan citizen
- ii) Have a Bachelor's degree in Public Administration, Management, Economics, urban Planning/Development, Sociology or any other related field from a recognized university
- iii) Master's degree in relevant field is an added advantage
- iv) Be a member of the relevant professional body in good standing.
- v) Has proven experience of not less than seven (7) years in administration or management either in the public or private sector
- vi) Possession of at least a Senior Management Course program lasting not less than four (4) weeks or its equivalent from a recognized institution.
- vii) Demonstrate managerial, leadership and professional competence in work performance and results

7. DEPARTMENT OF TRADE, INVESTMENT, INDUSTRY AND CO-OPERATIVES

a) Director Trade J/G "R"-One (1) Post-ADVERT No: CPSB/14/2023

Duties and Responsibilities

- i) Developing strategies to enhance trade in all aspects in the county;

- ii) Developing policy documents on the growth of trade in the county;
- iii) Preparing work plans for the directorate
- iv) Facilitating the settlement of trade disputes;
- v) Developing mechanisms to handle public complaints on local, regional international trade and customer care issues;
- vi) Analyzing economic and trade related policies; Documenting business information to the business community;
- vii) Facilitating trade promotion activities through trade fairs and exhibitions;
- viii) Scanning market profiling and market intelligence surveys for international trade development;
- ix) Providing consultancy and extension services on trade issues to stakeholders;
- x) Preparing position papers for bilateral, regional and international trade negotiations [e.g., World Trade Organization (WTO), Common Market for Eastern and Southern Africa (COMESA), East Africa Community (EAC), African Caribbean and Pacific and European Union (ACP EU) among others];
- xi) Drafting trade agreements for negotiations with East Africa Community (EAC), African Caribbean and Pacific and European Union (ACPEU) among others];
- xii) Drafting trade agreements for negotiation with trading partners;
- xiii) Facilitating the settlement of trade disputes
- xiv) Any other duties as assigned from time to time.

Requirements for Appointment

For appointment to this position, an officer must have: -

- i) Served in the position of senior assistant director trade for a minimum period of three years
- ii) Bachelor's degree in any of the following field; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- iii) Master's degree in any of the following disciplines; commerce, marketing, business administration, business management, entrepreneurship, economics, international trade/business/relations or its equivalent from recognized institution;
- iv) Certificate in strategic leadership development programme lasting not less than six (6) weeks from recognized institution
- v) Certificate in computer application from recognized institution
- vi) Demonstrated a thorough understanding of national /county goals policies and development objectives and ability to translate them in to trade development projects.

b) Director Co-Operative Audit, Job Group 'R' – One (1) Post-ADVERT No: CPSB/15/2023

Duties and Responsibilities

The Director Co-operative Audit will be responsible to the County Chief Officer responsible for Co-operative Development. Duties and responsibilities will include:

- i. Formulating policy, planning, organizing, coordinating, and controlling Co-operative Audit Services in the county
- ii. Ensuring provision of continuous and compliance audit on co-operative societies;
- iii. Verifying and compiling final audit reports/queries on societies' financial statements;
- iv. Offering tax consultancy to co-operative societies;
- v. Overseeing and ensuring preparation and implementation of strategic objectives of the directorate;

- vi. Preparing and implementing the directorate's performance contracts, work plans and appraisal systems; and
- vii. Instituting operational accountability
- viii. Any other duties as assigned from time to time.

Requirements for Appointment

For appointment to this position, a candidate must:

- i. Have served in the position of Deputy Director of Co-operative Audit, job group 'Q' and above or in a comparable and relevant position in the Public Sector for a minimum of 3 (three) years;
- ii. Have a Bachelor's degree in any of the following disciplines: - Commerce (Accounting / Finance option), Economics, Mathematics, Statistics, Business Administration/Management or Co-operative Management from a recognized institution;
- iii. Have a Master's Degree in any of the following disciplines: - Commerce (Accounting / Finance option), Economics, Mathematics, Statistics, Auditing, Business Administration/Management or Co-operative Management from a recognized institution;
- iv. Be a registered member of any of the following professional bodies: - Institute of Internal Auditors (IIA), Institute of Certified Public Accountants of Kenya (ICPAK) or Certified Information Systems Auditor (CISA);
- v. Have a Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks from a recognized institution;
- vi. Have a Certificate in computer applications from recognized institution;
- vii. Have demonstrated managerial, administrative and professional competence in work performance; and
- viii. Have exhibited a thorough understanding of the County goals, policies, objectives and ability to relate them to the co-operative audit function

8. GOVERNORSHIP

a) Director Disaster Management Job Group "R"-One (1) Post-ADVERT No: CPSB/16/2023

Responsibilities

Reporting to the Chief Officer -Governorship, he/she will be responsible for:

- i) Coordinating disaster risk management programmes, emergencies, policies, strategies in the county
- ii) Developing and reviewing Disaster Response Plans and Standard Operating Procedures (SOPs) for effective response;
- iii) Supervising staff and overseeing the smooth running of the department
- iv) Managing the department's budget and maintain statistical and financial records
- v) Collaborating and Networking with like-minded partners to build a culture of risk reduction and effective emergency response plans;
- vi) Acting as a focal point in best practices for replication and uptake by strategic partners and stakeholders;
- vii) Establishing a unique County Emergency Operation Centre (EOC) for effective management and coordination of humanitarian emergencies;
- viii) Ensuring total compliance to the Workplace safety standards (OSHA)
- ix) Raising awareness to the public on disaster management and preparedness
- x) Any other duties as assigned from time to time.

Requirements

- i) Have served for a minimum period of 6 years in a field relevant.
- ii) Master's Degree in a relevant field
- iii) Bachelor's degree in Disaster Management, Social Science or related field from a recognized institution
- iv) Certificate course in firefighting/fire rescue, first aid or any other disaster response course from a recognized institution
- v) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks or equivalent qualification from a recognized institution;
- vi) attended a senior management course (SMC) or its equivalent lasting not less than four (4) weeks in a recognized Institution
- vii) Demonstrate professional, technical, administrative competences and strong analytical skills with outstanding verbal and written communication
- viii) Has the ability to work within a multi-cultural setting and management skills

b) Deputy Director Enforcement and Security, Job Group 'P' One (1) Post-ADVERT No: CPSB/17/2023

Duties and responsibilities

- i) Deputizing the County Head of Security and Enforcement
- ii) Formulating and implementing policies and strategies of the County security and enforcement
- iii) Coordinating and enforcing security issues in the county
- iv) Regulating enforcement and security staff rules in the county
- v) Giving regular reports on enforcement and security to the County Head of Security and enforcement
- vi) Directing, guiding and consulting on the day-to-day operations
- vii) Commanding and supervising uniformed and non-uniformed staff
- viii) Appraising staff with regard to training, promotions, welfare and discipline
- ix) Ensuring cooperation and consultation with representatives of all government agencies on matters pertaining to enforcement and security
- x) Performing any other lawful duties as may be assigned by the superiors from time to time

Requirements for appointment

- i) Be a Kenyan citizen
- ii) Must have served in the position of Senior Superintendent for a minimum period of three (3) years
- iii) Attended a Strategic Leadership Development Programme lasting not less than six (6) weeks or its equivalent will be an added advantage.
- iv) Bachelors degree in the following disciplines: Security Management, Criminology and Fraud Management, Criminology and Security Studies, Penology or its equivalent qualification from a recognized institution;

- v) Certificate in Senior Management Course lasting not less than four (4) weeks or its equivalent from a recognized institution
- vi) Certificate of Good Conduct
- vii) Demonstrated merit and shown ability as reflected in work performance and results
- viii) Certificate in computer applications

9. DEPARTMENT OF PUBLIC SERVICE, ADMINISTRATION AND GENDER AFFAIRS

a) Director Human Resource Management and Development-J/G 'R' (1 Post)-ADVERT No: CPSB/18/2023

Duties and Responsibilities

- i) Innovating and designing Human Resource Strategies and translating same into policies.
- ii) Introducing systems/Management practices that will facilitate effective and efficient management of Human Resource.
- iii) Developing terms and conditions of service for civil service.
- iv) Providing guidance of Human Resource policy matters.
- v) Developing a regulatory framework and standards which promote understanding and commitment to positive values.
- vi) Updating the existing rules and regulations.
- vii) Setting and managing performance standards.
- viii) Analyzing staffing levels for cadres.
- ix) Identifying training needs and in liaison with HRD unit designing, planning and ensuring implementation of training.
- x) Interpreting labour laws and other statutes that impact on the Human Resource.
- xi) Any other duties as assigned from time to time.

Requirements for appointment

- i) Served in the position of Senior Assistant Director of Human Resource Management and Development for a minimum period of three (3) years.
- ii) 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.
- iii) Master's degree in any of the following fields: Human Resource Management, Human Resource Development, Human Resource Planning, Business Administration, Industrial Relations, Labor Relations, Education, Public Administration, Counselling Psychology or any other relevant qualification from a recognized institution.
- iv) Certificate in Strategic Leadership Development Programme or its equivalent lasting not less than six (6) weeks from a recognized institution.
- v) Membership to a relevant professional body with good standing
- vi) Certificate in computer applications
- vii) Demonstrated merit and ability as reflected in work performance and results

b) Director Gender Affairs– J/G "R" (1 Post)-ADVERT No:19/2023

Duties and Responsibilities.

- i) Providing first line level of technical knowledge/information on the development of all Gender mainstreaming programmes and services.

- ii) Monitoring the County's Gender Policy trends and advising the County and its key partners on affirmative action.
- iii) Contributing to County's Gender Policy dialogue with other County governments and Development partners.
- iv) Working in close collaboration with the operational and program teams, needs of departments, development partners and civil society to ensure high level policy impact of County Gender programmes.
- v) Providing guidance on alignment between County Gender initiatives and national policies and priorities.
- vi) Creating strategic partnerships and implementation including resource mobilization strategies.
- vii) Articulating and promoting awareness of the county's mandate, mission and development priorities in relation to Gender affairs.
- viii) Carrying out impact analysis on gender policies on the growth and development of the County
- ix) Any other duties as assigned from time to time.

Requirements for appointment

- i) Served in the position of Deputy Director Gender and Social Development or equivalent position in the public service or private sector for a minimum of three years.
- ii) Bachelor's degree in any of the following disciplines: Gender Studies, Gender and Development, Sociology, Social Work, Community Development, Business Administration (Finance/Entrepreneurship), Anthropology, Counselling and Psychology, Economics, Law or any other relevant Social Science from a University recognized in Kenya.
- iii) Demonstrated managerial, administrative and professional capabilities in promoting social development programs and projects
- iv) Master's degree in any of the following fields: Gender and Development, Business Administration, Anthropology, Counselling, Project Planning and Management, Gender studies, Public Policy, Social Studies, Social Work, Sociology, Psychology, Community Development or equivalent qualification from a recognized institution will be an added advantage.
- v) Certificate in Strategic Leadership Development Program or its equivalent lasting not less than six (6) weeks from a recognized institution
- vi) Certificate in computer application from a recognized institution.

10. DEPARTMENT OF SPORTS, CULTURE AND SOCIAL SERVICES

a) Director Youth Development– (One) Post J/G R"-ADVERT No: CPSB/20/2023

Duties And Responsibilities

- i) Administering youth development programs and activities in the department
- ii) Coordinating, formulating and implementing policies, programs, strategies, plans, and activities that promote youth development
- iii) Mainstreaming youth affairs at local, County, National and international levels
- iv) Undertaking research and consultancy and disseminating information on youth development issues
- v) Coordinating the development of guidelines to strengthen linkages and dynamic partnership between stakeholders on absorption of youth into employment, internship, and volunteerism;
- vi) Ensuring that an integrated youth information system is developed
- vii) Coordinating staff performance management training and development.
- viii) Monitoring financial and assets administration and management;

- ix) Ensuring compliance with Principles and Values of Good governance, Human rights, transparency accountability, ethics and integrity in the department
- x) Any other duties as assigned from time to time.

Requirements for appointment

For appointment to this position, an officer **MUST** have: -

- i) Served for a minimum period of three (3) years and above in a comparable and relevant position in the wider public service.
- ii) A Bachelor's Degree in Social Sciences from a university recognized in Kenya;
- iii) A Master's Degree in Social Sciences from a university recognized in Kenya; and
- iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks or its equivalent from a recognized institution
- v) Certificate in computer applications
- vi) Demonstrated managerial, administrative and professional competence on matters relating to management and development of youth in the country.

b) Director Sports -One (1) Post J/G "R"-ADVERT No: CPSB/21/2023

Duties and Responsibilities

The Director Sports will be responsible to the Chief Officer for development planning, coordination and administration of sports activities and programmes in the County department

Specific Duties and Responsibilities will include:

- i) Coordinating the design, implementation, monitoring and evaluation of sports programs and activities
- ii) Liaising with relevant stakeholders in mobilizing resources for sports programmes and activities
- iii) Coordinating research and innovation in sports
- iv) Ensuring annual work plans, procurement plans, and budgeting for the department is undertaken
- v) Coordinating cash awards and honors' scheme for sports persons and veterans
- vi) Mainstreaming sports affairs at local, County, national and international levels
- vii) Liaising with stakeholders in the development of sports infrastructure;
- viii) Ensuring efficient staff management, training and development'
- ix) Initiating development of youth sports centres;
- xi) Performing any other duties as assigned from time to time.

For appointment to this post an officer must have:

- i) Served for a minimum period of three (3) years and above in a comparable and relevant position in the wider public service
- ii) Bachelor's degree in any of the following disciplines: Physical Education, Sports Science or Leisure and Recreation Management from a university recognized in Kenya;
- iii) Master's Degree in any of the following disciplines: Physical Education, Recreation Management, Exercise and Sports Science, Social Sciences, Management Administration or equivalent qualification from a university recognized in Kenya;
- iv) Certificate in Strategic Leadership Development Program lasting not less than six (6) weeks or its equivalent from a recognized institution;
- v) Certificate in computer applications;
- vi) Demonstrated a thorough understanding of the national goals, policies and programmes and the ability to relate them to Sports Development.

11. OFFICE OF THE COUNTY ATTORNEY

a) County Solicitor, Job Group 'R' One (1) Position-ADVERT No: CPSB/22/2023

Duties and Responsibilities

Reporting to the County Attorney, the County Solicitor;

- i. Shall be the principal assistant of the County Attorney in executing the functions of the County Attorney;
- ii. Organizing, coordinating and managing administrative and legal functions of the Office of the County Attorney;
- iii. Conducting, assigning and supervising all cases, including appeals or petitions on behalf of the County Attorney as may be instructed by the County Attorney;
- iv. In consultation with the County Public Service Board and the County Attorney, be responsible for supervising the County Counsel and other members of staff of the Office;
- v. Supporting drafting and publication of legislative proposals, as well as the revision of laws, of the County Government;
- vi. Representing the County Government in Court, Tribunals, Commissions of Inquiry and any other legal proceedings to which the County Government is a party or has interest other than criminal proceedings;
- vii. Performing duties of the Accounting Officer in the office of the County Attorney;
- viii. Ensuring compliance with the leadership and integrity code as well as the National Values and Principles among members of staff of the Office of the County Attorney;
- ix. In performance of the functions and exercise of the power under the direction of the County Attorney, the County Solicitor shall be responsible for formulating and ensuring implementation of the development strategies for the County Government legal services;
- x. Perform any duties as may be assigned by the County Attorney from time to time.

Job Specifications/Requirements

- i. Be a Kenyan Citizen;
- ii. Bachelor of Laws (L.L.B) degree from a university recognized in Kenya.
- iii. Master of Laws (LL.M) Degree from a recognized university;
- iv. A Post graduate Diploma in Law from the Kenya School of Law;
- v. Be an Advocate of the High Court of Kenya with a valid current practicing certificate;
- vi. At least five (5) years of relevant post-admission working experience;
- vii. Proficiency in computer applications;
- viii. Shown strong organizational and interpersonal skills with the ability to prioritize, multi-task and work under pressure amidst competing demands.
- ix. Shown merit and ability as reflected in work performance and results;

b) Senior County Legal Counsel, Job Group 'M' Two (2) Posts -ADVERT No: CPSB/23/2023

Duties and Responsibilities

Reporting to Principal County Legal Counsel, a Senior County Legal Counsel shall be;

- i. Undertaking research on assigned legal issues;
- ii. Collecting and collating research data;
- iii. Analyzing research data and compiling reports;
- iv. Interviewing clients for proper referrals;
- v. Advising on various legal policy issues;

- vi. Preparing preliminary legal documents/instruments and liaising with the County Attorney;
- vii. Attending Court to represent the County Government in both civil and criminal (watching brief) litigation;
- viii. Any other lawful duties as may be assigned from time to time.

Job Requirements

- i. Be a Kenyan Citizen;
- ii. Bachelor of Laws (LL. B) degree from a recognized University;
- iii. A Post graduate Diploma in Law from the Kenya School of Law;
- iv. Be an Advocate of the High Court of Kenya with a valid current practicing certificate;
- v. Three (3) years of relevant post admission working experience;
- vi. Proficiency in computer applications;
- vii. Shown strong organizational and interpersonal skills with the ability to prioritize, multi-task and work under pressure amidst competing demands.
- viii. Shown merit and ability as reflected in work performance and results;

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

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

How to apply

All applicants 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 14th April, 2023 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.**

The County Government of Busia is an equal opportunity employer, women, youth and Persons Living with Disability are encouraged to apply.

Assumpta N. Obore
Chairperson
County Public Service Board

Truphenah E. Akide
Secretary/CEO
County Public Service Board

Dr. Dominics Dan Ayaa
Vice Chairperson
County Public Service Board

Thomas Taka Ouma
Member
County Public Service Board

Dester Kapelinyang'a
Member
County Public Service Board

George Ikwara Olakitar
Member
County Public Service Board

Juliet A. Ofafa
Member
County Public Service Board
