



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 suitably qualified persons to fill vacant positions in the **County Government departments on Three (3) year contract (Renewable)** as follows:

S/No.	Designation	Job Group	Number of posts	Advert. No.
1.	GOVERNORSHIP			
	Principal Protocol Officer	N	1	CPSB/1/2024
	Chief Liaison Officer	M	2	CPSB/2/2024
2.	OFFICE OF THE COUNTY SECRETARY			
	Personal Assistant	M	1	CPSB/3/2024
3.	DEPARTMENT OF FINANCE			
	Board Member – Busia County (Public Officers) Revolving Fund Board		1	CPSB/4/2024
TOTAL			5	

JOB REQUIREMENTS AND SPECIFICATIONS

1. GOVERNORSHIP

a) PRINCIPAL PROTOCOL OFFICER, JOB GROUP 'N'- ONE (1) POST, ADVERT NO. CPSB/1/2024.

Duties and Responsibilities: -

- i) Organizing and coordinating official events;
- ii) Ensuring compliance with legal, statutory regulatory requirements.
- iii) Overseeing and updating on County Development;
- iv) Preparing guests list and seating arrangements;
- v) Coordinating arrangements for press coverage of official functions.
- vi) Facilitating linkages with other institutions and organizations;
- vii) Ensuring efficient and effective communication with stakeholders and visitors to the office of the Governor and/or County Government;
- viii) Ensuring proper etiquette for official engagements;
- ix) Any other duties as may be assigned from time to time.

Requirements for appointment:

- Be a Kenyan citizen.

- Relevant working experience of at least three (3) years.
- Knowledge of office management procedures and practices.
- Familiarity with budgeting and financial reporting
- Proficiency in written and verbal communication.
- Proficiency in computer applications

b) CHIEF LIAISON OFFICER, JOB GROUP 'M'- TWO (2) POSTS, ADVERT. NO. CPSB/2/2024

Duties and Responsibilities: -

- Handling public concerns and issues.
- Facilitating citizen's participation in development activities.
- Organizing and coordinating official events.
- Preparing guests lists and sitting 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 the 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.
- Bachelor's degree in Business/Public Administration, Communication, Public Relations, or in any other relevant field.
- Relevant working experience of at least three (3) years.
- Possess strong communication and negotiation skills
- Ability to organize and coordinate official activities,
- Proficiency in written and verbal communication.
- Proficiency in computer applications

2. OFFICE OF THE COUNTY SECERTARY

a) PERSONAL ASSISTANT, JOB GROUP 'M' –ONE (1) POST, ADVERT. NO. CPSB/3/2024

The personal Assistant will support the County Secretary by:

- Reporting to the County Secretary,
- Providing executive assistance and offering the required linkage to customer care and communication with the County Secretary's clients, visitors and the public in general
- Coordinating travel arrangements for the County Secretary
- Managing appointments, correspondences and maintaining the County Secretary's diary
- Setting up meetings
- Managing the affairs of the County Secretary's office

- vii) Researching, compiling and summarizing information to respond to various inquiries from internal and external clients
- viii) Preparing the County Secretary's speech and drafting of both internal and external communication
- ix) Establishing and maintaining proper record and archiving system for the County Secretary's office.
- x) Providing administrative support, maintaining records and generating reports with high level of integrity and discretion
- xi) Any other duties that may be assigned by the County Secretary

Requirements for Appointment

- Be a Kenyan Citizen
- Be a holder of at least a first degree from a university recognized in Kenya with a bias in Business administration and or public relations
- Have knowledge, experience and distinguished career of not less than five years
- Ability to work independently, and support the County Secretary's official operations
- Excellent public relations, written and spoken English
- Knowledge of a foreign language is an added advantage
- Proficiency in ICT, excellent report writing
- Ability to work long hours and under pressure in meeting critical deadlines
- Exhibit strong problem solving and research abilities and the flexibility to coordinate various functions
- Knowledge of corporate administrative office management systems.

3. DEPARTMENT OF FINANCE

a) BOARD MEMBER, BUSIA COUNTY (PUBLIC OFFICERS) REVOLVING FUND BOARD – ONE (1) POST, ADVERT. NO. CPSB/4/2024.

Duties and responsibilities'

The responsibilities of the Board members shall collectively be to: -

- i) In accordance with the provisions of the Act and the Regulations thereof and on behalf of the County Government, administer and manage the Fund internally;
- ii) Establish mechanisms for mobilization of resources to increase the Fund capital;
- iii) Propose to the county executive member on the available profitable investment opportunities on surplus funds;
- iv) Consult and collaborate with the County Public Service Board and Salaries and Remuneration Commission to ensure that all its decisions made under this Act conform to the guidelines or directives issued by the Salaries and Remuneration Commission;
- v) Establish criteria to be met by applicants to access the Fund by way of loans;
- vi) Determine the modes and methods of repayment of the loans granted;
- vii) Receive, process and approve or otherwise applications for loans from and by applicants;
- viii) Prepare and maintain accurate records of loan applications, approvals and repayments;
- ix) Set up and implement procedures for loan recoveries and defaults;
- x) In the event of default by a loanee or debtor, to initiate appropriate recovery proceedings; and
- xi) Perform such other functions, with the approval of the Executive Committee Member as may be necessary or appropriate for the better carrying out of the provisions of the Act.

Requirements for Appointment

- Be a Kenyan Citizen and ordinarily a resident and carrying on business in the County;
- Possess a Bachelor's degree from a university recognized in Kenya;
- Has a working experience of not less than five (5) years;
- Is not a public officer;
- Satisfies the provisions of Chapter Six of the Constitution.

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

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 so as to reach **the County Public Service Board – PORT VICTORIA PLAZA on or before 14TH MARCH 2024 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.**

For more information concerning the duties and requirements for appointment, check the County website:

www.busiacounty.go.ke

The County Government of Busia is an equal opportunity employer, women, youth, and people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

**Truphenah E. Akide
Secretary/CEO
County Public Service Board**