



COUNTY GOVERNMENT OF BUSIA  
COUNTY GOVERNMENT OF BUSIA  
P.O. BOX PRIVATE BAG– 50400  
BUSIA, KENYA



**SHORTLISTED CANDIDATES FOR OFFICE ADMINISTRATIVE ASSISTANT I  
DEPARTMENT OF EDUCATION AND VOCATIONAL TRAINING**

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 wishes to invite the following shortlisted candidates for interview as indicated against their names in the attached schedule.

All shortlisted candidates are required to carry along with them the following documents:

- (i) **ORIGINAL** Identity (**ID**) Card
- (ii) **ORIGINAL** Academic and Professional Certificates
- (iii) **ORIGINAL** Registration Certificate from the relevant professional bodies (where applicable)
- (iv) **VALID** Practicing License from the relevant Regulatory Body (where applicable)
- (v) Computer Packages Certificate
- (vi) Chapter VI Documents:
  - a) **VALID** Clearance Certificate from the Directorate of Criminal Investigations (**DCI**)
  - b) **VALID** Kenya Revenue Authority (**KRA**) Clearance Certificate
  - c) **VALID** Higher Education Loans Board (**HELB**) Clearance Certificate
  - d) Ethics and Anti-Corruption Commission (**EACC**) Self-Declaration Form
  - e) Credit Reference Bureau (CRB)

**NB: Interviews will be conducted at the Venues and Time Indicated.**

**NOTE: -BUSIA YOUTH POLYTECHNIC**

**SHORTLISTED CANDIDATES FOR OFFICE ADMINISTRATIVE ASSISTANT IJ/G “J”-1(ONE)**

<b>S/ NO</b>	<b>NAME/ID</b>	<b>GENDER</b>	<b>ACADEMIC AND QUALIFICATIONS</b>	<b>DATE</b>	<b>VENUE</b>	<b>TIME</b>
1.	LYDIA ACHIENG MUDIBO ID:21677919	F	SINGLE AND GROUP CERTIFICATE IN SECRETARIAL STUDIES	23/03/2021	BUSIA YOUTH POLYTECHNIC	9.00Am
2.	JOYLINE AKUMU ID:36621223	F	CERTIFICATE IN SECRETARIAL STUDIES OFFICE PROCEDURES II SECRETARIAL DUTIES II COMMUNICATION SKILLS II COMPUTERIZED DOCUMENT PROCESSING I COMMERCE II	23/03/2021	BUSIA YOUTH POLYTECHNIC	9.00Am
3.	BEATRICE OMBOKO ID:27501502	F	CERTIFICATE IN SECRETARIAL STUDIES(SINGLE&GRO UP)	23/03/2021	BUSIA YOUTH POLYTECHNIC	9.00Am
4.	ANASTANCIA FLORA MAKOKHA ID:22519662	F	CERTIFICATE IN SECRETARIAL STUDIES-SINGLE SUBJECTS	23/03/2021	BUSIA YOUTH POLYTECHNIC	9.00Am
5.	MERCYLINE ATIENO MUKANGA ID:36304972	F	DIPLOMA IN SECRETARIAL STUDIES	23/03/2021	BUSIA YOUTH POLYTECHNIC	9.00Am

***NOTE THAT DIRECT OR INDIRECT CANVASING WILL LEAD TO AUTOMATIC  
DISQUALIFICATION***

***Assumpta N. Obore***  
***Chairperson***  
***County Public Service Board***

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***Lawrence E Akijakin***  
***Vice Chair***  
***County Public Service Board***

***Secretary/CEO***  
***County Public Service Board***

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***Patrick Afwande***  
***Member***  
***County Public Service Board***

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*Dr.Dominics Dan Ayaa*  
*Member*  
*County Public Service Board*

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*MusundiMondelaneNechesa*  
*Member*  
*County Public Service Board*

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*Thomas Taka Ouma*  
*Member*  
*County Public Service Board*

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