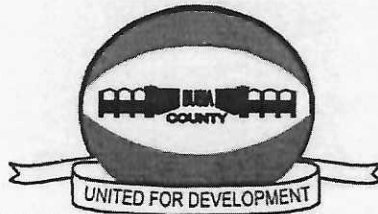


COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY OF BUSIA
COUNTY ASSEMBLY SERVICE BOARD
P. O. BOX 1018-50400, BUSIA-KENYA,
EMAIL: clerk@busiaassembly.go.ke

DATE: 28th May, 2026

CONTRACT JOB OPPORTUNITIES

The Busia County Assembly Service Board invites qualified and competent individuals to apply for the following positions on a one(1) year **CONTRACT**:

1. ACCOUNTANT 1 JOB GROUP K/ CASB 9 - 1 Position
(Advert No:BSA/CASB/13/2025/2026)

Job Requirements:

- i. Bachelors degree in any of the following discipline: Commerce, Finance, Economics, Business Administration/Business Management and must have passed CPA II
OR
A holder of CPA III
- ii. Be registered with a professional body
- iii. Certificate in computer applications from a recognized institution
- iv. Three (3) years work experience in the relevant field

Duties and Responsibilities:

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers;
- iii. Preparation of simple management reports e.g. imprest and expenditure returns among others,
- iv. Receiving duly processed payments and receipt vouchers;
- v. Writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;
- vi. Invoicing payment vouchers in IFMIS

Remuneration

To be pegged at minimum Basic pay of Job Group "K"

2. ACCOUNTANT II JOB GROUP J/ CASB 10 - 1Position
(Advert No:BSA/CASB/14/2025/2026)

Job Requirements:

- i. Bachelor degree in any the following discipline: Commerce, Finance, Economics, Business Administration/Business Management and passed CPA I
OR
A holder of CPA II
- ii. Certificate in computer applications from a recognized institution
- iii. Three (3) years work experience in the relevant field

COUNTY ASSEMBLY OF BUSIA
P. O. Box 1018, BUSIA
CLERK TO THE ASSEMBLY

Duties and Responsibilities:

- i. Responsible for preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers;
- ii. Responsible for safe custody of records and assets under him/her.
- iii. Preparing and verifying vouchers for payments
- iv. Ensuring financial reports and records are properly maintained
- v. Preparing tax returns and ensuring prompt payment
- vi. Maintaining and reconciling accounts receivable and payables
- vii. Maintain and update ledger accounts by vote heads
- viii. Preparing reconciliation for cash book and bank statements
- ix. Preparing and maintaining proper fixed asset register
- x. Assisting with documenting accounting processes to be included in the accounts manual

Remuneration

To be pegged at minimum Basic pay of Job Group "J"

3. RESEARCH OFFICER I- JOB GROUP K/ CASB 9 - 1 Position (Advert No:BSA/CASB/15/2025/2026)

Job Requirements:

- i. Bachelors degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent from a recognized institution;
- ii. Certificate in Strategic Leadership Course from a recognized institution lasting not less than four weeks will be an added advantage
- iii. Certificate in computer applications from a recognized institution
- iv. Three (3) years work experience in the relevant field

Duties and Responsibilities

- i. Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- ii. Initiating and conducting anticipatory research and analysis on key policy issues;
- iii. Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- iv. Maintaining a periodically updated inventory of publications on current issues;
- v. Legislation and major public policy issues/questions;
- vi. Ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- vii. Providing back up to County Assembly committees.

Remuneration

To be pegged at maximum Basic pay of Job Group "K"

4. PUBLIC COMMUNICATIONS AND MEDIA RELATIONS OFFICER II, JOB GRADE "J"/ CASB 10 – 1 POSITION (Advert No:BSA/CASB/16/2025/2026)

Job Requirements

- i) Bachelor's degree in any of the following disciplines:- Public Communication, Journalism, Public Relations, Mass Communication, Marketing or any other equivalent qualification from a recognized institution; and
- ii) Certificate in computer applications skills from a recognized institution.
- iii) Three(3) years work experience in the relevant field

Duties and Responsibilities

- i. Keeping calendars (editorial, press conferences, events etc.) and media lists;
- ii. Assisting in organizing and execution of events, campaigns etc;
- iii. Conducting research to support Public Relations planning;
- iv. Drafting and distributing content such as newsletters and releases;
- v. Editing videos and presentations as assigned;
- vi. Supporting relations with stakeholders, media, vendors etc;
- vii. Assisting in tracking media coverage or PR metrics (e.g. web analytics) and
- viii. Inventing ways to streamline communication and plan execution
- ix. Undertaking general administrative and clerical duties.

Remuneration

To be pegged at minimum Basic pay of Job Group "J"

5. PHOTOJOURNALIST/VIDEOGRAPHER ASSISTANT III - JOB GRADE "H"/ CASB 11 - 1 POSITION (Advert No:BSA/CASB/17/2025/2026)

Job Requirements

- i) Diploma in any of the following disciplines:- photojournalism, photography, videography, Mass Communication or any other equivalent qualification from a recognized institution; and
- ii) Certificate in computer applications from a recognized institution.
- iii) Three(3) years work experience in the relevant field

Duties and Responsibilities

- i. Taking and processing of photographs using various cameras and photographic equipment
- ii. Filming and capturing video footage of events, proceedings and activities
- iii. Editing videos and presentations using video editing software
- iv. Documenting news, information, Assembly proceeding and events
- v. Caption writing ; composing stories, headlines and captions for photos/videos
- vi. Maintaining photo and video archives;organizing digital media files

Remuneration

To be pegged at minimum Basic pay of Job Group "H"

Interested candidates should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials and National Identity card or Passport to the office of the Clerk of the County Assembly

Applications should be addressed to:

The Secretary

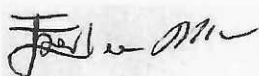
Busia County Assembly Service Board

P.O. Box 1018-50400

Busia -Kenya

Closing Date: 12th June,2026 at 5.00p.m.

Only shortlisted candidates will be contacted. County Assembly Service Board is an equal opportunity employer: Women, Youth and Persons with disabilities are encouraged to apply.



COUNTY ASSEMBLY OF BUSIA
P. O. Box 1018, BUSIA
CLERK TO THE ASSEMBLY

SECRETARY COUNTY ASSEMBLY SERVICE BOARD