



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 qualified persons to fill vacant positions in the **Governorship on Three (3) years contract (Renewable)** as follows:

S/No.	Designation	Job Group	No. of posts	Advert No.
DIRECTORS				
1.	Director Administration (Service Delivery)	R	1	CPSB/24/2023
2.	Director Administration (Liaison)	R	1	CPSB/25/2023
3.	Director Administration (Resource Mobilization)	R	1	CPSB/26/2023
PUBLIC COMMUNICATION OFFICERS				
4.	Chief Communication Officer	M	1	CPSB/27/2023
5.	Senior Public Communication Officer	L	4	CPSB/28/2023
6.	Public Communication Officer II (Editor/ Camera)	J	1	CPSB/29/2023
7.	Public Communication Officer III (Sound Technician)	H	2	CPSB/30/2023
8.	Public Communication Officer (Editor/Camera)	H	1	CPSB/31/2023
INFORMATION OFFICERS				
9.	Senior Information Communication Technology Officer	L	2	CPSB/32/2023
10.	Information Communication Technology Officer I	K	2	CPSB/33/2023
11.	Information Communication Technology Officer II	J	2	CPSB/34/2023
ADMINISTRATION OFFICERS				
12.	Principal Administration Officer	N	3	CPSB/35/2023
13.	Administration Officer I	K	8	CPSB/36/2023
14.	Administration Officer II	J	10	CPSB/37/2023
15.	Administration Officer III	H	11	CPSB/38/2023
SECURITY OFFICERS				
16.	Security Officer	D	16	CPSB/39/2023
OFFICE MESSENGER/GARDENER				
17.	Office Messenger	D	6	CPSB/40/2023
DRIVERS				
18.	Driver II	E	4	CPSB/41/2023
19.	Driver I	F	2	CPSB/42/2023
COOKS				
20.	Cook II	F	2	CPSB/43/2023
21.	Cook III	E	1	CPSB/44/2023
TOTAL			82	

JOB REQUIREMENTS AND SPECIFICATIONS

1. DIRECTOR ADMINISTRATION (SERVICE DELIVERY), JOB GROUP 'R'- ONE (1) POST-ADVERT No: CPSB/24/2023

Duties and Responsibilities: -

- i) Implementing and maintaining service delivery standards;
- ii) Developing and updating framework for Monitoring and Evaluation in accordance with the design document and County requirements;
- iii) Ensuring that County projects' interventions are effectively supported in terms of the assessment, design, implementation, baseline, monitoring, evaluation, transition, learning and documentation;
- iv) Participating in development of the annual work plan and budgets, ensuring alignment with technical approach;
- v) Ensuring that core information for sectors is available;
- vi) Identifying the requirement for collecting baseline data, preparing terms of reference for and arranging and conducting baseline survey for service delivery;
- vii) Overseeing and executing Monitoring and Evaluation activities with particular focus on results and impacts as well as lessons learnt;
- viii) Ensuring timely communication of Monitoring and Evaluation findings at all levels;
- ix) Ensuring the successful development, elaboration and roll out of implementation strategies and operational guidelines;
- x) Coordinating and ensuring timely submission of a quality and comprehensive progress reports;
- xi) Guiding sectors in preparing their progress reports in accordance with approved reporting formats and ensuring their timely submission;
- xii) Preparing consolidated progress reports for management including identification of problems, causes of potential bottlenecks in the County project implementation, and providing specific recommendations;
- xiii) Undertaking regular visits to the field to support implementation of Monitoring and Evaluation and identifying where adaptations might be needed;
- xiv) Ensuring effective engagement with Government departments, Regional technical/sector representatives;
- xv) Preparing monthly and quarterly projects reports;
- xvi) Any other duties as may be assigned from time to time.

Requirements for the Position of Director Administration.

- i) Be a Kenyan citizen;
- ii) Served in the position of senior management post for a minimum period of three (5) years or in a comparable and relevant position in the Public Service or Private Sector;
- iii) Bachelor's Degree in any of the following disciplines: Governance and Leadership, Business Administration/Management, Community Development Public Administration, Political Science, Economics, Law, Entrepreneurship, Communication, Monitoring and Evaluation, Project Management or any Natural Science and Social Science related field from a recognized Institution;
- iv) Master's Degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized Institution will be an added advantage.

- v) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized Institution.
- vi) Diploma in advance Public Administration or equivalent qualification from a recognized Institution;
- vii) Certificate in computer application skills from a recognized Institution
- viii) Demonstrates a thorough understanding for national goals, policies, objectives and the ability to relate them to the administration functions.

2. DIRECTOR ADMINISTRATION (LIAISON) JOB GROUP 'R'- ONE (1) POST-ADVERT No: CPSB/25/2023

Duties and Responsibilities: -

- i) Coordination of liaison matters for efficient engagement with officials from other Governments, development partners and including officials from diplomatic missions;
- ii) Ensure that relations with other Governments and international organizations are carried out in accordance with standard liaison practices;
- iii) Extend efficient and effective liaison services in accordance with standard practices;
- iv) Facilitation of official engagement between County Governments with other visiting Governments, foreign officials and Diplomatic Corps;
- v) Provide liaison advice and services to County Government and the public;
- vi) Coordinate State/Official visits, both inbound and outbound;
- vii) Organize County, National and International, summits/conferences/ meetings/ events;
- viii) Facilitate representation of the County Government abroad;
- ix) Facilitating meetings, ensure proper etiquette for official engagements, and streamline interactions with dignitaries and other VIPs;
- x) Any other duty that may be assigned from time to time.

Requirements and competencies for appointment: -

- i) Be a Kenyan Citizen
- ii) Served in a senior management position either in the public service for a minimum period of three years or five years in the private sector
- iii) Bachelor's degree in any of the following disciplines: Mass Communication, Public Relation, Communications Studies, Strategic Planning, International Relations, Social Sciences or any other approved equivalent qualifications from a university recognized in Kenya;
- iv) Have relevant knowledge, experience and a distinguished career in liaison services of not less than seven (7) years, three (3) of which must be at a senior managerial position in the public service or equivalent in the private sector;
- v) Master's Degree in any of the following disciplines: Public Administration; Business Administration/Management, Community Development or any other Social Science from a recognized Institution will be an added advantage.
- vi) Certificate in Strategic Leadership Development Programme lasting not less than six (6) weeks or equivalent qualification from a recognized Institution.
- vii) Demonstrate general administrative ability required for direction, control and implementation of liaison services management services.
- viii) Computer applications

3. DIRECTOR RESOURCE MOBILIZATION, JOB GROUP 'R' ONE (1) POST-ADVERT No: CPSB/26/2023

Duties and Responsibilities

- i) Initiate and oversee development of policies, procedures, regulations, guidelines, and strategies for resource mobilization and partnership development;
- ii) Advise the Management on all partnership and resource mobilization issues;
- iii) Ensure implementation, coordination and review of resource mobilization and marketing policies, strategies, and programmes;
- iv) Coordinate implementation of innovative fundraising and identify new opportunities;
- v) Initiate partnership dialogue with bilateral partners and international financial Institutions;
- vi) Oversee coordination, planning, development, and management of a public and private sector fundraising strategy to mobilize resources;
- vii) Assess opportunities for resource mobilization, identify and map current and potential donors;
- viii) Foster partnerships between the County and development partners, local and international organizations;
- ix) Coordinate mobilization of resources and develop systems and procedures to monitor the collection of funds;
- x) Advise the County Government on potential opportunities for fundraising and partnership developments;
- xi) Ensure effective utilization of resources in the Directorate and compliance with stakeholder requirements;

Requirements for appointment

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

- i) Served for A minimum period of three (3) years in the public service or five years in the private sector in a senior position
- ii) A Bachelor Degree in any of the following disciplines: - Marketing, Development Studies, International Relations, Economics, Commerce, Statistics, Project Management, Monitoring, and Evaluation or equivalent qualifications from a recognized Institution;
- iii) Master Degree in any of the following disciplines: - Marketing, Development Studies, International Relations, Economics, Commerce, Statistics, Project Management, Monitoring, and Evaluation or equivalent qualifications from a recognized Institution will be an added advantage.
- iv) Certificate in Strategic Leadership Development Programme course lasting not less than six (6) weeks or its equivalent from a recognized Institution.
- v) Professional qualification and membership to a professional body where applicable;
- vi) Computer proficiency
- vii) Demonstrated results in work performance;

4. CHIEF PUBLIC COMMUNICATIONS OFFICER, JOB GROUP 'M' -1 POST-ADVERT No: CPSB/27/2023

Duties and Responsibilities.

- i) Assisting in the development of communications and media strategy; editing stories on various topical issues before they are released to the public
- ii) Gathering information on programmes, significant events in a specific sectorial area and the impact on publics
- iii) Liaising with media and other publics;
- iv) Reviewing and editing of speeches;
- v) Implementation of customer satisfaction survey;
- vi) Undertaking public communications research;
- vii) Scheduling interviews and press conferences and providing content to the County portal website.

- viii) Manage and articulate the County's social media agenda and develop new avenues to crystallize the Busia County's footprints on the web.

Requirements for appointment

- i) Be a Kenyan citizen;
- ii) A Bachelor's Degree in any of the following disciplines; Mass Communication, Journalism, Public relations, Corporate, communication Studies, Media Studies/Sciences, Photojournalism/Photography, Film/Television/Radio production, International/Relations, social Sciences or any other approved equivalent qualifications from a recognized Institution
- iii) Have served in the position of Senior Public Communications Officer or in a comparable and relevant position in the Public Service or in a comparable position in the private sector or social industry for a minimum period of three (3) years
- iv) Have a clear understanding of the working of the media and the socio-political environment in Kenya
- v) possess good oral and written communication skills in both English and Kiswahili;
- vi) possess advanced computer application skills; and
- vii) Have shown merit and ability as reflected in work performance and results.

5. SENIOR PUBLIC COMMUNICATIONS OFFICER - JOB GROUP "L" – FOUR (4) POSTS-ADVERT No: CPSB/28/2023

Duties and Responsibilities

- i) Gathering information on programmes and significant events within the county Government and the impact on customers, and forwarding the same to the head of Public Communications Unit within the county for dissemination;
- ii) Assisting in the development of communications and media strategy; editing stories on various topical issues before they are released to the public
- iii) liaising with media practitioners and the public on issues of mutual concern in the county
- iv) scheduling interviews with County Government officials
- v) managing assigned projects/programmes; and
- vi) Organizing events under the guidance of the head of the Unit/Section
- vii) And any other assigned duties.

For Direct Appointment to this Position, a candidate Must:

- i) Be a Kenyan citizen;
- ii) Be in possession of a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized Institution;
- iii) Possess good oral and written communication skills in both English and Kiswahili; and
- iv) Be proficient in computer applications.

For Promotion to this position the Officer Must

- i) Have served in the position of Public Communications Officer I or in a comparable and relevant position in the Public Service or in a comparable position in the private sector or social industry for a minimum period of three (3) years.
- ii) Have a Diploma in any of the following disciplines in the case of serving Certificate holders: Journalism, International Relations, Mass Communication, Communication Studies, Public Relations or its approved equivalent Qualifications from a recognized Institution;

- iii) Possess good oral and written communication skills in both English and Kiswahili; Possess advanced computer application skills; and
- iv) Have shown merit and ability as reflected in work performance and results.

**6. PUBLIC COMMUNICATIONS OFFICER II, (EDITOR/CAMERA PERSON), JOB GROUP J- 1 (ONE)
POST-ADVERT No: CPSB/29/2023**

Duties and Responsibilities

- i) Gathering information on existing programmes, significant events and the impact on customers and forwarding the same to the head of Department for dissemination.
- ii) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a senior officer.
- iii) Operate professional video and still cameras for news as well as documentary production
- iv) Able to edit sequences using Final Cut Pro or other editing systems
- v) Able to travel widely for news and documentary assignments as and when required
- vi) Take care of camera and other equipment assigned and also develop and maintain a well-documented photo and video archive
- vii) Design creative graphics for social media, posters, flyers, website and other publicity and marketing materials;
- viii) Prepare visual presentations by designing art and copy layouts;
- ix) Develop presentations, web interface and interactive products and layout and design presentations;
- x) Deliver creative graphic and technical solutions for use for new media;

Requirements for Direct Appointment

- i) Be a Kenyan Citizen
- ii) Be in possession of a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, Social Sciences and sound technician or any other approved equivalent qualifications from a recognized /Institution;
- iii) possess advanced computer application skills; and
- iv) Have shown merit and ability as reflected in work performance and results.
- v) Computer Literacy

For promotion

For promotion to this position, an officer must:

- i) Have served in the position of Public Communications Officer III or in a comparable and relevant position in the Public Service for a minimum period of three (3) years
- ii) The officer must have Diploma in the following disciplines: Mass Communication, Communication Studies, Journalism, Public Relations, and Social Sciences or sound technician
- iii) Strong people skills and the ability to work in a team
- iv) possess good oral and written communication skills in both English and Kiswahili;
- v) Computer literacy

7. INFORMATION OFFICER III, (SOUND TECHNICIAN), JOB GROUP 'H' – TWO (2) POSTS-ADVERT No: CPSB/30/2023

Duties and Responsibilities

- i) Operating the digital recording system and ensuring general safety of the machine
- ii) Gathering news, verifying authenticity of news; initial editing
- iii) dispatching news and features to the senior officer for dissemination to the public and media.

- iv) Maintaining the cleanliness of the recording machines and equipment.
- v) Testing of the machines and charging the digital recorders
- vi) Operating public address system in the Chamber

Requirements for Direct Appointment.

For appointment to this position, a candidate must:

- i) Be a Kenyan Citizen
- ii) Have Kenya Certificate of Secondary Education (K.C.S.E) mean position C with a minimum of C+ in English or Kiswahili and C in any other relevant subject or equivalent qualifications from a recognized Institution;
- iii) Have a Diploma in any of the following: Digital, Recording/Electronics or any other approved equivalent qualifications from a recognized Institution
- iv) Have a minimum experience of 2 years
- v) Certificate in computer application skills;
- vi) Demonstrated integrity, professional competence and management capabilities as reflected in work performance and results.

8. PUBLIC COMMUNICATIONS OFFICER III (EDITOR/CAMERA) –JOB GROUP ‘H’ - ONE (1) POST-ADVERT No: CPSB/31/2023

Duties and Responsibilities

This will be the entry and training position for Public Communications Officers. An officer at this level will be deployed in a Ministry/Department Headquarters or in a Public Communications Office to assist in the public communications function. Specific duties and responsibilities will include information gathering on topical issues within the Ministry/Department, verifying its authenticity, editing and dispatching the information for dissemination to the public and media under the guidance of a senior officer.

Requirements for Appointment

For appointment to this position, a candidate must:

- i) have Kenya Certificate of Education (KCSE) mean position C with a minimum of C+ in English or Kiswahili and C in any other relevant subjects or its approved equivalent qualifications;
- ii) Have a Diploma in any of the following disciplines: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations or any other approved equivalent qualifications from a recognized Institution; and
- iii) Be proficient in computer applications.

9. SENIOR INFORMATION COMMUNICATION TECHNOLOGY (ICT) OFFICER, JOB GROUP ‘L’ – TWO (2) POSTS-ADVERT No: CPSB/32/2023

Duties and Responsibilities

- i) Carrying out system analysis, design and programme specifications in liaison with users;
- ii) Developing, implementing and maintaining of systems;
- iii) Ensuring adherence to established ICT standards;
- iv) Supervising and compiling overall systems documentation;
- v) Advising on ICT related issues;
- vi) Supervising installation, certification, repairs and maintenance of ICT equipment and peripherals;
- vii) Developing and maintaining ICT standards;
- viii) Recommending and supervising hardware/software specifications for ICT equipment;
- ix) Logging of problems;

- x) Drawing and scheduling preventive maintenance;
- xi) Assisting in feasibility studies as assigned
- xii) Train officers working below him.

Requirements for Direct Appointment

For appointment to this position, an officer must:

- i) Be a Kenyan citizen;
- ii) Have served in the position of Information Communication Technology Officer I or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- iii) Have a Bachelor's Degree in any of the following disciplines: Computer Science/ Information Communication Technology, Electrical / Electronic Engineering, Commerce, Mathematics, Statistics, Physics or other ICT related disciplines approved equivalent from a recognized Institution;
- iv) Have demonstrated professional ability, initiative and competence in organizing and directing work.

10. INFORMATION COMMUNICATION TECHNOLOGY OFFICER I, JOB GROUP 'K'- TWO (2) POSTS - ADVERT No: CPSB/33/2023

Duties and Responsibilities

Duties and responsibilities at this level will include:

- i) Installation and maintenance of computer systems
- ii) Configuration of Local Area Network and Wide Area Network;
- iii) Developing and updating application systems;
- iv) Carrying out system analysis, design and programme specifications in liaison with users;
- v) Carrying out repairs and maintenance of Information Communication Technology equipment and associated peripherals;
- vi) Drawing up hardware specification for ICT equipment;
- vii) Verification, validation and certification of ICT equipment
- viii) Overseeing the process of configuration of new ICT equipment.

Requirements for Appointment

For appointment to this position, an officer must:

- i) Have served in the position of Information Communication Technology Officer II or in a comparable and relevant position in the Public Service for a minimum period of three (3) years;
- ii) Be in possession of a Bachelor's degree in any of the following disciplines: Computer Science/ Information Communication Technology or in Electronics/ Electrical Engineering from a recognized Institution;
- iii) Have shown merit and ability as reflected in work performance and results.

11. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II, JOB GROUP "J" –TWO (2) POSTS- ADVERT No: CPSB/34/2023

Duties and Responsibilities

This will be the entry and training position for Information Officers. An officer at this level will be deployed either at the County Headquarters or in a field office to assist information services work.

Duties and responsibilities will include:

Requirements for Appointment

- i) Analyzing, coding, designing, testing, implementing computer programs, providing user support, and maintaining support systems and training of users
- ii) Repairing and maintaining ICT equipment and associated peripherals;
- iii) Receiving installing and certifying of Information Communication Technology equipment;
- iv) Configuring of new ICT equipment

For appointment (direct) to this position, a candidate must:

- i) Be a Kenyan citizen;
- ii) Have a Bachelor's Degree in any of the following disciplines: Computer Science/ Information Communication Technology, Electrical / Electronic Engineering, Commerce, Mathematics, Statistics, Physics or other ICT related disciplines approved equivalent from a recognized Institution;
- iii) A Higher Diploma in Computer Science/ Information Communication Technology from a recognized Institution.
- iv) Possess good oral and written communication skills in both English and Kiswahili;
- v) Be proficient in computer applications; and
- vi) Have shown merit and ability as reflected in work performance and results

12. PRINCIPAL ADMINISTRATION OFFICER JOB GROUP 'N' – THREE (3) POSTS-ADVERT NO: CPSB/35/2023

Duties and Responsibilities

- i) Initiating and implementing administrative policies, strategies, procedures and programme
- ii) Managing and supervising the general administrative function
- iii) Facilitating maintenance of infrastructure and facilities
- iv) Overseeing transport management
- v) Planning and coordinating office accommodation
- vi) Overseeing development and updating of office equipment and furniture inventory
- vii) Managing premises, assets and insurance policies
- viii) Overseeing effective service delivery in the area of jurisdiction
- ix) Developing programmes and projects to empower the community
- x) Coordinate and facilitate citizen participation in the development of policies, plans and delivery of services
- xi) Facilitate inter-governmental relations and conflict resolution
- xii) Overseeing safe custody of County Government assets in the area of jurisdiction
- xiii) Coordinate and liaise with other directorates and departments in the area of jurisdiction
- xiv) Ensuring compliance with legal, statutory and regulatory requirement
- xv) Ensure compliance with national values and principles of good governance
- xvi) Enhancing administrative capacity for effective functions and governance at the local level
- xvii) Identifying development projects
- xviii) Disseminating information to the public
- xix) Provide linkage between the office and the community

For appointment to this Position a candidate must: -

- i) Be a Kenyan citizen;
- ii) Be a holder of Bachelor's degree in any of the following: Public Administration, Business Administration/Management and Community Development or any other social science
- iii) Certificate in Management Course lasting not less than four (4) weeks or equivalent qualification from a recognized Institution will be an added advantage
- iv) Possession of a Master's Degree in a relevant field will be an added advantage;

- v) Demonstrate understanding and commitment to the values and principles of public service as outlined in articles 10 and 232 of the Constitution of Kenya, 2010;
- vi) Be computer literate;

13. ADMINISTRATION OFFICER I- JOB GROUP 'K' EIGHT (8) POSTS-ADVERT No: CPSB/36/2023

Duties and Responsibilities

- i) Handling public concerns and issues
- ii) Facilitating Citizens participation in development activities
- iii) Collecting and collating data on development activities in the county
- iv) Facilitating fleet management
- v) Planning office accommodation layout
- vi) Developing and updating of office equipment and furniture inventory
- vii) Facilitate meetings, conferences and other special events
- viii) Supervising general maintenance and repair of office equipment
- ix) Process administrative documents
- x) Supervising provision of security and office services
- xi) Supervise records management and messengerial services within various departments
- xii) Providing input in organizing public participation awareness at the local level

Requirements for Appointment

- i) Be a Kenyan citizen;
- ii) Be a holder of at least a Bachelor's Degree from a university recognized in Kenya in any of the following: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and Marketing or any other social science from a recognized Institution;
- iii) Certificate in Computer application from recognized Institution

14. ADMINISTRATION OFFICER II-JOB GROUP 'J' TEN (10) POSTS-ADVERT No: CPSB/37/2023

Duties and Responsibilities

- i) Facilitating logistics for conferences and other special events
- ii) Collecting and collating data on development projects
- iii) Providing input in the monitoring and evaluation of projects in the county government
- iv) Planning office accommodation layout
- v) Facilitating logistics for meetings, conferences and other special events
- vi) Facilitating movement of assets
- vii) Ensuring payment of bills
- viii) Carrying out general maintenance of building and furniture
- ix) Facilitating transport and travelling services
- x) Disseminating information to the public

For appointment to this position a candidate must: -

- i) Be a Kenyan citizen;
- ii) Be a holder of a Bachelor's Degree from a university recognized in Kenya in any of the following: Public Administration, Business Administration/Management and Community Development or Public Relations, International Relations, Diplomacy and Marketing or any other social science from a recognized Institution;
- iii) Certificate in Computer application from recognized Institution
- iv) Demonstrated merit and ability as reflected in work performance and results

15. ADMINISTRATION OFFICER III -JOB GROUP 'H' ELEVEN (11) POSTS-ADVERT No: CPSB/38/2023

Duties and Responsibilities

It will entail administrative duties including general office administration,

- i) Assets management and inventory.
- ii) Planning office accommodation layout
- iii) Facilitating logistics for meetings, conferences and other special events
- iv) Facilitating movement of assets
- v) Ensuring payment of bills
- vi) Collecting and collating data on development projects
- vii) Providing input in the monitoring and evaluation of projects in the county government
- viii) Facilitating general maintenance of buildings and furniture
- ix) Provide input in organizing public participation awareness at the local level

Requirements for Appointment

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

- i) Be a Kenyan Citizen
- ii) A diploma in the following discipline Public Administration, Business Administration/Management, Community Development any Social Science or its equivalent qualification from a recognized Institution; and
- iii) Proficiency in computer applications from a recognized Institution

16. SECURITY OFFICERS, JOB GROUP 'D' – 16 POSTS -ADVERT No: CPSB/39/2023

Duties and Responsibilities

- i) To enforce various By-Laws and other relevant Act of the County Government as directed by the immediate supervisor in the force command;
- ii) To maintain sanity and order in Busia County towns;
- iii) Managing access control systems and employee and visitors' identification.
- iv) Co-ordinate and work with other disciplined forces/partners in the National Government to maintain peace and order.
- v) Responding to emergencies.
- vi) Guarding of the county Government Property.
- vii) Provision of assistance to the public when in need.
- viii) Perform any other lawful duties as may be assigned by the superiors from time to time.

Requirements for appointment

- i) Be a Kenyan citizen.
- ii) Kenya Certificate of Secondary Education Mean Position D+(Plus) and above or its approved equivalent.
- iii) Physical fitness test as applicable to the Kenya Police Force or its equivalent plus Medical Certificate.
- iv) Minimum entry age of 18-29 years
- v) Pass in the aptitude test.
- vi) Candidates MUST produce a certificate of good conduct reading no criminal record.
- vii) MUST be prepared to undergo Basic Recruit Training Programme within 3 months of appointment.
- viii) Satisfy the requirement of Chapter Six of the Constitution of Kenya 2010 on the leadership and integrity.

17. OFFICE MESSENGER JOB GROUP 'D' – 5 (FIVE) POSTS -ADVERT No: CPSB/40/2023

Duties and Responsibilities

- i) General Cleanliness
- ii) Messengerial duties
- iii) Any other assigned duties that may be assigned

Requirement for appointment

Be in possession of Kenya certificate of secondary education (KCSE) mean position D (Plain) from the Kenya national examination council;

18. DRIVER I, JOB GROUP "F" – TWO (2) POST-ADVERT No: CPSB/41/2023

Duties and responsibilities

- i) Driving a vehicle as authorized;
- ii) Carrying out routine checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure etc.
- iii) Detecting and reporting malfunctioning of the vehicle systems;
- iv) Maintenance of work tickets for vehicles assigned, ensuring security and safety of the vehicle on and off the road,
- v) Overseeing safety of the passengers and/or goods therein.
- vi) Maintaining cleanliness of the vehicle

Requirements for Appointment

- i) Kenya certificate of secondary education mean position D plain or its equivalent qualification from a recognized Institution
- ii) Served in the position of Driver II or comparable position for a minimum period of three (3) years;
- iii) A valid driving license free from any current endorsement(s) for the class(es) of vehicle(s) the officers i.e., require to drive
- iv) A valid certificate of good conduct from the Kenya police
- v) Attended a first aid Certificate course lasting not less than one (1) week at St. John Ambulance or its equivalent from a recognized Institution
- vi) Shown merit and ability as reflected in the work performance and results
- vii) Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

19. DRIVER II, JOB GROUP "E"- FOUR (4) POSTS-ADVERT No: CPSB/42/2023

Duties and Responsibilities

- i) Driving a motor vehicle as authorized, carrying out routine checks on the vehicle's cooling, oil, electrical and brakes systems, tyre pressure,
- ii) Detecting and reporting malfunctioning of vehicle systems,
- iii) Maintenance of work tickets for vehicle assigned,
- iv) Ensuring security and safety for the vehicle on and off the road,
- v) Safety of the passengers and or/goods therein and maintaining cleanliness of the vehicle.

Requirements for Appointment

For direct appointment to this position, a candidate must have

- i) Kenya certificate of secondary education mean position D plain or its equivalent qualification from a recognized Institution
- ii) Served in the position of Driver III or its comparable position for a minimum period of three (3) years
- iii) a valid driving license free from any current endorsement(s) for class(es) of vehicle(s) an officer is required to drive.

- iv) Attended a first aid certificate course lasting not less than one (1) week at St. John Ambulance or any other recognized Institution
- v) A valid certificate of good conduct from the Kenya police and
- vi) At least three (3) years driving experience
- vii) Satisfy the requirements of Chapter Six (6) of the Constitution of Kenya, 2010.

20. COOK II JOB GROUP 'F'- TWO (2) POSTS-ADVERT No: CPSB/43/2023

Duties and Responsibilities.

- i) Assembling food supplies and equipment for daily preparation;
- ii) Preparing raw foods for cooking;
- iii) Cleaning equipment used in production
- iv) Maintaining hygiene by ensuring cleaning of kitchen and its surroundings;
- v) Setting up and preparing equipment for use in food preparation and production; and
- vi) Reporting on any defective equipment.

Requirements for Appointment

- i) Be a Kenyan citizen
- ii) Have served in the position of Cook III for at least three (3) years
- iii) Kenya Certificate of Secondary Education (KCSE) Mean Position 'D' or its equivalent qualification from a recognized Institution;
- iv) Attended a formal course lasting not less than two (2) months in Food Production organized by a recognized Institution.
- v) Have attended a course lasting not less than two (2) weeks;
- vi) Demonstrated knowledge and skills in Institutional food preparation.

21. Cook III, JOB GROUP 'E' ONE (1) POST-ADVERT No: CPSB/44/2023

Duties and Responsibilities.

- i) Preparation of raw foods for cooking;
- ii) Cleanliness of equipment used in production
- iii) Maintaining hygiene by ensuring cleaning of the kitchen and its surroundings;
- iv) Setting up and preparing equipment for use in food preparation and production; and
- v) Alerting the supervisor of any defective equipment

Requirements for Appointment

- i) Kenya Certificate of Secondary Education (KCSE) Mean Position 'D' or its equivalent qualification from a recognized Institution;
- ii) Attended a formal course lasting not less than two (2) months in Food Production organized by a recognized Institution.

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 to **the County Public Service Board – PORT VICTORIA PLAZA** on or before **Monday 24th 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 people living with disability are encouraged to apply.

ALL FORMS OF CANVASSING WILL LEAD TO AUTOMATIC DISQUALIFICATION.

***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***
