



COUNTY GOVERNMENT OF BUNGOMA

COUNTY PUBLIC SERVICE BOARD

Moi Avenue next to Governor's Office; P.O. Box 2489 – 50200 Bungoma

email: cpsb.bungoma50200@gmail.com



COMMITMENT TO SERVE WITH INTEGRITY

VACANCIES

Pursuant to the provisions of section 14, 28 and 29 of the Urban areas and Cities Act 2011, the County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the following positions:

V/NO. 33/2024: MUNICIPALITY BOARD MEMBERS

Areas:

- a) Bungoma Municipality (3 posts)
- b) Kimilili Municipality (3 posts)

Functions of the Board

1. Oversee the affairs of the municipality
2. Develop and adopt policies, plans, strategies and programmes and may set targets delivery of the services
3. Formulate and implement an integrated development plan
4. Develop and manage schemes, including site developments, in collaboration with relevant National and County agencies
5. Maintain a comprehensive database and information system of administration and provide public access thereto upon payment of a nominal fee, to be determined by the board
6. Implement applicable National and County legislation
7. Monitor and where appropriate regulate municipal services where those services are provided by service providers other than the board of Municipality
8. Prepare and submit annual budget estimates for approval by the County Executive Committee and administer budget as approved.
9. Monitor the impact and effectiveness of any services, policies and programmes or plans
10. Establish, implement and monitor performance management systems
11. Promote a safe and healthy environment
12. Facilitate and regulate public transport and
13. Perform such other functions as may be delegated to it by the County Government of Bungoma or as may be provided for by any written law
14. Facilitate and regulate public transport
15. Perform any other functions as delegated by the County Government or as may be provided for by any written law.

Requirements for appointment

1. Must be a Kenyan citizen
2. Holder of a diploma from a recognized institution in a field relevant to Municipal Administration
3. Demonstrate capacity to offer leadership and work under pressure
4. Must be ordinarily a resident or has a permanent dwelling in the relevant Municipality and
5. Must have lived in the relevant Municipality for a period of not less than five years

Terms of Service: five (5) years on part time basis and subject to the Municipal Charter and laws.

How to apply

Applications including detailed curriculum vitae (C.V), Certified copies of Academic and Professional Certificates, Testimonials, National Identification Card (ID) or Passport and any other supporting documents should be submitted in sealed envelope clearly, indicating position applied on top left side of the envelope. Bungoma residents will be required to indicate their Sub-County and Ward of residence to reach the undersigned by **5th September, 2024 at 5:00 p.m.**

Hand delivered applications should be submitted to the Secretary County Public Service Board offices located next to Governor's office.

Bungoma County Government is an Equal Opportunity Employer. Youths, Women, Persons with Disabilities, Minorities and Marginalized groups are encouraged to apply.

Please Note: Bungoma County Public Service Board does not charge any fee at any stage of recruitment and selection process.

Canvassing will lead to automatic disqualification.

Only shortlisted candidates will be contacted.

**The Secretary
County Public Service Board
P.O Box 2489-50200
BUNGOMA**