



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



VACANCIES

The County Public Service Board of Bungoma wishes to recruit competent and qualified persons to fill the following eleven (11) vacant positions in County Departments as indicated below;

GOVERNOR'S OFFICE

V/NO. 29/2023: COUNTY CHIEF OFFICER, JOB GROUP "S" [6 POSTS]

Duties and Responsibilities

Each Chief Officer will be an accounting officer in a specific department and shall be responsible to the respective County Executive Committee Member.

Specific Duties and Responsibilities

- Administration of a County Department;
- Implementation of policies and development plans;
- Development and implementation of strategic plans;
- Formulation and implementation of effective programs to attain Vision 2030 and sector goals;
- Promotion of national Values and Principles of governance and Values and Principles of Public Service and
- Performing any other duties as may be assigned by the County Executive Committee Member.

Requirements for Appointment

For appointment to this grade, one must;

- Be a Kenyan citizen;
- A Master's degree will be an added advantage;
- Be duly registered with relevant professional bodies;
- Have knowledge, experience and a distinguished career of not less than ten years in public or private sector.
- Be a holder of at least a first degree in any of the following areas: Commerce, Land Economics, Medicine, Veterinary Medicine, Public Health, Agriculture, Food Science and Technology, Horticulture, Biotechnology, Food Security and Sustainable Agriculture, Law, Civil Engineering, Electrical Engineering, Structural Engineering, Cooperative Management, Business Information Technology, Nursing, Epidemiology, Development Studies, Fisheries, Aquaculture, Animal Production, Agricultural Education and Extension, Marine Science, Public Administration, Education, Technical Education, Early Childhood Education or any other relevant Degree recognized in Kenya.

Terms of Service - 3 years contract

V/NO. 30/2023: COUNTY SOLICITOR, JG “S” [1 POST]

Specific Duties and Responsibilities

- a) Principal assistant of the County Attorney;
- b) Authorized Officer in the Office of the County Attorney;
- c) Manage all Financial issues in the office of the County Attorney;
- d) Organize, co-ordinate and manage the administrative and the legal functions of the office and
- e) Perform such other duties as may be conferred by law or otherwise assigned by the County Attorney.

Requirements for Appointment

For appointment to this grade, one must:

- a) Be a Kenyan Citizen;
- b) Be a holder of LLB Degree from a reputable University;
- c) Have a postgraduate Diploma in Legal Studies from the Council of Legal Education and be admitted as an advocate of the High Court of Kenya with a current practicing Certificate;
- d) Be a member of Law Society of Kenya in good standing;
- e) Have relevant knowledge and experience of not less than five (5) years professional experience and

Terms of Service - 3 years contract

DEPARTMENT OF FINANCE

V/NO. 31/2023: CHAIRPERSON OF THE COUNTY INTERNAL AUDIT COMMITTEE [1 POST]

Duties and Responsibilities

The major roles of the Committee shall be to:

- a) Provide oversight and support on risk management, controls and governance processes and other associated assurances
- b) Follow up on the implementation of the recommendations of internal and external auditors
- c) Facilitate the disposal of all PAC/PIC recommendations

Requirements for Appointment

For appointment to this grade, one must;

- a) Be a Kenyan citizen
- b) Be a member of a recognized professional body in good professional standing
- c) Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- d) Have progressive work experience of not less than ten years expertise in audit, financial management, risk management, or accounting
- e) Not be a past or present employee of the County Government of Bungoma or its entities, and shall not have served as an employee or agent of a business organization which has carried out any business with the County Government of Bungoma in the last two years
- f) Possess a good understanding of the county government's operations, financial reporting and auditing
- g) Have a good understanding of the objects, principles and functions of a devolved system of government
- h) Demonstrate the requisite business and leadership skills
- i) Not be a holder of a political office.

Terms of Service

- a) Members of the Audit Committee shall serve on a **Part-Time Basis** for a period of **three years** and shall be eligible for re-appointment for a further one term only, subject to performance
- b) Article 'a' above notwithstanding, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment
- c) Members will be entitled to allowances as shall be determined by the Salaries and Remuneration Committee(SRC)

V/NO. 32/2023: MEMBER OF THE COUNTY INTERNAL AUDIT COMMITTEE [3 POSTS]

Duties and Responsibilities

The major roles of the Committee shall be to:

- a) Provide oversight and support on risk management, controls and governance processes and other associated assurances
- b) Follow up on the implementation of the recommendations of internal and external auditors
- c) Facilitate the disposal of all PAC/PIC recommendations

Requirements for Appointment

For appointment to this grade, one must;

- a) Be a Kenyan citizen
- b) Be a member of a recognized professional body in good professional standing
- c) Possess at least an undergraduate degree from a recognized university in the field in which she or he has been practicing
- d) Progressive work experience of not less than five years
- e) One shall not be a past or present employee of the County Government of Bungoma or its entities, and shall not have served as an employee or agent of a business organization which has carried out any business with the County Government of Bungoma in the last two years
- f) Possess a good understanding of the county government's operations, financial reporting and auditing
- g) Have a good understanding of the objects, principles and functions of a devolved system of government
- h) Not a holder of a political office.

Duties and Responsibilities

The major roles of the Committee shall be to:

- a) Provide oversight and support on risk management, controls and governance processes and other associated assurances
- b) Follow up on the implementation of the recommendations of internal and external auditors
- c) Facilitate the disposal of all PAC/PIC recommendations

Terms of Service

- a) Members of the Audit Committee shall serve on a **Part-Time Basis** for a period of **three years** and shall be eligible for re-appointment for a further one term only, subject to performance
- b) Article 'a' above notwithstanding, after the expiry of every term, at least one third of the committee shall retire and shall not be eligible for re-appointment
- c) Members will be entitled to allowances as shall be determined by the Salaries and Remuneration Committee(SRC)

How to Apply

Applications including detailed Curriculum Vitae (C.V), duly certified Copies of Academic and Professional Certificates, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly indicating the position applied for on the top left side of the envelope. Bungoma County residents will be required to indicate their Sub-county and ward of residence to reach the undersigned by

9th January, 2024 at 5 p.m.

Hand delivered applications should be submitted to the County Public Service Board Offices located next to the Governor's Office.

Bungoma County is an Equal Opportunity Employer. Youth, Women, Persons with Disabilities, Minority and Marginalized groups are particularly encouraged to apply.

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