

COUNTY GOVERNMENT OF BUNGOMA



OFFICE OF THE COUNTY SECRETARY & HEAD OF PUBLIC SERVICE

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VACANCY RE-ADVERTISEMENT

Pursuant to **Section 58A** of the **County Government (Amendment) Act 2020**, H.E the Governor of Bungoma County, appointed a Selection Panel for recruitment of Chairperson, Members and the Secretary/CEO of Bungoma County Public Service Board.

Article 235 of the Constitution of Kenya 2010 provides for the staffing of County Governments. Further, the **County Governments Act No 17 of 2012, Section 57**, provides for the establishment of the County Public Service Board.

Pursuant to the **County Governments Act No. 17** Section **58(1) (c)** and **(2)**, the Panel wishes to consider for recruitment to the County Public Service Board person to fill the vacancy below:

V.NO.1/2026 SECRETARY / CEO COUNTY PUBLIC SERVICE BOARD (1 POST)

Overall duties and responsibilities of the Board

- a) Establish and abolish offices in the County Public Service;
- b) Appoint persons to hold or act in offices of the County Public Service including in the Boards of Cities and Urban areas within the County and to confirm appointments;
- c) Exercise disciplinary control over, and remove, persons holding or acting in those offices;
- d) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- e) Promote in the county public service the values and principles referred to in Articles 10 and 232 of the Constitution of Kenya;
- f) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service
- g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in the County;
- h) Advise the County Government on Human Resource Planning, Management and Development;
- i) Advise the County Government on implementation and monitoring of the National Performance Management System in the County;

- j) Make recommendations to the Salaries and Remuneration Commission, on behalf of the County Government, on the remuneration, pensions and gratuities for the County Public Service employees and
- k) Any other assigned duties from time to time.

Additional Duties and Responsibilities

- a) Facilitating, coordinating and ensuring execution of the Board's Mandate;
- b) Accounting and Authorized Officer of the Board;
- c) Overall, in-charge of the Secretariat;
- d) Planning and budgeting for the Board;
- e) Custodian of all Records, Assets and Minutes of the Board;
- f) Implementing decisions of the Board;
- g) Preparing both periodic and ad hoc reports for submission to the County Assembly on the execution of the functions of the Board;
- h) Preparing agenda for Board meetings in consultation with the Chairperson of the Board and taking minutes during the Board meetings;
- i) Initiating programmes and activities for staff performance and reward management and
- j) Carrying out any other duties as may be assigned from time to time by the Board.

Requirements for Appointment:

For appointment to this post, one must;

- i. Be a Kenyan citizen;
- ii. Be a holder of a first Degree in a relevant field from a University recognized in Kenya;
- iii. Be a Certified Public Secretary and in good professional standing;
- iv. Have knowledge, experience and a distinguished career of **not less than five (5) years**, in administration and management;
- v. Be conversant with the Constitution of Kenya and laws governing Intergovernmental Relations;
- vi. Have ability to work in a multi-ethnic environment with sensitivity and respect to diversity;
- vii. Have capacity to manage and meet deadlines;
- viii. Demonstrate understanding and commitment to the National Values and Principles of Governance as outlined in Articles 10 and 232 of the Constitution of Kenya 2010;
- ix. Be a strategic thinker and result oriented and
- x. Satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 on Leadership and Integrity.
- xi. Master's degree will be an added advantage.

Terms of Service: Six (6) years non – renewable Contract which will be on full time basis.

Remuneration and benefits for the post shall be as set out by the Salaries and Remuneration Commission (SRC)

Application Guidelines

- a) Each application should include a detailed Curriculum Vitae, certified copies of relevant Academic and Professional Certificates and Testimonials, copies of Identity Card or Passport, current telephone number and other relevant documents.
- b) Interested candidates are required to submit **clearance documentation** from the following bodies,
 - i. Kenya Revenue Authority (KRA)
 - ii. Ethics and Anti- Corruption Commission (EACC)
 - iii. Higher Education Loans Board(HELB)
 - iv. Credit Reference Bureau (CRB)
 - v. Directorate of Criminal Investigations (DCI)
 - vi. Commission of University Education (CUE) for applicants with foreign degrees
 - vii. Applicants with Degrees from Kenyan Universities to seek clearance from their respective institutions.
 - viii. Professional Bodies for applicants who are members of professional institutions.
- c) County Government of Bungoma is an equal opportunity employer. Women, Youth and PWD are encouraged to apply.

I. Posted applications should be addressed to:

**The chairperson
Bungoma County Public Service Board Selection Panel
P.O. BOX 437-50200,
BUNGOMA**

OR

- II.** Hand-delivered Applications should be delivered to the Secretariat of the Bungoma County Public Service Board Selection Panel at County Secretary's Office at Masinde Muliro Stadium-Kanduyi (**between 8.00am and 5.00pm on working days**).

Applications should reach the Chairperson of the Selection Panel ON OR BEFORE 19th February, 2026 at 5:00pm.

NOTE: Only Shortlisted candidates SHALL be contacted for interviews.

**The chairperson
Bungoma County Public Service Board Selection Panel
P.O. BOX 437-50200,
BUNGOMA**