



**REPUBLIC OF KENYA  
COUNTY GOVERNMENT OF BUSIA  
OFFICE OF THE GOVERNOR**



**Email: [csselectionpanel@busiacounty.go.ke](mailto:csselectionpanel@busiacounty.go.ke)**

**VACANCY ANNOUNCEMENT**

**COUNTY SECRETARY – JOB GROUP ‘T’ (1 POSITION)**

Pursuant to the provisions of Section 44 as read together with Section 58 of the County Governments Act, 2012, and in view of the impending expiry of the current County Secretary’s contract, the Selection Panel for the Recruitment of the County Secretary for the County Government of Busia invites applications from suitably qualified, result-oriented, and self-driven Kenyan citizens for the appointment to the above position.

**Duties and Responsibilities**

- i. Serve as the Secretary to the County Executive Committee.
- ii. Act as the Head of the County Public Service.
- iii. Be responsible for arranging the business and keeping minutes of the County Executive Committee.
- iv. Convey the decisions of the County Executive Committee to the appropriate people or authorities and track their implementation.
- v. Disseminate and oversee the implementation of National and County Government policies.
- vi. Coordinate County Government activities.
- vii. Provide directions to public officers in the County.
- viii. Perform any other functions as directed by H.E. the Governor and the County Executive Committee.

**Requirements for Appointment**

- i. Be a Kenyan citizen.
- ii. Hold a degree from a university recognized in Kenya.
- iii. Have at least ten (10) years of relevant professional experience.
- iv. Have at least five (5) years of experience in a leadership position at senior management level in a public service or private sector organization.
- v. Meet the requirements of leadership and integrity as prescribed in Chapter Six of the Constitution.

**Terms of Service**

**Contract Duration: 5 years (Renewable).**

## **How to Apply**

- i. A cover letter.
- ii. A detailed curriculum vitae (CV) and testimonials.
- iii. Copies of academic and professional certificates.
- iv. A copy of the National Identity Card or Passport.
- v. Proof of membership to a professional body, where applicable.
- vi. For candidates with foreign degrees: Attach an approval letter from the Commission for University Education (CUE).

## **Clearance Requirements**

- i. Directorate of Criminal Investigations (DCI).
- ii. Higher Education Loans Board (HELB).
- iii. Kenya Revenue Authority (KRA).
- iv. Ethics and Anti-Corruption Commission (EACC).
- v. Credit Reference Bureau (CRB).

## **Submission of Applications**

All applications should be addressed to:

The Chairperson  
Selection Panel for the Recruitment of the County Secretary  
P.O. Box Private Bag-50400  
Busia (K)

## **Delivery Options:**

1. Post: Send your application to the address above.
2. Hand Delivery: Submit your application to the reception desk of the County Chief Officer – Human Resource & Public Communication at the Governor’s Office, Town Hall - Busia-Kisumu Road, Door No. 30.
3. Email: Send your application to [csselectionpanel@busiacounty.go.ke](mailto:csselectionpanel@busiacounty.go.ke).

**Deadline for submission: 2nd May 2025 (Close of Business).**

NOTE: Only shortlisted candidates shall be contacted.