

COUNTY GOVERNMENT OF BUSIA



COUNTY ASSEMBLY OF BUSIA
COUNTY ASSEMBLY SERVICE BOARD
P. O. BOX 1018-50400, BUSIA-KENYA,
EMAIL: clerk@busiassembly.go.ke

DATE: 3rd February, 2026

CONTRACT JOB OPPORTUNITIES

The Busia County Assembly Service Board invites applications from suitably qualified and competent persons to fill the following positions on one(1) year renewal **CONTRACT** basis:

1. ACCOUNTANT 1 JOB GROUP K/ CASB 9 - 1 Position
(Advert No:BSA/CASB/13/2025/2026)

Job Requirements:

- i. Must have served in the grade of Accountant II for a period of at least three years.
- ii. Bachelor degree in any of the following discipline: commerce, finance, economics, business administration/business management or any other equivalent qualification.
- iii. Minimum of CPA part II
- iv. Registered with a professional body
- v. Proficiency in computer application
- vi. 3 years work experience in the relevant field

Duties and Responsibilities:

- i. Verification of vouchers and committal documents in accordance with laid down rules and regulations;
- ii. Data capture, maintenance of primary records such as cashbooks, ledgers, vote books, registers;
- iii. Preparation of simple management reports e.g. imprest and expenditure returns among others,
- iv. Receiving duly processed payments and receipt vouchers;
- v. Writing cheques and posting payments and receipt vouchers in the cash books; balancing and ruling of the cash books on daily basis;
- vi. Invoicing payment vouchers in IFMIS

Remuneration

To be pegged at maximum Basic pay of Job Group "K" - Kshs. 52,960

2. ACCOUNTANT II JOB GROUP J/CASB 10 - 1 Position

(Advert No:BSA/CASB/14/2025/2026)

Job Requirements:

- i. Bachelor degree in any the following discipline: commerce, finance, economics, business administration/business management or any other equivalent qualification
- ii. Proficiency in computer application
- iii. 3 years work experience in the relevant field

Duties and Responsibilities:

- i. Responsible for preparation and verification of vouchers in accordance with the laid down rules and regulations involving primary data entry and routine accounting work such as balancing of cashbooks, imprest and advances ledgers;
- ii. Responsible for safe custody of records and assets under him/her.
- iii. Preparing and verifying vouchers for payments
- iv. Ensuring financial reports and records are properly maintained
- v. Preparing tax returns and ensuring prompt payment
- vi. Maintaining and reconciling accounts receivable and payables
- vii. Maintain and update ledger accounts by vote heads
- viii. Preparing reconciliation for cash book and bank statements
- ix. Preparing and maintaining proper fixed asset register
- x. Assisting with documenting accounting processes to be included in the accounts manual

Remuneration

To be pegged at minimum Basic pay of Job Group "J" - Kshs.32,700

3. RESEARCH OFFICER I-JOB GROUP KCASB 9 - 1 Position

(Advert No:BSA/CASB/15/2025/2026)

Job Requirements:

- i. Bachelors degree in Statistics, Economics, Social Sciences, political science, commerce or equivalent from a recognized institution;
- ii. Certificate in Strategic Leadership Course from a recognized institution lasting not less than four weeks will be an added advantage
- iii. Proficiency in computer application;
- iv. Work Experience in the relevant field

Duties and Responsibilities

- i. Providing non-partisan professional research assistance and analysis to Members, Committees and staff of County Assembly;
- ii. Initiating and conducting anticipatory research and analysis on key policy



issues;

- iii. Providing expert interpretation, explanation and analysis, including assessing the strength and weaknesses of policy options;
- iv. Maintaining a periodically updated inventory of publications on current issues;
- v. Legislation and major public policy issues/questions;
- vi. Ensuring quality control in the preparation of research papers, briefing notes and particular points of view; and
- vii. Providing back up to County Assembly committees.

Remuneration

To be pegged at maximum Basic pay of Job Group “K” - Kshs. 52,960

Knowledge and Skills requirement, and general competencies:

Be a person of integrity, demonstrate high professional competence, Leadership skills, strong interpersonal skills and the ability to work under minimal supervision.

Terms of Service

One (1) year **contract**, renewable subject to performance.

How to apply:

Interested candidates should submit their applications together with copies of their detailed Curriculum Vitae, academic and professional certificates, testimonials and National Identity card or Passport to the office of the Clerk of the County Assembly

Applications should be addressed to:

The Secretary

Busia County Assembly Service Board

P.O. Box 1018-50400

Busia -Kenya

Closing Date: 17th February, 2026 at 5.00p.m.

Only shortlisted candidates will be contacted. County Assembly Service Board is an equal opportunity employer: women, youth and persons with disabilities are encouraged to apply.



ALLAN W. MABUKA

SECRETARY COUNTY ASSEMBLY SERVICE BOARD