



COUNTY ASSEMBLY OF BUNGOMA OFFICE OF THE CLERK

P. O. BOX 1886 – 50200, BUNGOMA

Email: info@bungomaassembly.go.ke | bungomacountyassembly@gmail.com

ADVERTISEMENT FOR VACANCIES

The County Assembly Service Board (CASB) invites applications from suitable and qualified candidates to fill the following vacant positions on Permanent and Pensionable terms within the County Assembly of Bungoma establishment.

| DESIGNATION | POSITION | SALARY SCALE | ADVERT NO |
|-------------------------------|----------|--------------|----------------|
| Deputy Clerk (Administration) | 1 | CASB 3 | CASB/1/25/2023 |
| Principal Finance Officer | 1 | CASB 4 | CASB/2/25/2023 |
| TOTAL | 2 | | |

A detailed specifications and requirements for each position stated above can be downloaded from the County Assembly website: www.bungomaassembly.go.ke

Interested candidates who meet the specifications are requested to forward their applications with copies of academic and professional certificates, Curriculum Vitae and other testimonials.

Applicants must include:

- a) Copy of National Identity Card or Passport
- b) Clearance Certificates from:
 - (i) Ethics and Anti-Corruption Commission (EACC),
 - (ii) Directorate of Criminal Investigations (Certificate of Good Conduct),
 - (iii) Credit Reference Bureau (CRB),
 - (iv) Kenya Revenue Authority (KRA),
 - (v) Higher Education Loans Board (HELB)
- (vi) Commission for Higher Education (applicable to those with foreign degrees only)

The aforementioned documents should be sent by mail or hand delivered to the Human Resource office at the County Assembly Headquarters to be received on or before **Friday, 10th February, 2023 at 5.00 p.m.**

The County Assembly of Bungoma is an equal opportunity employer.

All applications should indicate clearly the position applied for and the advert number on the top left corner of the envelope and be addressed to:

**The Secretary,
County Assembly Service Board,
County Assembly of Bungoma,
P.O. Box 1886 – 50200.
BUNGOMA.**