



# 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](mailto:cpsb.bungoma50200@gmail.com)



### VACANCIES

In compliance with **Section 52 (2) of the County Government Act 2012**, the County Public Service Board wishes to invite suitable and qualified candidates to fill the vacant positions of Village Administrator in the following Village Units.

#### V.NO 1/09/2020 VILLAGE ADMINISTRATOR III, JG “G” [236 POSTS]

##### Requirements for appointment

1. Must be a Kenyan citizen;
2. Be in possession of Post Secondary Certificate;
3. Has been a resident in the respective village Unit for a continuous period of not less than 5 years prior to the appointment
4. Must be at least 25 years of age

##### Duties and Responsibilities

1. Coordinate, Manage and supervise the general administrative functions in the village including:
  - a) Ensuring and co-coordinating the participation of the village unit in governance
  - b) Assisting the village unit to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level
  - c) Exercise any functions and powers as delegated by the County Public Service Board
  - d) Chairing of the Village Council Meetings
  - e) Appointment of Village Elders with the approval of the County Assembly.
  - f) Establishment of the village council
  - g) Supervision of Village Elders
2. Resolution of non-judicial and non-criminal disputes in accordance with the traditional disputes resolution systems
3. Perform any other function assigned by the Ward Administrators

**Terms of service: Permanent and Pensionable**

#### VILLAGE UNITS

NO	SUB COUNTY	WARD	VILLAGE
1.	MT. ELGON	CHEPTAIS	1. KIPSIS
			2. NGACHI
			3. CHEBWEK
			4. KIMASWA/KISONGO
			5. WALANGA
			6. CHEPKUBE
		CHESIKAKI	7. CHEMONDI
			8. CHESIKAKI
			9. SASUR
			10. TOROSO
			11. KIMABOLE
		CHEPYUK	12. CHEPYUK
			13. KAIMUGUL

NO	SUB COUNTY	WARD	VILLAGE		
			14. KORNG'OTUNY		
			15. KUBURA		
			16. CHEPKURKUR		
			17. EMIA		
		<b>KAPKATENY</b>	18. KAMNERU		
			19. MASAEEK		
			20. CHELEBEI		
			21. SINOKO		
			22. SACHO		
			23. KABOYWO		
		<b>KAPTAMA</b>	24. KAPTAMA		
			25. CHEPKITALE		
			26. KONGIT		
			27. CHEMOGE		
			28. KABOROM		
			29. NAMORIO/KIPYETO		
		<b>ELGON</b>	30. KAPSOKWONY		
			31. ELGON		
			32. CHEMWESUS		
			33. SAMBOCHO/KOSHOK		
			34. KIPCHIRIA/MASINDET		
			35. KIKAI/CENTRAL NAMWELA		
		2.	<b>SIRISIA</b>	<b>NAMWELA</b>	36. KOLANI
					37. MUTONYI
					38. MENU
					39. TOLOSO
					40. NDAKARU
				<b>MALAKISI/SOUTH KULISIRU</b>	41. BUKOKHOLO/BUTONGE
					42. SIRISIA TOWNSHIP
					43. WELEKHA
					44. CHEBUKUTUMI
					45. CHONGOI
				<b>LWANDANYI</b>	46. MACHAKHA
					47. MAYEKWE
48. CHEPKUYI					
49. WAMONO					
50. SITABICHA/MWALIE/TAMULEGA					
51. KAPKARA					
3.	<b>KABUCHAI</b>	<b>CHWELE/KABUCHAI</b>	52. NAIRUMBI		
			53. SIKUSI		
			54. NAMILAMA		
			55. BUSAKALA		
			56. WABUKHONYI		
			57. MUKHWEYA		
			58. KISIWA		
		<b>WEST NALONDO</b>	59. SIRARE/NALONDO		
			60. NANGWE		
			61. LUUCHO		
			62. KASOSI		
			63. NANGILI		
		<b>LUUYA/BWAKE</b>	64. NASAKA		
			65. MABANGA		
			66. KHALITABA		
			67. LUANDA		
			68. MABWI		
			69. KUYWA		
		<b>MUKUYUNI</b>	70. SIKULU		
			71. KIBICHORI		
72. SICHEI					
73. MILEMBE					
74. LUKHOME					
75. MUANDA					
4.	<b>BUMULA</b>	<b>SOUTH BUKUSU</b>	76. LUMBOKA		
			77. MATEKA		

NO	SUB COUNTY	WARD	VILLAGE	
			78. KIMATUNI	
		<b>BUMULA</b>	79. LUNAO	
			80. BUMULA	
			81. KIMATUNI	
			82. MABUSI	
			83. SYEKUMULO	
		<b>KHASOKO</b>	84. NAMATOTOA	
			85. NAMUSASI	
			86. MUNGORE	
		<b>KABULA</b>	87. KHASOKO	
			88. MUKHUMA	
			89. SYOYA	
		<b>KIMAETI</b>	90. MALINDA	
			91. WAMUNYIRI	
			92. TULUKU/SIYOMBE	
			93. NAKHWANA	
		<b>WEST BUKUSU</b>	94. KHASOLO	
			95. BITOBO	
			96. KIMAETI	
			97. KAMURUMBA	
		<b>SIBOTI</b>	98. LWANJA	
			99. NG'OLI	
			100. KIBUKE	
			101. MAYANJA	
			102. MUSAKASA	
			103. EAST-SIBOTI	
			104. KISAWAYI	
			105. MUKWA	
			106. MASIELO	
5.	<b>KANDUYI</b>	<b>BUKEMBE WEST</b>	107. NALUTIRI	
				108. KISULUNI
				109. KHAOYA/MUYAI
				110. EKITALE
			<b>BUKEMBE EAST</b>	111. MISANGA
				112. BUKEMBE
				113. TEMBELELA
				114. KONGOLI
				115. SUDI
			<b>TOWNSHIP</b>	116. LOWER TOWNSHIP
				117. CENTRAL TOWNSHIP
				118. UPPER TOWNSHIP
			<b>KHALABA</b>	119. NAMUYEMBA
				120. BONDENI
				121. KHALABA
			<b>MUSIKOMA</b>	122. SIRTANYI
				123. NAMASANDA
				124. NAMAMUKA
				125. MUSIKOMA
				126. SIO
				127. SAMOYA
		<b>EAST SANG'ALO</b>	128. MWIKHUPO	
			129. MWIBALE	
			130. KHAWELI	
			131. LUTUNGU	
			132. MECHIMERU	
			133. KIMUGUI	
		<b>TUUTI/ MARAKARU</b>	134. MUNGETI/MAYANJA	
			135. NABUKHISA	
			136. KIMUKUNG'	
			137. MAKUTANO	
			138. KIBABII	
			139. BUKANANACHI	
		<b>WEST SANG'ALO</b>	140. SANG'ALO	
			141. NAMWACHA	

NO	SUB COUNTY	WARD	VILLAGE
			142. BULONDO
			143. SAMULIA
			144. RANJE
6.	WEBUYE EAST	MIHUU	145. MIHUU
			146. CHETAMBE
			147. MITUKUYU
			148. MAGEMO
			149. MISIMO
			150. NABUYOLE
		NDIVISI	151. LUTACHO
			152. WABUKHONYI/MISEMWA
			153. MAKUSELWA
			154. MARINDA
			155. SINOKO
			156. SITABICHA
		MARAKA	157. NANG'ENI
			158. TOWNSHIP EAST
			159. LUKHOBWA
			160. LURARE
			161. MUCHI
			162. LUFWINDIRI/KHAMOTO
7.	WEBUYE WEST	MISIKHU	163. MUKHE
			164. SIRENDE
			165. MISIKHU
			166. NAMBAMI
			167. KITUNI
			168. MAKHESE
		SITIKHO	169. SITIKHO
			170. KUYWA
			171. KHALUMULI
			172. MILO
			173. NAMUTALI
			174. KAKIMANYI
		MATULO	175. UPPER MALAHA
			176. LOWER MALAHA
			177. LOWER MATULO
			178. UPPER MATULO
			179. HOSPITAL VILLAGE
			180. TOWNSHIP WEST
		BOKOLI	181. BOKOLI
			182. MAHANGA
			183. MIENDO
			184. MATISI
8.	KIMILILI	KIBINGEI	185. DARAJA MUNGU
			186. SIUNA
			187. KIBUNDE
			188. KITOYI
			189. LUTONYI
			190. KHWIRORO
		KIMILILI	191. CHELEKEI
			192. BAHAI
			193. MATILI
			194. LWANDA
			195. TOWNSHIP
			196. SITABICHA
		MAENI	197. NASUSI
			198. NAMEME
			199. KAMASIELO
			200. SIKHENDU
		KAMUKUYWA	201. MBONGI
			202. MAKHONGE
			203. MAPERA
			204. KIMAKWA

NO	SUB COUNTY	WARD	VILLAGE
			205. MUSEMBE
			206. NABIKOTO
9.	TONGAREN	MBAKALO	207. MAKUTANO/NZOIA
			208. MUSEMBE
			209. MAKUNGA
			210. MBAKALO
			211. KARIMA
			212. KIBISI
		NAITIRI/ KABUYEFWE	213. MAKHANGA
			214. NAITIRI
			215. SANGO
			216. SIUMBWA
			217. PWANI
			218. LUNGAI
		MILIMA	219. MUKUYUNI
			220. NABING'ENG'E
			221. MILIMA
			222. MALIKI
		NDALU	223. MULIRO
			224. TABANI
			225. NDALU
			226. MULEMBE
		TONGAREN	227. BINYENYA
			228. KAKAMWE
			229. MABUSI
			230. TONGAREN
			231. LUKHUNA
		SOYSAMBU	232. MITUA
			233. SOYSAMBU
			234. NARATI
			235. MISANGA
			236. NALONDO

### How to Apply

Applications including detailed Curriculum Vitae (C.V), Copies of Academic and Professional Certificates, Testimonials, National Identification Card or Passport and any other supporting documents should be submitted in sealed envelope, clearly marked on top left side, the Sub county, Ward and Village of residence so as to reach the undersigned on or before  
**20<sup>th</sup> November, 2020 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.

**PLEASE NOTE:** Bungoma County Public Service Board does not charge **ANY FEE** at any stage of the recruitment and selection process.

*Canvassing will lead to automatic disqualification*

The Secretary/CEO  
County Public Service Board  
**P.O BOX 2489-50200**  
**BUNGOMA**