



COUNTY ASSEMBLY OF BUNGOMA

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P.O. BOX 1886-50200
BUNGOMA, Kenya

INTERNSHIP RECRUITMENT PROGRAMME | FINANCIAL YEAR 2025/2026

REF: CASB/HR/INT/VOL.I/2026

ADVERTISEMENT FOR INTERNSHIP POSITIONS

The County Assembly of Bungoma, in pursuance of its mandate in youth empowerment and human resource development, invites applications from suitably qualified Kenyan graduates for its **Internship Programme for the Financial Year 2025/2026**.

This programme is a strategic initiative designed to bridge the gap between academic learning and professional practice, equipping young Kenyans with hands-on experience while contributing to the operational effectiveness of the Assembly. Successful candidates will be mentored by seasoned professionals across various departments and will gain invaluable exposure to the legislative, administrative, and support functions of a constitutional institution.

PROGRAMME DETAILS

Programme	Internship Programme – Financial Year 2025/2026
No. of Positions	25 positions distributed across departments
Duration	Twelve (12) months – Non-renewable
Stipend	Monthly stipend as per the approved rates by the County Assembly Service Board
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM (flexibility to work weekends based on departmental requirements)
Mentorship	Each intern assigned a designated supervisor for guidance, mentorship, and performance evaluation
Certificate	Certificate of Completion issued upon satisfactory completion of the internship period

AREAS OF PLACEMENT & ACADEMIC QUALIFICATIONS

Interns will be placed in the following departments based on academic qualifications and the Assembly's operational needs:

No.	Department / Section	Positions	Minimum Academic Qualifications
1	Research Officer	4	Degree in Social Sciences, Public Policy, Political Science, Development Studies, Economics or equivalent from a recognized institution; demonstrated research interest or prior research exposure is an added advantage
2	Budget Office	4	Degree in Economics, Finance, Statistics, Public Finance Management or equivalent from a recognized institution
3	Hansard Services	2	Degree in Linguistics, Mass Communication, Journalism, English or equivalent from a recognized institution
4	Public Communication & Media Relations (Videographer)	1	Degree in Mass Communication, Journalism, Film & Media Production, Videography or equivalent from a recognized institution; proficiency in video editing software is an added advantage
5	Human Resource Management	3	Degree in Business Commerce Administration, Management (HRM Option) or equivalent from a recognized institution; IHRM student membership is an added advantage
6	Internal Audit	3	Degree in Accounting, Finance, Risk Management or equivalent from a recognized institution; CIA/CISA progress is an added advantage
7	Finance & Accounts	3	Degree in Finance, Accounting, Commerce or equivalent from a recognized institution; knowledge of GoK financial management systems (IFMIS) is an added advantage
8	ICT	3	Degree in Computer Science, Software Engineering, Information Systems or equivalent from a recognized institution; proficiency in network administration or systems support is an added advantage
9	Technician – Plumbing	1	Diploma in Plumbing and Water Engineering, or equivalent from a recognized Technical and Vocational Training institution; hands-on experience in plumbing installations or maintenance is an added advantage
10	Technician –	1	Diploma in Electrical Engineering, Electrical

No.	Department / Section	Positions	Minimum Academic Qualifications
	Electrical		Installation or equivalent from a recognized Technical and Vocational Training institution; knowledge of wiring regulations and safety standards is an added advantage
TOTAL POSITIONS		25	

Applicants must meet ALL the following criteria:

- Must be a Kenyan citizen aged between 18 and 35 years
- Must hold a minimum of a Diploma or Degree qualification from a recognized institution in the relevant field of study
- Must have successfully completed studies within the last two (2) years
- Must provide a recommendation / introduction letter from their institution

Applicants are required to submit the following documents:

- Cover letter indicating preferred department of placement
- Copies of academic certificates (Diploma / Degree / Official Transcripts)
- Copy of National Identity Card (National ID or Passport)
- Recommendation / Introduction Letter from institution of learning

HOW TO APPLY

Interested and eligible candidates should submit their applications with ALL required documents in person or by post to the address below on or before 23rd April, 2026. Applicants are advised to clearly indicate their preferred department of placement on the envelope or subject line. Only complete applications will be considered.

The Clerk
County Assembly of Bungoma
P.O. Box 1886-50200, Bungoma, Kenya

IMPORTANT NOTICE

The County Assembly of Bungoma is an equal opportunity employer. Women, Persons with disabilities and candidates from marginalized communities meeting the above criteria are strongly encouraged to apply. Only short-listed candidates will be contacted. Any form of canvassing will result in automatic disqualification. The County Assembly reserves the right to accept or reject any application without assigning reasons.

CHARLES W. WAFULA,
CLERK OF THE COUNTY ASSEMBLY,
COUNTY GOVERNMENT OF BUNGOMA.