



COUNTY ASSEMBLY OF BUNGOMA

OFFICE OF THE CLERK

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JOB SPECIFICATIONS AND DUTIES & RESPONSIBILITIES

For All Advertised Internship Positions

This document sets out the job specifications and duties and responsibilities for each of the twenty-five (25) internship categories advertised under the County Assembly of Bungoma Internship Recruitment Programme for the Financial Year 2025/2026. The specifications are intended to guide applicants in understanding the requirements and expectations of each position and to facilitate an objective, merit-based selection process. All positions are non-renewable for a duration of twelve (12) months.

Position Title	Intern – Research Officer
Department / Section	Research Office
Number of Positions	4
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Senior Research Officer
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Research Office in conducting legislative research, policy analysis, and providing evidence-based information to Members of the County Assembly (MCAs) to facilitate informed decision-making and effective legislative oversight.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Social Sciences, Public Policy, Political Science, Development Studies, Economics, or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Demonstrated research interest or prior exposure to research activities (e.g., dissertations, academic papers, field surveys) is an added advantage.
- Computer literacy and proficiency in research tools and databases is required.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Conduct desk research and literature reviews on legislative, policy, socio-economic and development topics of interest to the County Assembly.
- Prepare research briefs, policy papers, background notes and thematic reports to support MCAs in their legislative, oversight and representation roles.
- Collect, analyse and synthesise data from primary and secondary sources to inform committee work and plenary debates.
- Assist in monitoring the implementation of county government programmes and projects relevant to the Assembly's oversight mandate.
- Respond to information requests from MCAs, committees and Assembly departments on specific policy or legislative issues.
- Support the review and analysis of Bills, Motions, Petitions and other legislative documents tabled before the Assembly.
- Maintain a database of research resources, policy documents, legislative reports and reference materials.
- Attend committee sittings to take notes and provide technical research support to committee members.
- Assist in compiling quarterly and annual research reports for the Assembly.
- Perform any other duties assigned by the supervisor within the scope of the Research Office.

4. Key Competencies

- Strong analytical and critical thinking skills.
- Excellent written and verbal communication skills.
- Ability to synthesise complex information into clear, concise documents.
- Attention to detail and accuracy in data handling.
- Integrity, confidentiality and professional conduct.
- Ability to work independently and as part of a team under tight deadlines.

Position Title	Intern – Budget Office
Department / Section	Budget Office
Number of Positions	4
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Principal Fiscal Analyst
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Budget Office in budget analysis, public finance oversight, and monitoring of county fiscal management in line with the Public Finance Management Act and the County Governments Act.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Economics, Finance, Statistics, Public Finance Management or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Computer literacy including proficiency in MS Excel, SPSS or other data analysis software is required.
- Basic understanding of Kenya's public finance management frameworks and county government budgeting processes is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Assist in reviewing and analysing the County Budget Estimates, Annual Development Plans (ADPs), and County Integrated Development Plans (CIDPs) submitted to the Assembly.
- Support the Budget and Appropriations Committee in preparing budget analysis reports, recommendations and advisories.
- Track and monitor budget implementation reports, supplementary budgets and revenue performance data.
- Assist in reviewing the Controller of Budget's quarterly and annual implementation reports for county governments.
- Prepare summary briefs on fiscal policies, macroeconomic trends, and inter-governmental finance matters relevant to the county.
- Maintain records, files and databases of all budget-related documents submitted to and processed by the Assembly.
- Assist in conducting public participation analysis on budget and finance-related county legislation.
- Support research on comparative budget practices, benchmarking against peer county governments.
- Draft responses, correspondence and memos related to the budget oversight function.
- Perform any other duties assigned by the supervisor within the scope of the Budget Office.

4. Key Competencies

- Numerical aptitude and proficiency in data analysis.
- Understanding of public budgeting and fiscal management principles.
- High level of accuracy and attention to detail.
- Strong report writing and presentation skills.
- Integrity and confidentiality in handling financial data.
- Ability to work under pressure and meet deadlines.

Position Title	Intern – Hansard Services
Department / Section	Hansard Services
Number of Positions	2
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Principal Hansard Editor
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Hansard Services department in recording, transcribing, editing and producing verbatim reports of County Assembly plenary proceedings and committee sittings in line with established legislative documentation standards.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Linguistics, Mass Communication, Journalism, English, or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Excellent command of the English language, both written and spoken, is mandatory.
- Proficiency in typing and transcription, with a minimum typing speed of 50 words per minute (wpm) is an added advantage.
- Familiarity with audio transcription software or similar tools is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Attend all County Assembly plenary sittings and committee meetings to support the verbatim recording and documentation of proceedings.
- Transcribe audio recordings of Assembly proceedings and committee sittings into accurate verbatim reports.
- Edit and proofread transcribed Hansard reports to ensure accuracy, grammatical correctness and adherence to the prescribed Hansard style guide.
- Identify and correctly attribute speakers, rulings, interjections and procedural interventions in the Hansard record.
- Maintain an organised and up-to-date archive of all audio recordings, transcription files and final Hansard reports.
- Assist in the preparation of questions, statements, Motions, Bills and other legislative documents for inclusion in the official record.
- Support the translation and interpretation of Kiswahili and vernacular contributions in Assembly proceedings where required.
- Upload finalised Hansard reports to the Assembly's official records management system as directed.

- Assist in compiling and binding official Hansard volumes for institutional records.
- Perform any other duties assigned by the Hansard Editor within the scope of Hansard Services.

4. Key Competencies

- Exceptional command of the English language and grammar.
- High typing accuracy and speed.
- Patience, precision and meticulous attention to detail.
- Ability to listen critically and reproduce spoken content accurately.
- Discretion and confidentiality in handling official Assembly records.
- Ability to work under pressure during intensive legislative sittings.



Position Title	Intern – Public Communication & Media Relations (Videographer)
Department / Section	Public Communication & Media Relations
Number of Positions	1
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Communications Officer
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Public Communication and Media Relations function of the County Assembly by producing high-quality video and multimedia content that promotes public awareness, civic engagement, and the transparency of the Assembly's legislative and oversight activities.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Mass Communication, Journalism, Film & Media Production, Videography or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, DaVinci Resolve) is an added advantage.
- Demonstrable portfolio of video production, photography or media content (still or video) is an added advantage.
- Familiarity with social media platforms and digital content management is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Capture high-quality video footage of County Assembly plenary sittings, committee meetings, public participation forums and official Assembly events.
- Assist in editing and producing video content for broadcast, social media and internal communications use.
- Operate professional videography equipment including cameras, lighting rigs, microphones and audio recording devices.
- Support the production of documentary-style content on the Assembly's legislative and oversight activities.
- Maintain an organised digital archive of all video footage, photographs and multimedia assets.
- Assist in photographing Assembly proceedings, events, and official functions for use in publications and online platforms.
- Support the upload and management of multimedia content on the Assembly's official social media platforms and website.
- Assist in producing visual communications materials including infographics, motion graphics and presentation slides.
- Ensure all equipment is properly handled, maintained and stored in good working condition.
- Perform any other duties assigned by the Communications Officer within the scope of the Media Relations function.

4. Key Competencies

- Creativity and visual storytelling ability.
- Technical proficiency in videography and post-production.
- Strong organisational skills in managing digital media assets.
- Flexibility to work during Assembly sittings and special events.
- Professionalism and discretion in a legislative environment.
- Ability to work both independently and collaboratively.

Position Title	Intern – Human Resource Management
Department / Section	Human Resource Management
Number of Positions	3
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Principal Human Resource Officer
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Human Resource Management function of the County Assembly in the administration of HR systems, staff records management, recruitment support, and the implementation of HR policies and programmes in line with the Assembly's Human Resource Management framework and applicable public sector HR regulations.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's degree in business administration, Commerce, Management (HRM Option) or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Student membership of the Institute of Human Resource Management (IHRM) is an added advantage.
- Familiarity with Kenyan labour laws including the Employment Act, 2007, and public sector HR regulations is an added advantage.
- Computer literacy and proficiency in MS Office Suite (particularly Word and Excel) is required.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Assist in maintaining accurate and up-to-date personnel records, staff files and HR databases for all County Assembly staff.
- Support the management of the staff establishment register, including tracking of appointments, promotions, transfers, separations and acting appointments.
- Assist in the processing and coordination of internship recruitment activities including receiving applications, shortlisting, communicating with candidates and preparing board papers.
- Support the administration of staff leave management, including leave applications, leave balance tracking and reconciliation.
- Assist in drafting HR correspondence including appointment letters, confirmation letters, acting letters, notifications and staff circulars.
- Support the implementation of the Performance Management System (PMS) by assisting in the distribution, tracking and collection of performance appraisal forms.
- Assist in coordinating staff training and capacity building programmes, including logistics, attendance registers, and training reports.
- Support QMS (ISO 9001:2015) documentation and record management activities within the HR department.
- Assist in the preparation of HR reports, statistics and returns for management and oversight bodies.
- Perform any other duties assigned by the Principal Human Resource Officer within the scope of the HR Management function.

4. Key Competencies

- Sound understanding of HR management principles and practices.
- High level of confidentiality, integrity and professional conduct.
- Strong organisational and administrative skills.

- Proficiency in records management and data handling.
- Good interpersonal and communication skills.
- Attention to detail and ability to manage multiple tasks concurrently.

Position Title	Intern – Internal Audit
Department / Section	Internal Audit
Number of Positions	3
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Internal Auditor / Head of Internal Audit
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Internal Audit function of the County Assembly in conducting risk-based audits, reviewing internal controls, and providing assurance on the adequacy and effectiveness of financial management systems and governance processes within the Assembly.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Accounting, Finance, Risk Management or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Progress toward professional certification such as Certified Internal Auditor (CIA) or Certified Information Systems Auditor (CISA) is an added advantage.
- Basic understanding of internal auditing standards (IIA Standards) and public sector audit frameworks is an added advantage.
- Computer literacy including proficiency in MS Excel and audit management tools is required.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Assist in conducting risk assessments and developing the Annual Audit Plan in line with the Internal Audit Charter and IIA Standards.
- Support internal audit assignments including financial audits, compliance audits, system audits and value-for-money reviews.
- Assist in reviewing financial transactions, payment vouchers, procurement records and contracts to verify compliance with applicable regulations and internal controls.
- Document audit work papers, evidence, findings and recommendations in accordance with established audit standards.

- Assist in verifying the implementation of prior audit recommendations and preparing follow-up reports.
- Support the review of the Assembly's internal control environment and risk management framework.
- Assist in preparing draft audit reports, management letters and advisory reports for review by the Internal Auditor.
- Participate in stock-taking, asset verification and physical inspections as required.
- Maintain proper filing and custody of all audit working papers and related documentation.
- Perform any other duties assigned by the Internal Auditor within the scope of the Internal Audit function.

4. Key Competencies

- Analytical mindset with strong numerical and investigative skills.
- Understanding of financial management, accounting and auditing principles.
- High level of integrity, independence and objectivity.
- Strong report writing and documentation skills.
- Attention to detail and thoroughness in audit work.
- Ability to work independently with minimal supervision.

Position Title	Intern – Finance & Accounts
Department / Section	Finance & Accounts
Number of Positions	3
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Finance Officer / Head of Finance
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Finance and Accounts department of the County Assembly in managing financial transactions, maintaining accounting records, and ensuring compliance with public finance management regulations and the Assembly's financial procedures.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Finance, Accounting, Commerce or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.

- Knowledge of GoK financial management systems, particularly the Integrated Financial Management Information System (IFMIS), is an added advantage.
- Progress toward CPA (Kenya) certification is an added advantage.
- Computer literacy including proficiency in MS Excel and accounting software is required.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Assist in processing financial transactions including payment vouchers, imprest surrenders, supplier invoices and petty cash transactions in compliance with PFM regulations.
- Support the maintenance of accurate and up-to-date accounting records, ledgers and cash books.
- Assist in preparing monthly, quarterly and annual financial reports and statements for the Assembly.
- Support the preparation and reconciliation of bank statements, revenue collections and statutory deductions.
- Assist in monitoring budget utilisation and flagging potential variances or over-expenditures to the Finance Officer.
- Support data entry and transaction posting on the IFMIS platform as directed by the Finance Officer.
- Maintain an organised and secure filing system for all financial records, vouchers and supporting documentation.
- Assist in preparing documentation for internal and external audits, including responding to audit queries.
- Support the preparation of payment schedules for staff emoluments, allowances and supplier contracts.
- Perform any other duties assigned by the Finance Officer within the scope of the Finance and Accounts function.

4. Key Competencies

- Numeracy and proficiency in financial computations.
- Understanding of public finance management principles and GoK financial regulations.
- High level of accuracy and attention to detail.
- Integrity, confidentiality and ethical conduct in handling financial information.
- Ability to work under pressure and meet financial reporting deadlines.
- Strong organisational and record-keeping skills.

Position Title	Intern – Information & Communication Technology (ICT)
Department / Section	ICT Department
Number of Positions	3
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	ICT Officer / Head of ICT
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the ICT department of the County Assembly in the administration, maintenance and support of information systems, network infrastructure, hardware and software, ensuring the seamless availability and security of the Assembly's digital environment.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Bachelor's Degree in Computer Science, Software Engineering, Information Systems or an equivalent qualification from a recognized university.
- Must have completed studies within the last two (2) years.
- Proficiency in network administration, systems support or software development is an added advantage.
- Knowledge of cybersecurity principles and data protection frameworks is an added advantage.
- Familiarity with open-source technologies or GoK ICT standards is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Provide first-line technical support to Assembly staff including troubleshooting hardware, software and network connectivity issues.
- Assist in the installation, configuration and maintenance of computer hardware, operating systems and application software.
- Support network administration tasks including monitoring of the local area network (LAN), Wi-Fi access points, switches and routers.

- Assist in the management and backup of the Assembly's data and digital systems to ensure continuity and data integrity.
- Support the implementation and monitoring of cybersecurity measures including antivirus deployment, patch management and access control.
- Assist in maintaining an updated ICT asset register, including all hardware, software licences and peripherals.
- Support the administration and maintenance of the Assembly's website and intranet platforms.
- Assist in developing or customising simple software solutions, scripts or databases to support departmental workflows.
- Provide technical support during plenary sittings, committee meetings, public participation forums and official Assembly events.
- Perform any other duties assigned by the ICT Officer within the scope of the ICT department.

4. Key Competencies

- Technical proficiency in ICT systems and infrastructure.
- Problem-solving aptitude and ability to diagnose technical faults rapidly.
- Strong customer service orientation in user support.
- Ability to adapt quickly to evolving technology environments.
- Integrity and confidentiality in managing institutional data.
- Teamwork and ability to work with minimal supervision.

Position Title	Intern – Technician (Plumbing)
Department / Section	Facilities Management / Engineering Services
Number of Positions	1
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Principal Administration Officer / Works Officer
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Facilities Management function of the County Assembly in the maintenance, inspection and repair of plumbing systems, water supply installations and sanitation facilities within Assembly premises, ensuring a safe, functional and compliant working environment.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Diploma in Plumbing and Water Engineering or an equivalent qualification from a recognized Technical and Vocational Education and Training (TVET) institution.
- Must have completed studies within the last two (2) years.
- Hands-on experience in plumbing installations or maintenance is an added advantage.
- Knowledge of Kenya's water and sanitation regulations and standards is an added advantage.
- A valid certificate of competence from the National Industrial Training Authority (NITA) or equivalent body is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Inspect, repair and maintain plumbing systems including water supply pipes, drainage systems, taps, valves, cisterns and sanitary ware within Assembly premises.
- Identify and diagnose plumbing faults, leaks, blockages and system failures and undertake timely corrective repairs.
- Assist in the installation and commissioning of new plumbing fixtures and sanitation facilities as required.
- Monitor water meter readings and report anomalies indicative of leakages or wastage to the Facilities Manager.
- Maintain a proper log of all plumbing maintenance activities, repairs undertaken and materials used.
- Assist in carrying out routine preventive maintenance schedules for all plumbing and water systems within the Assembly.
- Support the procurement and management of plumbing spare parts, tools and materials, ensuring proper custody and accountability.
- Ensure strict adherence to safety protocols and applicable occupational health and safety regulations during all maintenance activities.
- Liaise with external contractors or service providers for specialised plumbing works as directed by the Facilities Manager.
- Perform any other duties assigned by the Facilities Manager within the scope of Facilities Maintenance.

4. Key Competencies

- Technical proficiency in plumbing systems and water installations.
- Problem-solving ability and sound technical judgment.
- Physical fitness and ability to carry out manual tasks.
- Adherence to occupational health, safety and environmental standards.
- Integrity, reliability and punctuality.
- Ability to work under supervision and as part of a maintenance team.

Position Title	Intern – Technician (Electrical)
Department / Section	Facilities Management / Engineering Services
Number of Positions	1
Duration	Twelve (12) Months – Non-Renewable
Grade	Intern
Reports To	Facilities Manager / Senior Electrical Technician
Working Hours	Monday to Friday, 8:00 AM – 5:00 PM

1. Purpose of the Position

To support the Facilities Management function of the County Assembly in the maintenance, inspection, repair and installation of electrical systems, fittings and equipment within Assembly premises, ensuring safe, reliable and compliant electrical operations.

2. Minimum Qualifications & Requirements

- Must be a Kenyan citizen aged between 18 and 35 years.
- Diploma in Electrical Engineering, Electrical Installation or an equivalent qualification from a recognized Technical and Vocational Education and Training (TVET) institution.
- Must have completed studies within the last two (2) years.
- Knowledge of wiring regulations and electrical safety standards (including the Kenya National Electrical Code) is an added advantage.
- Hands-on experience in electrical installation or maintenance is an added advantage.
- A valid certificate of competence from the National Industrial Training Authority (NITA) or Electrical and Electronics Technicians Registration (EETR) is an added advantage.
- Recommendation / Introduction Letter from the institution of learning is mandatory.

3. Duties and Responsibilities

- Inspect, test and maintain electrical systems including wiring, distribution boards, sockets, switches, lighting fixtures, and electrical equipment within Assembly premises.
- Identify and diagnose electrical faults, failures and hazards and carry out timely and safe corrective repairs.
- Assist in the installation and commissioning of new electrical fittings, systems and equipment as required.
- Monitor electrical consumption and report anomalies such as power surges, tripping, or equipment malfunction to the Facilities Manager.

- Carry out routine preventive maintenance on all electrical installations, backup generators, UPS systems and associated equipment.
- Maintain a proper log of all electrical maintenance activities, faults attended to, repairs undertaken and materials consumed.
- Support the procurement and custody of electrical spare parts, tools and materials, ensuring accountability and proper usage.
- Ensure strict compliance with electrical safety standards, wiring regulations and occupational health and safety requirements at all times.
- Provide technical support during special events, sittings and official Assembly functions requiring electrical setup.
- Perform any other duties assigned by the Facilities Manager within the scope of the Electrical Maintenance function.

4. Key Competencies

- Technical proficiency in electrical installation and maintenance.
- Sound knowledge of electrical safety standards and wiring regulations.
- Problem-solving aptitude and alertness to electrical hazards.
- Physical fitness and ability to carry out manual and technical tasks.
- Adherence to occupational health, safety and environmental standards.
- Integrity, reliability and ability to work under close supervision.

COUNTY ASSEMBLY OF BUNGOMA

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NOTE: The above duties and responsibilities are not exhaustive. The intern may be required to perform additional tasks as directed by the supervisor in support of the Assembly's operational objecti