

COUNTY GOVERNMENT OF WEST POKOT



KAPENGURIA MUNICIPALITY

MUNICIPALITY MANAGER'S JOB DESCRIPTION IN ACCORDANCE WITH THE URBAN AREAS AND CITIES ACT 2011 AND KAPENGURIA MUNICIPALITY SERVICE CHARTER

1. Answerable to the board and implement the decisions and functions of the board as provided under sections 20 and 21 of the Urban Areas and Cities Act 2011.
2. Municipality Chief Executive Officer in-charge of administration, accounting and overall performance.
3. With the approval of the Municipality Board, Appoint, Supervise and Remove Municipality employees.
4. Manage utilization of staff, capacity building and maintain staff discipline.
5. Receives and conveys communications on Municipality boards behalf according to section 1(1)(2) of the Municipality Charter.
6. Secretary to the Municipality Board and all its Committees per section 3.9 of the Municipality Charter
7. Make reports and recommendations to the Municipality Board on the needs of the Municipality.
8. Prepare annual and periodical relevant reports on behalf of the Municipality Board.
9. Links the Municipality Board to its stakeholders and partners according to section 1(1)(2) of the Municipality Charter.
10. Keep all the Records and Minutes of the Municipality Board.
11. Supervision and coordination of all other departments and agencies of the Municipality
12. Manage Administration in accordance to the Urban Areas and Cities Areas Act, 2011 and applicable legislations.
13. Formulation and implementation of Policies, Strategies, Plans and Programmes of Kapenguria Municipality.
14. Develop, implement an Integrated Development Plan and monitor its progress.
15. Administer and implement by-laws and applicable legislations.
16. Ensure that an economically viable, effective, efficient and accountable administration is established and developed.
17. Account for the Municipality's income, expenditure and assets.
18. Guides and oversees the budget preparation and implementation process of the Kapenguria Municipality

19. Ensure the achievement of the Municipality mandate and common purpose through recognition and mobilization of support within the political and administrative leadership interlinks.
20. Ensure Municipality services are delivered in a sustainable and balanced way.
21. Build alliance for service delivery whilst working efficiently and co-operatively with key and critical Municipality stakeholders.
22. Facilitate good governance and compliance through performance monitoring and evaluation.
23. Promote a culture of performance and accountability by setting and maintaining performance standards.
24. Conflict resolution in Kapenguria Municipality.
25. Perform such other functions assigned by the Municipality Board.