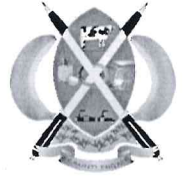




REPUBLIC OF KENYA
COUNTY GOVERNMENT OF NYAMIRA
NYAMIRA MUNICIPALITY
OFFICE OF THE MANAGER



DATE: 30th October 2024.

JOB DESCRIPTION FOR MUNICIPAL MANAGER

- Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);
- Acting on behalf of the Board of the Municipality ensuring the execution of the directives of the Board of the Municipality;
- Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;
- Be principally responsible for building and maintain strong alliance and effective working relations between the Board of the Municipality and civil society, private sector and community based organizations;
- Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the department and agencies comprising the executive branch Municipality;
- Prepare and administer annual Municipality budget;
- Administer Municipality utilities and properties
- Acting as an ex-officio member of all committees of the Board of Municipality;
- Performing functions as may be delegated by CPSB or by order or confer upon the Municipal Manager; and
- Perform other duties as directed by the Board of the Municipality.