

1. Municipal Manager – Job Group ‘Q’ - 1 Post-(Re-advertisement)

Duties and Responsibilities

- i. Answerable to the board and implement the decisions and functions of the board as per Urban Areas and Cities Act, 2011 Section 20 and 21
- ii. Manage Administration in accordance to the Urban and Cities Areas Act, 2011 and applicable legislations.
- iii. Formulation and implementation of policies, strategies, plans and programs
- iv. Develop, implement an integrated Development Plan and monitor its progress
- v. Act on behalf of the Municipal Board by ensuring the execution of the decisions of the Board
- vi. Prepare and present for approval to the Board of the Municipality, an annual estimate of revenue and expenditure.
- vii. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board and the civil society, private sector and community based organizations;
- viii. Prepare, and submit to the Board an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality.
- ix. Act as Board Secretary and as an ex-officio member of all committees of the Board; and
- x. Exercise supervision over all departments and agencies of the Municipality and coordination of its activities
- xi. Enforce the provisions of this Charter, Municipal By-laws, and all applicable laws; and other Municipality decisions;
- xii. Prepare and administer the annual Municipality budget;
- xiii. Administer Municipality utilities and property;
- xiv. Encourage and support regional and intergovernmental cooperation;
- xv. Promote cooperation among the Board of the Municipality, staff and citizens in developing Municipality policies and building a sense of community;
- xvi. Exercise such other powers as may be prescribed by Charter, by-laws and applicable laws.
- xvii. Any other duties as directed by the Board

Requirements for Appointment

- i. Be a Kenyan citizen.
- ii. Hold a Bachelor’s Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya
- iii. Possession of a relevant Master’s Degree would be an added advantage
- iv. Must have at least Seven (7) years’ of experience, two (2) years of which must have been in a senior management level in reputable organization;
- v. Must be computer literate in Microsoft package from a recognized institution;
- vi. Understanding national goals, policies and development objectives of vision 2030;

- vii. Excellent communication and interpersonal skills; Demonstrate a thorough understanding of socio-economic dynamics in Murang'a County
- viii. Be a strategic thinker and result oriented Wide knowledge in Urban Development Policies and Financial Management
- ix. Registration with a relevant professional body is an added advantage.
- x. Good knowledge and interpretation of key and related Urban Areas and Cities Legislations and Policies, Knowledge of Municipal Operations and Delegation of Powers
- xi. Satisfy the requirements of Chapter six (6) of the Constitution on Leadership and integrity

Salary and benefits: As per the guidelines provided by the Salaries and Remuneration Commission.

NB-All who had previously applied need to reapply afresh.