

MURANG'A COUNTY GOVERNMENT

THE GOVERNOR

EXECUTIVE ORDER NO. 1 OF 2023

**THE ORGANIZATION OF
GOVERNMENT**

IN EXERCISE of the powers conferred by Article 179 (2) (b) and 179 (4) of the Constitution of Kenya 2010, Sections 30 (2) (d) & (e) & (f), 30 (3) (a) & (b), 45 (1) (a) & (b), 45(5) of the County Government Act 2012, as read with all other enabling Laws, I, **IRUNGU KANG'ATA**, Governor of Murang'a County, do hereby order and direct:

- i) **THAT** the Murang'a County Government shall be organized as set out in this **Order**
- ii) **THAT** this Order contains portfolio responsibilities made in the structure of Government;
- iii) **THAT** this Order assigns functions and institutions among Departments; and
- iv) **THAT** this Order supersedes any other previous arrangement

ISSUED under the **HAND AND SEAL** of the Governor of Murang'a County at the Governor's Office in Murang'a on 24th July 2023


DR. IRUNGU KANG'ATA
THE GOVERNOR-MURANG'A COUNTY.



Murang'a County Government Executive Order No. 1 of 2023



MURANG'A COUNTY GOVERNMENT

—◆—
THE GOVERNOR

**ORGANIZATION OF MURANG'A COUNTY
GOVERNMENT**

ISSUED BY THE OFFICE OF THE GOVERNOR





MURANG'A COUNTY GOVERNMENT

THE GOVERNOR

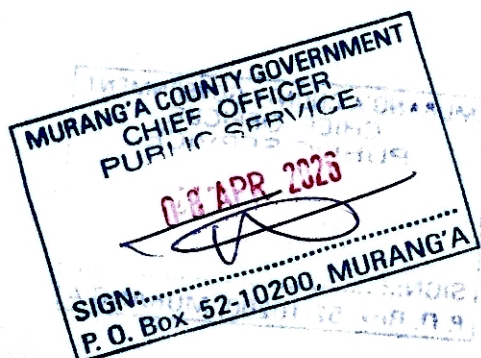
EXECUTIVE ORDER NO. 1 OF 2023

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DR. IRUNGU KANG'ATA
THE GOVERNOR-MURANG'A COUNTY.

Key offices in the executive office of the Governor

- i. Governor
- ii. Deputy Governor
 - Chief Officer, Governor`s Delivery unit
 - Chief Officer, Communication and Media
- iii. County Executive Committee
 - Respective County Executive Committee Members;
 - County Attorney;
 - County Secretary and Head of Public Service
- iv. Personal Staff:
 - Chief of Staff
 - Advisor, Political Affairs
 - Advisor, Economic Affairs
 - Advisor, Infrastructure
 - Advisor, Legal
 - ICT Advisor
 - Director, Governor`s Press Unit
 - Governor`s Private Secretary
 - Personal Assistants
 - Security officers (Bodyguards)
 - Others- Messengers, Gardeners, Cooks, Drivers.

Other key offices

- Departmental Chief Officers

1. Governor

Office address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang`a

Email Address: Governor@muranga.go.ke



Functions and Responsibilities

He shall perform duties as per Sections 30(2, 3) & 31 of the County Government Act, 2012 which are as follows:

- i diligently execute the functions and exercise the authority provided for in the Constitution and legislation;
- ii perform such State functions within the county as the President may from time to time assign on the basis of mutual consultations;
- iii represent the county in national and international fora and events;

- iv appoint, with the approval of the county assembly, the county executive committee in accordance with Article 179(2)(b) of the Constitution;
- v constitute the county executive committee portfolio structure to respond to the functions and competencies assigned to and transferred to each county;
- vi submit the county plans and policies to the county assembly for approval;
- vii consider, approve and assent to bills passed by the county assembly;
- viii chair meetings of the county executive committee;
- ix by a decision notified in the county gazette, assign to every member of the county executive committee, responsibility to ensure the discharge of any function within the county and the provision of related services to the people;
- x submit to the county assembly an annual report on the implementation status of the county policies and plans;
- xi deliver annual state of the county address containing such matters as may be specified in county legislation; and
- xii sign and cause to be published in the county Gazette, notice of all important formal decisions made by the Governor or by the county executive committee.

2. Deputy Governor

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email Address: deputyGovernor2022@muranga.go.ke

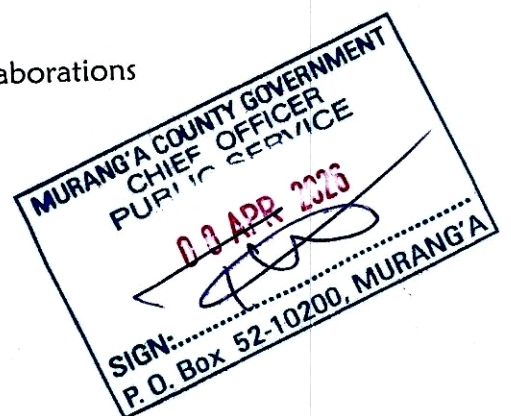
Functions and Responsibilities

Responsible to the Governor for: -

- Deputizing the Governor in the execution of the Governor`s function as stipulated in Section 32 of the County Government Act

The Deputy Governor shall further be responsible for the following:

- i. Governors Delivery Unit;
- ii. Communication and Media;
- iii. Fire and disaster Management Services;
- iv. Coordination of the County partnerships and collaborations
- v. Providing weekly reports to the Governor



3. County Executive Committee Executive

Office Addresses

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and Responsibilities

Perform duties as spelt out in Article 183 of the Constitution of Kenya, 2010 and Sections 36 and 37 of the County Government Act, 2012. These includes;

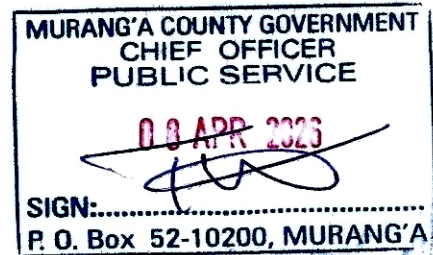
- i Implementing county legislation
- ii Implementing national legislation within the county
- iii Managing and coordinating functions of the county and its department;
- iv Preparing proposed legislation for consideration by the County Assembly
- v Providing the county assembly with full and regular reports on matters of the county. These include reports on budget implementation.
- vi Supervising the administration and delivery of services in the respective department;
- vii Advise the Governor on matters within his/her jurisdiction;
- viii Carrying out any function incidental to any of the assigned functions.
- ix Participate in the County Executive Committee meetings to be held at least once per month
- x Perform any other functions conferred on him/her by Constitution of Kenya 2010 or national legislation;

4. County Attorney

Office Addresses

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email address: countyattorney@muranga.go.ke



Functions and responsibilities

Shall perform duties as spelt out by Section 7 of the Office of the County Attorneys Act, 2020. These duties are:

- i Advising the County Government on all matters relating to the Constitution, National Legislations, County Legislations, international law, human rights, consumer protection and legal aid;
- ii Liaising with the County Government, other county governments and the National Government on legal matters;

- iii Custodian of County Public Seal, contracts and other legal instruments of the county;
- iv Drafting and publishing legislative proposals for the County Government and advise the County Government and its agencies on legislative and other legal matters;
- v Representing the county government in court in any legal proceedings arising from county legislation or any other legislation to which the County Government is a party or has interest, other than criminal proceedings;
- vi Handling public interest litigation and represent any member of the public matter that the Governor or the County Attorney deems to be of public interest;
- vii Negotiating, drafting, vetting and interpreting local and international documents, agreements and treaties for and on behalf of the County Government and its agencies;
- viii Undertaking legal audits to ensure that all County and national legislations that are applicable in the county are complied with or enforced; and
- ix Responsible for publication in the County Gazette of Bills and Acts of County Assembly;
- x Providing a monthly status report to the Governor on all legal matters pertaining to the county;
- xi Performing any other duty as may be assigned by the Governor

5. Office of the County Secretary and Head of Public Service

Office Addresses

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email address: countysecretary@muranga.go.ke

Functions and responsibilities

Responsible to the Governor and the County Executive Committee, the County Secretary shall perform duties as spelt out by Section 44 (3) of the County Government Act, 2012.

These duties are:

- i. be the head of the county public service;
- ii. be responsible for arranging the business, and keeping the minutes, of the county executive committee subject to the directions of the executive committee;
- iii. convey the decisions of the county executive committee to the appropriate persons or authorities
- iv. Provide monthly reports to the Governor

MURANG'A COUNTY GOVERNMENT
CHIEF OFFICER
PUBLIC SERVICE
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Further, the County Secretary shall be;

- i Co-ordinating intergovernmental relations;
- ii In charge of Enforcement, Fleet Management, Administration (General and Field Administration)
- iii Responsible for coordination and smooth operations of all county departments.
- iv Performing any other function as assigned by the Governor or County Executive Committee.

Key Offices in the County Secretary's office

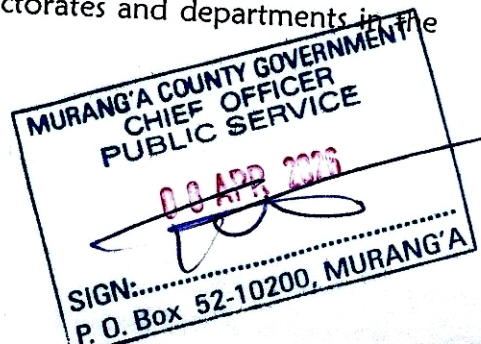
- a) Enforcement;
- b) Fleet Management
- c) Administration (General and Field Administration)

a) Enforcement unit

- i. Enforcing County laws, rules and regulations;
- ii. Protecting & guarding County Properties inclusive of Public Utilities;
- iii. Conducting investigations & Collaborations with national Agencies for effective Investigations;
- iv. Conducting County drills and parades;
- v. Control of traffic within the County;
- vi. Ensuring Legal compliance with County Revenue Collection (Cess, Land rates); and
- vii. Enhance the revenue collection Policies and ensure successful revenue collection.

b) General and Field Administration Unit

- i. Initiate, interpret, implement and review administrative policies, strategies, procedures and programme;
- ii. Coordinate, manage and supervise the general administrative functions in the County;
- iii. Coordinate public service reforms; oversee service delivery in the County;
- iv. Oversee development of programmes and projects to empower the community;
- v. Coordinate and facilitate citizen participation in the development of policies, plans and delivery of services;
- vi. Facilitate intra and inter-governmental relations and conflict resolutions; Oversee safe custody of county government assets;
- vii. Coordinate and liaising with other directorates and departments in the county;



- viii. Ensure compliance with legal, statutory and regulatory requirements; ensure compliance with national values and principles of good governance; and
- ix. Exercise any functions and powers delegated by the County Public Board under section 86

c) Fleet Management

- i. To assist in fleet management, logistics and work tickets
- ii. Ensure vehicle mechanical inspection for the county vehicles
- iii. Coordinate in issuing of vehicle insurances, accident claims etc.

6. Chief Officer, Governor`s Delivery Unit

Office Address

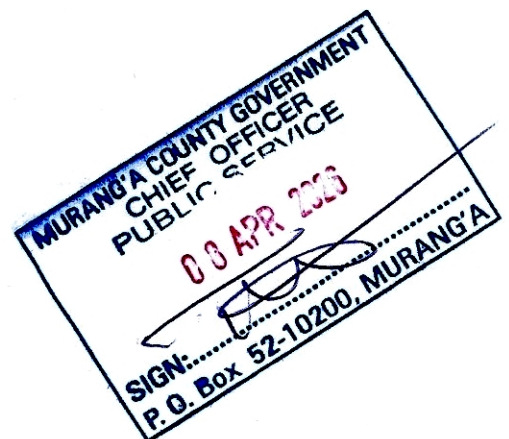
Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email address: projects@muranga.go.ke

Functions and responsibilities

He shall be the County Chief Officer in charge of the Governors Delivery Unit and the Accounting Officer for the executive office of the Governor. He shall be responsible to the Deputy Governor for:

- i. Flagship Projects Monitoring, Evaluation, and Reporting;
- ii. Liaising with departments to ensure implementation of Flagship projects;
- iii. Preparing regular status reports to the Governor on the status of flagship projects;
- iv. Providing daily reports and updates to the Governor.
- v. Performing any other duty as maybe assigned by the Governor /Deputy Governor



7. Chief Officer, Communication and Media

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email address: communications@muranga.go.ke

Functions and responsibilities

He shall be the County Chief Officer in charge of Communications and Media.
He shall be responsible to the Deputy Governor for:

- i. Spearheading establishment and maintenance of community information hubs to support citizens access e-services;
- ii. Overseeing maintenance and update the County website;
- iii. Promoting good public relations by advocating for best media practices;
- iv. Coordinating preparation of content, media supplements, documentaries, press releases and features;
- v. Coordinating documentation and ensure safe custody of recordings of events, programmes and projects through still and video photography;
- vi. Conducting media monitoring to identify any content that impacts on the image of the county government;
- vii. Collaborating with other relevant stakeholders to undertake social corporate responsibility;
- viii. Provide bi-weekly reports to the Governor
- ix. Performing any other duty as maybe assigned by the Governor/Deputy Governor

8. Political Advisor

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Governor for: -

- i. Assisting in development of procedures and strategies for addressing issues of political interest;
- ii. Ensuring separation of powers between the office of the Governor, County Assembly and other offices in the county;



- iii. Monitoring and evaluating political trends in the county and national government and advise the Governor accordingly;
- iv. Making briefs arising from print, electronic and social media on matters of political interest for the attention of the Governor;
- v. Providing linkage between the office of the Governor, media and other stakeholders;
- vi. Conducting socio-political research to provide informed advice on policy to the Governor;
- vii. Appraising the Governor on matters of political interest;
- viii. Provide weekly reports to the Governor
- ix. Participating in the preparation of campaign and electoral material and policy positions and papers as directed by the Governor.

9. Economic Advisor

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Governor for: -

- i. Preparing policy briefs on macro-economic, financial and monetary policy issues for presentation to the Governor;
- ii. Providing policy advice on strategic and operational issues to the county executive relating to economic development in the county;
- iii. Contributing to the coordination of county government relations with bilateral and multilateral donors;
- iv. Collating and providing advice on trade, international economic and financial market policies including on addressing the impact of the global financial crisis on the county;
- v. Analysing economic issues in close collaboration with county departments responsible for finance and planning and advise accordingly;
- vi. Mobilising resources to enhance the resource base for County Government by playing a key role during the preparation of project proposals for funding;
- vii. Contributing to the coordination of County Government's relations with bilateral and multilateral donors;
- viii. Undertaking economic research on topics of strategic interest to the Governor and brief the Governor on monthly basis on the latest developments and emerging issues;
- ix. Advising Governor and the County executive committees on all aspects of economic, financial and fiscal policy;
- x. Attending to Sectoral issues related to regional and international



- xi. Providing high quality economic input to County plans, programmes and projects and ensuring that they are in line with national policies and priorities;
- xii. Monitoring the County's economic policy developments and advise the county and its partners on policy issues;
- xiii. Provide weekly reports to the Governor
- xiv. Carrying out impact analysis of economic policies on the growth and development of the County.

10. Infrastructure Advisor

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Governor for: -

- i. Analysing infrastructural matters in close collaboration with county department responsible for infrastructure and advise accordingly;
- ii. Undertaking infrastructural research on topics of strategic interest to the Governor;
- iii. Provide weekly reports to the Governor
- iv. Briefing the Governor regularly on the latest developing and emerging issues.

11. Legal Advisor

Office Address

Murang'a County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Governor for:-

- i. Conducting legal analysis and researching legal matters
- ii. Providing advice on legal matters to the Governor
- iii. Drafting legal opinions, memoranda, and briefing documents to the Governor
- iv. Reviewing legal material.



- v. Formulating formalities regarding settlements of disputes.
- vi. Monitoring the implementation of the legal clauses.
- vii. Provide weekly reports to the Governor
- viii. Performing any other function as assigned by the supervisor

12. ICT Advisor

Office Address

Murang'a County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

- i. Advise the Governor and the County Executive Committee on all matters related ICT
- ii. Prepare policy briefs on Information Technology for presenting to the Governor;
- iii. Provide policy advice on strategic and operational issues related to ICT and E-Government;
- iv. Undertaking research on topics of strategic interest to the Governor and brief the Governor on monthly basis on the latest developments and emerging issues on ICT and E-Government;
- v. Provide weekly reports to the Governor
- vi. Performing any other function as assigned by the supervisor

13. Chief of Staff

Office Address

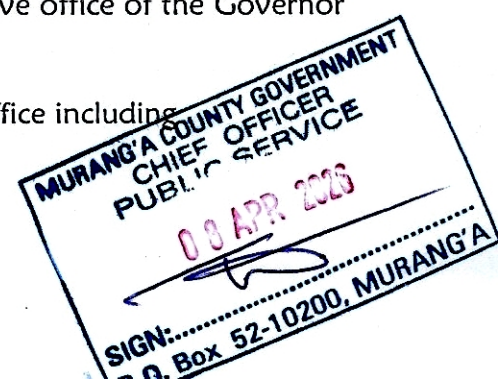
Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Email address: chiefofstaff@muranga.go.ke

Functions and responsibilities

He shall be in charge of the personal staff in the executive office of the Governor and be responsible for:

- i. Overseeing the smooth running of the Governors office including supervising staff in the office of the Governor;



- ii Coordinating the interaction between the Governor's office and citizens/ stakeholders;
- iii Offering general administration of the day to day running of the Governor's Office
- iv Coordinating the advisory role of the advisors;
- v Provide weekly reports to the Governor
- vi Performing any other duty as may be assigned by the supervisor

14. Governor's Private Secretary

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Shall be the Governors Private Secretary and shall be responsible to the Governor for:

- i Receiving, reviewing and analyzing correspondences/ policies/circular and other official documentation to the Governor.
- ii Draft various correspondences on behalf of the Governor.
- iii Researching and advising roles related to Governors responsibilities.
- iv Taking minutes of meetings attended by the Governor then giving the briefs (except cabinet meetings)
- v Prioritizing invitations, commitments policy briefing and liaison with the county assembly.
- vi Briefing the Governor on Governmental protocol and Departmental administration.
- vii Serving as the channel of official communication between the office of the Governor and other national and county Organs.
- viii Be Master of Ceremony for all the Governors functions.
- ix Performing any other function as assigned by the Governor

15. Personal Assistant

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Governors/Deputy Governor for: -

- i. Assisting in coordinating activities in the Governors/Deputy Governors office and maintaining the diary of his/her itinerary;



- ii. Booking appointment for visitors to meet the Governor/Deputy Governor to ensure order and smooth flow or traffic to in the Governors/Deputy's office;
- iii. Responding to queries and requests through one-on-one interaction, phone calls or mails;
- iv. Ensuring travel arrangements and hotel bookings are made on time to avoid inconveniences;
- v. Organizing the Governors events and schedules;
- vi. Providing linkage between the Governor and the other staff;
- vii. Providing any required support and care during events that the Governor is participating;
- viii. Carrying out background research on areas the Governor is set to visit and prepare brief to the Governor/Deputy Governor.

16. Director, Governor`s Press Unit

Office Address

Muranga County Government Headquarters,
Town Hall,
PO BOX 52- 10200
Murang'a

Functions and responsibilities

Responsible to the Chief of Staff for: -

- i. Coordinating publicity, advertising and public awareness campaigns on Governor`s Events;
- ii. Managing media relations, research editorial opportunities and build relationships with print and electronic media;
- iii. Conducting media monitoring to identify any content that impacts on the image of the county government and devise strategies to address misinformation;
- iv. Collaborating with other stakeholders in branding the county and influencing investors to invest in the County;
- v. Executing programs to deliver communication objectives and strategies for delivery of corporate culture and business strategy in the County.
- vi. Providing reports to the Governor on a bi-weekly basis
- vii. Performing any other duty that may be assigned by the supervisor.



Notes

1. The Governor shall have the following working mechanisms:
 - a) Holding County Executive Committee meetings on a monthly basis;
 - b) Holding Departmental working Committees on a weekly basis.
 - c) Adoption of performance contracting.

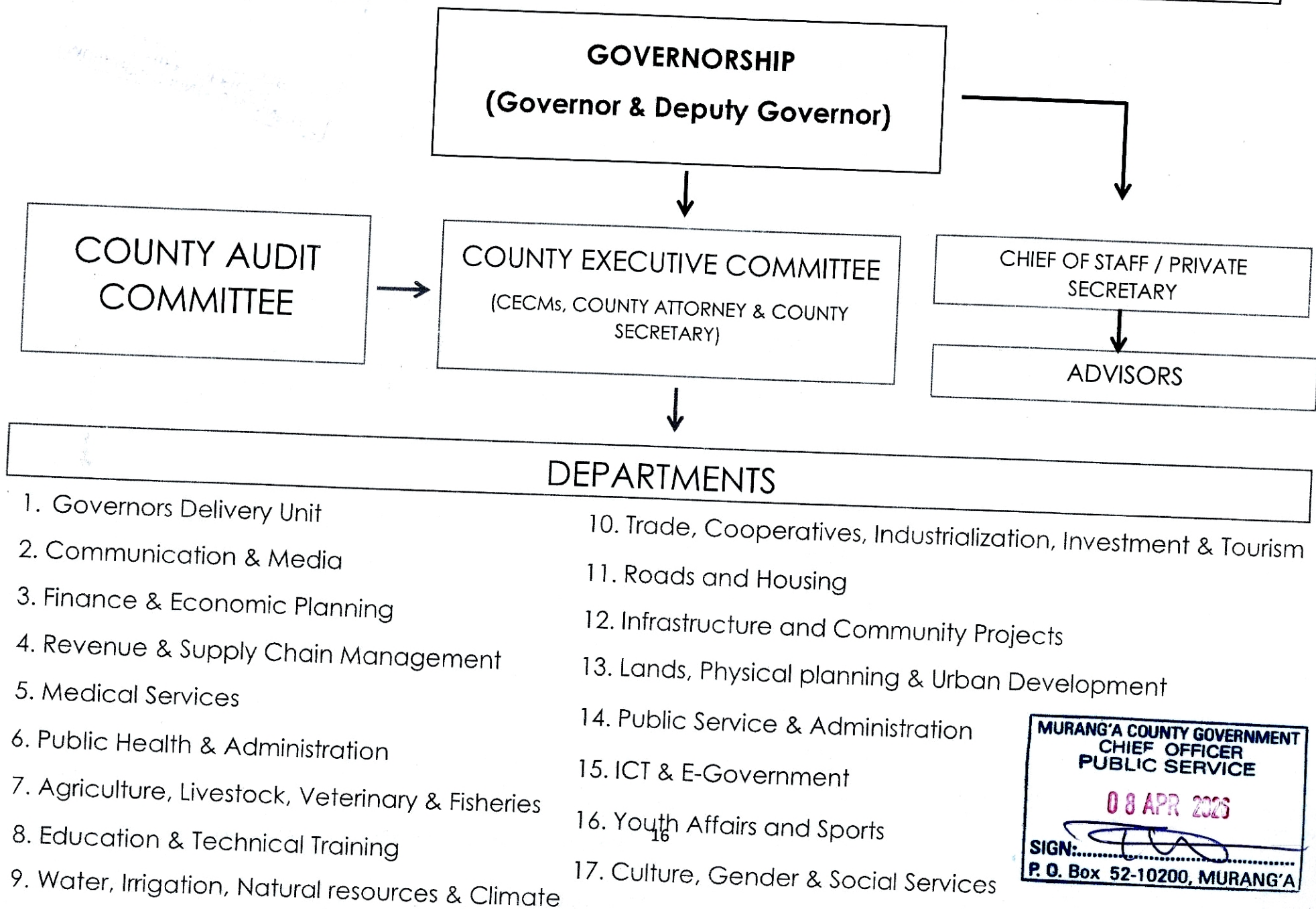
2. The Governor will be having the following office holders in his routine working entourages:
 - a) Chief Officer Communication and Media;
 - b) Directors Governors Press Unit;
 - c) Personal Assistant
 - d) Chief of Staff.
 - e) Security officers (Bodyguards)
 - f) CECM, County Secretary and Advisors as and when required.

3. The Personal Assistant will be the coordinator of Governors events.

4. Media briefs on the county affairs will be the responsibility of the Governor. The Governor may however delegate to the Deputy Governor, CECM or County Secretary to address a particular county matter on the media.



MURANG'A COUNTY GOVERNMENT ORGANIZATIONAL STRUCTURE



MURANG'A COUNTY GOVERNMENT
CHIEF OFFICER
PUBLIC SERVICE

08 APR 2025

SIGN: _____

P. O. Box 52-10200, MURANG'A

Department of Finance and Economic Planning

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2011

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> Coordinate the development, implementation and review of Finance and Economic planning policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; Coordinate assessment, collection and accounting of all revenues in accordance with Public Finance Management Act, 2012; Forecast revenue collection trends for planning purposes; Coordinate capacity building and technical assistance on revenue mobilization and Supply chain; Establish and maintain a data bank of all relevant stakeholders involved in revenue collection and supply chain; Conduct monitoring and evaluation of performance of ongoing supply chain contracts; Issue guidelines to accounting officers, with the Government on the financial affairs 	<ul style="list-style-type: none"> Revenue and Supply Chain Management <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: revenue@muranga.go.ke</p>	<ul style="list-style-type: none"> Accounting officer of the department; Coordinating and advising on the administration and collection of revenue; Designing effective, efficient and secure systems of collecting revenue; Developing and implementing an effective revenue mechanism for monitoring and ensuring system integrity; Developing and implementing an effective revenue mechanism for monitoring and ensuring system integrity; Coordinating debt collection from the revenue debtors; Designing mechanisms on revenue enforcement to ensure all the outstanding revenue debts are collected; Coordinating preparation of procurement plans in accordance with the budget process; 	<ul style="list-style-type: none"> Revenue Supply Chain Management

MURANG'A COUNTY GOVERNMENT
 CHIEF OFFICER
 PUBLIC SERVICE

09 APR 2011

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<p>and monitor compliance with those guidelines;</p> <ul style="list-style-type: none"> • Ensure that county government entities operate a financial management system that complies with national standards as prescribed by the Accounting Standards Board. • Ensure proper management and control of, and accounting for the finances of the county government and its entities in order to promote efficient and effective use of the county's budgetary resources; • Prepare, co-ordinate, implement budget and mobilize resources for funding the budgetary requirements of the county government; • Review the governance mechanisms for transparency and accountability with regards to finances and assets; • Conduct risk based, value for money and system audit aimed at strengthening internal control mechanisms; • Verify the existence of assets and ensure proper safeguards for protection; 	<p>Chief Officer, Finance and Economic Planning</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: finance21@muranga.go.ke</p>	<ul style="list-style-type: none"> • Coordinating sourcing, assessing, disposing and measuring performance of suppliers of goods, works and services; • Coordinating market surveys and research; • Coordinating management of stores and asset inventory; and • Publicizing information on procurement opportunities and contract awards. • Account for all the revenues collected 	
		<ul style="list-style-type: none"> • Accounting officer of the department; • Developing and implementing financial and economic policies in the county. • Coordinating implementation of the county budget as approved by the County Assembly • Mobilizing resources for funding budgetary requirements. • Consolidating annual appropriation accounts and other financial statements. • Custodian of county government assets. 	<ul style="list-style-type: none"> • Economic Planning • Budget • Accounting Services • Internal Audit

MURANG'A COUNTY GOVERNMENT
CHIEF OFFICER
PUBLIC SERVICE

08 APR 2025

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52-10200, MURANG'A

- Provide assurance that appropriate institutional policies, procedures and good public practice are followed;
- Review and evaluate budgetary performance, financial management, reliability and integrity of record keeping, transparency and accountability mechanism and processes.

- Ensuring prudent management and control of finances.
- Promoting efficient and effective use of county budgetary resources.
- Monitoring county government entities for compliance and effective management of funds.
- Developing capacity for efficient, effective and transparent financial management.
- Monitoring, evaluating and reporting on implementation of county projects and programs.
- Preparation of the statutory financial reports
- Collaborating with relevant stakeholders on accounting and financial management;

Economic Planning and budgeting

- Coordinating the County Planning budgeting process.
- Collaboration in budgeting process, budget execution, review, accountability and reporting.

MURANG'A COUNTY GOVERNMENT
 CHIEF OFFICER
 PUBLIC SERVICE
 08 APR 2023
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		<ul style="list-style-type: none"> • providing advice on economic planning and budgeting, • Planning, analysis and review of government policies, strategies, programmes and projects • Managing the County Government 's public debt and other obligations and developing a framework of debt control for the County; • Consolidating the annual appropriation accounts and other financial statements of the County Government in a format determined by the Accounting Standards Board; • Assisting the County Government in developing capacity for efficient, effective and transparent financial management; • Providing the National Treasury with information, which it may require to carry out its responsibilities under the Constitution and this Act; 	
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**MURANG'A COUNTY GOVERNMENT
CHIEF OFFICER
PUBLIC SERVICE**

08 APR 2015

SIGN:.....
P. O. Box 52-10200, MURANG'A

	<ul style="list-style-type: none"> • Issuing circulars with respect to financial matters relating to County Government entities; Advising the County Government entities, the County Executive Committee and the County Assembly on financial matters; Strengthening financial and fiscal relations between the National Government and County Governments • Monitoring and evaluation of the county's projects and programs and make quarterly and annual reports. 		
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MURANG'A COUNTY GOVERNMENT
CHIEF OFFICER
PURCHASING SERVICE
 P.O. Box 52-10200, MURANG'A
 SIGN:

1. Department of Agriculture, Livestock and Fisheries

Directores	Chief Officers	County Dept.	Functions
	Roles and responsibilities	Agriculture, Livestock and Veterinary Services Office Address Muranga County Government Headquarters, Town Hall,	<ul style="list-style-type: none"> • Coordinate development, review and implementation crop, livestock, veterinary and fisheries policies, strategies and laws; • Strengthening of agricultural institutions in the County;


- Agriculture (Crops)
- Veterinary Services
- Livestock Production

- Accounting officer of the department;
- Promoting, providing and facilitating crops, livestock and fisheries production adaptive technologies and extension services

<ul style="list-style-type: none"> • Developing institutional linkages and enhancing collaboration in order to create harmony and synergy in developing agricultural resources; • Promote demand-driven research and timely dissemination of research findings in the Agricultural Sector; • Projects development and coordination; • Conserve bio-diversity of different crops, livestock and fish; • Provide technical advice on agricultural mechanization and development of farm structures; • Create enabling environment for agricultural, livestock and fisheries development; • Increase Agriculture, Livestock and Fisheries productivity and output; • Enhance accessibility of affordable inputs and credit to farmers; • Promote sustainable land use and conservation of the environment; • Safeguard livestock and human health, improve livestock productivity and promote trade in animals and animal products. 	<p>PO BOX 52- 10200 Murang'a</p> <p>Email address: agriculture@muranga.go.ke</p>	<p>for food security and wealth creation;</p> <ul style="list-style-type: none"> • Coordinating surveillance, control and manage crop, animal and fish pests, vectors and diseases; • Facilitating, developing and promoting market infrastructure and access, agro-processing and value addition of crop, animal and fish commodities; • Coordinating, monitoring and evaluating implementation crops, livestock and fisheries-based projects and programs; • Facilitating capacity building and training in crops, livestock and fisheries; • Liaising and collaborating with development partners, institutions and other relevant stakeholders to promote crop, livestock and fisheries development; and • Carrying out research on crop, livestock and fisheries to improve service delivery. 	<ul style="list-style-type: none"> • Fisheries Development <p>Agricultural Training Centre</p>
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2. Department of ICT and Public Administration

Functions	Chief Officers County Dept.	Roles and responsibilities	Directorates
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of ICT and Public Administration policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Provide comprehensive information communication technology network connectivity; • Share information communication technology resources and information; • Implement the automation of government processes for efficiency in service delivery to the public; and • Improve service delivery processes through use of information communication technology and public communication. 	<p>ICT and E-Government</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: ict@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Spearheading establishment and development of information communication technology systems, Local Area Network (LAN) and Wide Area Network (WAN) infrastructure; • Coordinating ICT user support; • Coordinating design, development and implementation of information systems in the county; • Developing and maintaining of ICT infrastructure in the county • Spearheading E- Government initiatives and programmes • Maintaining ICT standards within the County Government • Providing ICT technical support to the County Department 	<ul style="list-style-type: none"> • Information Communication Technology and Public Communication

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<ul style="list-style-type: none"> • Provide strategic fit between human resource and the organization strategy; • Develop and review appropriate county organizational structure and workload analysis; • Facilitate acquisition and placement of adequate personnel; • Carry out continuous capacity building; • Operationalize results-based performance; • Develop and implement employees' welfare mechanisms; • Promote cordial labour and industrial relations; • Manage an effective human resource information system; • Ensure a safe and healthy working environment; and • Manage employee compensation and benefits. 	<p>County Public Service & Administration</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: publicservice@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Implementing staff benefits and welfare schemes; • Guiding on compliance with statutory requirements on labour laws and other related statutes; • Coordinating human resource planning and succession management; • Facilitating recruitment and placement of staff in the County; • Ensuring a safe and healthy working environment; • Managing employee compensation and benefits; • Promoting best human resource management and development standards and practices; • Performing any other duties as may be assigned by the supervisors 	<ul style="list-style-type: none"> • Human Resource Management • Performance Management • Administration
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3. Department of Youth, Sports, Culture and Social Services

Functions	Chief Officers County Dept.	Roles and responsibilities	Directorates
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of youth, sports, culture and social services policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Integrate and mainstream youth agenda in government projects and programmes; • Strengthen the capacity of youth by encouraging them to join youth development institutions; • Make sports a way of life for good health, development of talent and socio-economic empowerment; • Provide and manage standard sports and recreational facilities; • Improve sportsmen/women competitiveness and welfare; • Encourage and provide equal opportunities to all sportsmen/women to participate in sports; • Harness and develop youth talents for socio-economic empowerment; 	<p>Youth Affairs and Sports</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: youthandculture@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Researching and disseminating information on emerging issues that affect the youth and sports; • Establishing a databank on youth programs, projects and topical and emerging issues affecting the youth such as: youth unemployment, health, crime, substance abuse, gender, special needs, environmental conservation, empowerment, enterprise development, leisure/recreation and community services; • Establishing and operationalizing youth empowerment and sports centres; • Organizing and coordinating training for sports and 	<ul style="list-style-type: none"> • Youth Development and Sports

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<ul style="list-style-type: none"> • Formulate culture and heritage policies and regulatory frameworks to enhance quality service delivery; • Harness the full potential of the county's cultural heritage and arts; • Develop, promote, revitalize and preserve all functional aspects of culture and heritage for sustainable development; • Advocate for the provision of social protection, adequate assistance, social education and rehabilitation to vulnerable and special groups; • Promote gender mainstreaming and affirmative action; and • Build capacities of individuals, families and communities for improved livelihoods. 		<p>recreation technical and administration personnel; and</p> <ul style="list-style-type: none"> • Monitoring and ensuring prudent management of sports and recreation associations and institutions. 	
	<p>Culture, Gender and Social Services</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: youthandculture@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Promoting unity and cohesion in cultural diversity; • Empowering community for sustainable socio-economic development; • Mainstreaming gender and people with disabilities in all county activities; • Collaborating with relevant stakeholders on planning and implementation of culture and heritage programmes and projects; and • Mobilizing resources for social development programs and projects. 	<ul style="list-style-type: none"> • Culture, Gender and Social Services

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4. Department of Water, Irrigation, Environment and Climate Change

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of water, irrigation, environment and climate change policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Increase utilization of land through irrigation; • Mobilize and promote efficient utilization of resources; • Strengthen institutional capacity; • Promote participation of various stakeholders in planning, implementation and management of irrigation; • Mainstream governance, HIV/AIDS and gender in irrigation schemes; • Provide monitoring and evaluation of irrigation programs • Increase domestic water coverage through development of water infrastructure such as boreholes, pipelines, etc. 	<p>Water, Irrigation, Environment and Climate Change</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: water@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Ensuring professional standards and undertaking quality control during construction of water and sanitation infrastructure; • Promoting roof catchment and spring development infrastructure; • Co-ordinating domestic water and sanitation improvement projects; • Ensuring conservation and protection of water resources; • Coordinating mapping and developing areas ideal for water resource development; • Overseeing drilling and rehabilitation of boreholes; • Ensuring water quality and pollution control measures on water sources; • Enhancing the quality of the environment through integrated 	<ul style="list-style-type: none"> • Irrigation • Water • Environment and Natural Resources • Climate Change

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<p>catchment and spring development activities;</p> <ul style="list-style-type: none"> • Build capacity for development and utilization of water and sewerage services; • Improve sanitation standards through surveillance and monitoring of water quality standards; • Promote participation of various stakeholders in planning, implementation and management of domestic water and sanitation; and • Spearhead monitoring and evaluation services to water services providers. 		<p>environmental conservation mechanisms;</p> <ul style="list-style-type: none"> • Monitoring forestry, mining and conservation projects and programs; and • Collaborating with the relevant stakeholders on forestry, mining and conservation. 	
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5. Department of Lands and Physical Planning

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of lands and physical planning policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Enhance land ownership, adjudicate land processes and settle land disputes; • Acquisition of land for the expansion of public infrastructure and amenities; 	County Dept.	Roles and responsibilities	<ul style="list-style-type: none"> • Lands and Physical Planning Municipalities
	<p>Lands, Physical Planning and Urban Planning</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: landsandhousing@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Enhancing land ownership in settlement schemes through mapping; • Adjudicating land processes and settle land disputes; • Acquiring land for the expansion of public infrastructure and amenities; 	

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<ul style="list-style-type: none">• Update and maintain the county valuation roll;• Ensure well planned and controlled land use; Coordinate the development, implementation and review of land administration, survey and valuation policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards;• Enhance land ownership in settlement schemes through mapping;• Adjudicate land processes and settle land disputes;• Acquisition of land for the expansion of public infrastructure and amenities;• Update and maintain the county valuation Roll; and• Maintain an up-to-date land information system and survey database.		<ul style="list-style-type: none">• Overseeing updating and maintenance of county valuation roll;• Overseeing maintenance of an up-to-date land information system and survey database;• Collaborating with relevant stakeholders in matters of land administration, survey and valuation;• Coordinating research on land administration, survey and valuation;• Ensuring the protection and conservation of the environment; and• Promoting public participation in land administration, survey and valuation.	
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6. Department of Education and Technical Training

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of education and technical training policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Coordinate development of ECDE curricula and materials in conjunction with KICD and maintain professional records; • Spearhead establishment and development of Education and Technical Training infrastructure; • Provide enabling child friendly environment; • Enhance access, retention and transition to promote school health and nutrition; • Monitor and evaluate ECDE based projects and programs to maintain quality standards; • Collaborate with others relevant stakeholders to promote ECDE; • Capacity building on Education and Technical Training programs • Monitor and evaluate Education and Technical Training based projects and programs to maintain quality standards; • Enhance enrolment, retention and completion rates in the YPs; 	<p>Education and Technical Training</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: education@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting officer of the department; • Coordinating development of ECDE curricula and materials in conjunction with KICD and maintain professional records; • Spearheading establishment and development of ECDE and youth polytechnics' infrastructure; • Providing an enabling child friendly environment; • Enhancing access and promote school health and nutrition; • Monitoring and evaluating ECDE based projects and programs to maintain quality standards; • Ensuring timely, on schedule data collection and dispatch of the tuition grants; • Enhancing enrolment, retention and completion rates in the YPs; • Promoting modernization of the absolute tools and equipment's through partnerships and linkages; 	<ul style="list-style-type: none"> • Early Childhood Education • Vocational Training

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- Promote modernization of the absolute tools and equipment's through partnerships and linkages;
- Promote talent through development of creative arts (music, art and drama) to enhance competition and promote growth;
- Facilitate and strengthen development of e-learning strategies in youth polytechnics;
- Coordinate safe custody of learning tools and equipment in the institutions;

- Promoting talent through development of creative arts (music, art and drama) to enhance competition and promote growth;
- Facilitating and strengthening development of e-learning strategies in youth polytechnics;
- Coordinating safe custody of learning tools and equipment in the institutions;
- Promoting innovation, research and consultancy in youth polytechnic training for skills development and employability;
- Collaborating with other relevant stakeholders to strengthen strategic partnerships;
- Monitoring and evaluating training programs and projects to maintain standards; and
- Maintaining and updating a database on youth polytechnics programmes, projects and activities.

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7. Department of Trade, Tourism, Cooperatives and Industries

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of trade, weights and measures, industry and investment policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Improve business environment and promote attractive investment climate; • Create an enabling environment for growth in trade and industry; • Broaden and deepen the export base and markets; • Promote Public Private Partnerships through linkages and collaboration mechanisms to strengthen investment and entrepreneurship development; • Coordinate tourism product development, improvement and diversification; • Collaborate with relevant stakeholders in the tourism sector to market Murang`a County as the preferred tourist destination; and 	<p>Trade, Industrialization and Cooperative Development</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang`a</p> <p>Email address: trade@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting officer of the department; • Improving the business environment and promote attractive investment climate; • Creating an enabling environment for growth in trade and industry; • Broadening and deepening the export base and markets; • Promoting Public Private Partnerships through linkages and collaboration mechanisms to strengthen investment and entrepreneurship development; • Promoting fair trade practices and consumer protection; • Coordinating tourism product development, improvement and diversification; • Collaborating with relevant stakeholders in the tourism sector to market Murang`a County as the preferred tourist destination; • Promoting and capacity building the tourism sector on tourism products and destinations; 	<ul style="list-style-type: none"> • Trade, Industry and Investment • Tourism • Cooperative Development • Cooperative Audit

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<ul style="list-style-type: none"> • Promote and capacity build the tourism sector on tourism products and destinations. • Build capacity within the co-operative sector; • Develop mechanisms and policies to ensure global competitiveness of the co-operative sector; • Develop and implement a co-operative marketing strategy; • Regulate and monitor compliance with provisions of relevant policies and legislation. • Register societies audited accounts and maintain audit data; and • Conduct continuous audits and audit investigations. 		<ul style="list-style-type: none"> • Developing tourism guide books and signage; • Creating an enabling environment by providing incentives for investment in tourism products and services Build capacity within the co-operative sector; • Coordinating development and implementation of a co-operative marketing strategy; • Coordinating and promoting the registration of co-operative societies; • Undertaking research and innovation on the co-operative sector; • Monitoring performance on growth and development of the Co-operative Movement; and • Promoting co-operative ventures, value addition and investments. 	
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8. Department of Health

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of health policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Provide curative, rehabilitative, preventive, promotive, Health Services; • Undertake disease surveillance, control and management; • Provide emergency medical response; • Manage of health facilities; • Facilitate medical health education and promotion; • Set standards and quality assurance systems in the provision of health services; • Provide health care services in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases and conditions; • Advocacy and foster partnerships and collaboration to advance health promotion agenda; • Monitor patients and provide necessary guidelines and counselling; and • Undertake disease surveillance, control and management. 	Medical Services Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a Email address: health@muranga.go.ke	<ul style="list-style-type: none"> • Accounting Officer of the department; • Human Resource matters in the Health Department; • Coordinating disease prevention, surveillance and control and health research; • Facilitating Training of interns and other health personnel; • Facilitating medical board proceedings; • Providing forensic and medical legal services; • Providing clinical outreach and school health services; • Collaborating with relevant stakeholders in developing and reviewing referral strategies; • Coordinating administration of drugs and medicine upon being received in the store; • Enhancing pharmacia vigilance. • Overseeing staff and patients' welfare by ensuring their 	<ul style="list-style-type: none"> • Curative and Rehabilitation Health Services • Preventive and Promotive Health Services

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		<p>security, comfort and respond to patients, public and staff complaints/ compliments;</p> <ul style="list-style-type: none"> • Managing and Coordinate donor funded programs; • Performing any other duties as may be assigned by the supervisors. 	
	<p>Public Health and Administration</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: health@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department on; • Public Health functions of the County Government; • Coordinating non-clinical Health functions of the County Government; • Planning and implementation of the Health Department Budget; • Coordinating development of Health Infrastructure; • Procuring pharmaceuticals and non-pharmaceuticals; • Catering and housekeeping services; 	<ul style="list-style-type: none"> • Administration Services • Alcoholic Drinks

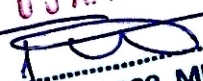
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8. Department of Health

Functions	Chief Officers		Directorates
	County Dept.	Roles and responsibilities	
<ul style="list-style-type: none"> • Coordinate the development, implementation and review of health policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; • Provide curative, rehabilitative, preventive, promotive, Health Services; • Undertake disease surveillance, control and management; • Provide emergency medical response; • Manage of health facilities; • Facilitate medical health education and promotion; • Set standards and quality assurance systems in the provision of health services; • Provide health care services in health institutions and communities through history taking, examining, investigating, diagnosing, treating and managing diseases and conditions; • Advocacy and foster partnerships and collaboration to advance health promotion agenda; • Monitor patients and provide necessary guidelines and counselling; and • Undertake disease surveillance, control and management. 	<p>Medical Services</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: health@muranga.go.ke</p>	<ul style="list-style-type: none"> • Accounting Officer of the department; • Human Resource matters in the Health Department; • Coordinating disease prevention, surveillance and control and health research; • Facilitating Training of interns and other health personnel; • Facilitating medical board proceedings; • Providing forensic and medical legal services; • Providing clinical outreach and school health services; • Collaborating with relevant stakeholders in developing and reviewing referral strategies; • Coordinating administration of drugs and medicine upon being received in the store; • Enhancing pharmacia vigilance. • Overseeing staff and patients' welfare by ensuring their 	<ul style="list-style-type: none"> • Curative and Rehabilitation Health Services • Preventive and Promotive Health Services

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		<ul style="list-style-type: none"> Performing any other duties as may be assigned by the supervisor 	
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10. Department of Roads, Housing and Public works

Functions	Chief Officers	Roles and responsibilities	Directorates
	County Dept.		
<ul style="list-style-type: none"> Coordinate the development, implementation and review of roads, housing and public works policies, strategies, guidelines, regulations, legislations, frameworks, norms and standards; Provide a safe and secure roads and transport infrastructure to both public and environment which contribute to social equity and economic goals; Accelerate on-going roads and transport infrastructure development by focusing on quality and functionality to enhance mobility and connectivity; Ensure compliance to standards through improved efficiency and effectiveness of infrastructure at all levels of planning, contracting and constructing; 	Roads and Housing Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a Email address: transport@muranga.go.ke	<ul style="list-style-type: none"> Accounting Officer of the department; Providing technical facilitation for construction, supervision and maintenance of Roads under the Smart City Program, electrical works, street lighting, and Transport services; Coordinating the Housing Programs in the County; Monitoring and evaluating contracted and maintenance of smart city roads and housing works; Spearheading provision of adequate, decent and affordable housing; 	<ul style="list-style-type: none"> Roads Public Works Housing

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<ul style="list-style-type: none"> • Strengthen institutional framework for building infrastructure development so as to accelerate the speed of implementation of sector priority projects; • Develop and enforce regulations and standards to ensure safe, secure and efficient building infrastructure systems; • Design, cost, supervise construction and maintain public buildings and facilities; • Undertake research on new building Provide adequate, decent and affordable housing; • Promote appropriate building technologies and materials; • Manage and maintain county owned houses; • Coordinate slum upgrading and prevention programs; and • Improve social housing technologies and materials. 	<p>Infrastructure and Community Projects</p> <p>Office Address Muranga County Government Headquarters, Town Hall, PO BOX 52- 10200 Murang'a</p> <p>Email address: communityprojects@muranga@go.ke</p>	<ul style="list-style-type: none"> • Performing any other duty as may be assigned by the Supervisor • Accounting officer of the department; • Providing technical facilitation for designing, preparation or approving bills of quantities and setting standards for construction and maintenance of Infrastructure and all Community Projects in the County; • Liaising with Members of the County Assembly in the identification and prioritization of all Community projects; • Coordinating and supervising design, construction and maintenance of community projects; • Preparing Bills of Quantities for all Infrastructure projects; • Offering technical support to County Departments in relation to public works; 	
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		<ul style="list-style-type: none">• Performing any other duty as may be assigned by the Supervisor	
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