

COUNTY GOVERNMENT OF NYERI



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NYERI

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OFFICE OF THE COUNTY SECRETARY/HEAD OF COUNTY PUBLIC SERVICE

Our Ref: CGN/CS/CON.5/II

15th March 2019

Perister Murugi Kigwa

P/ NO. 20140006319

RE: JOB DESCRIPTION FOR THE POSITION OF MUNICIPAL MANAGER

In line with your appointment to act in the position of municipal manager for Nyeri as per the letter Ref. No. 2014 0006319/45, hereby find attached the job description outlining what is expected of your position as stipulated and provided for in the Urban Areas and Cities Act 2011 and the Nyeri Municipal Charter.

- Prepare and present for approval of the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programs and operations of the Municipality;
- Cause to be prepared, transmitted to the Board of the Municipality, and distributed to the public an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality
- Act as the secretary to the Municipal Board;
- Act as an ex-officio member of all committees of the Board of the Municipality;
- Attend all Board of the Municipality meetings;
- Make reports and recommendations to the Board of the Municipality about the needs of the Municipality; and
- Such other functions as the Board may confer upon the Municipal

Please note that you will be expected to implement and execute the decisions of the Board of Municipality and shall be answerable to the board.


Benjamin Gachichio

COUNTY SECRETARY/HEAD OF PUBLIC SERVICE

Copy to:

- Secretary, County Public Service Board
- Chief Officer, Lands, Housing, Physical Planning and Urbanization
- Director, Human Resource Management