

**REPUBLIC OF KENYA**



**COUNTY GOVERNMENT OF KIRINYAGA  
KERUGOYA/KUTUS MUNICIPAL BOARD**

**MUNICIPAL MANAGER'S JOB DESCRIPTION IN ACCORDANCE WITH THE  
URBAN AREAS AND CITIES ACT 2011 AND KERUGOYA /KUTUS MUNICIPAL  
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. Municipal Chief Executive Officer in-charge of administration, accounting and overall performance.
3. With the approval of the Municipal Board, Appoint, Supervise and Remove Municipality employees.
4. Manage utilization of staff, capacity building and maintain staff discipline.
5. Receives and conveys communications on Municipal boards behalf according to section 1(1)(2) of the Municipal Charter.
6. Secretary to the Municipal Board and all its Committees per section 3.9 of the Municipal Charter
7. Make reports and recommendations to the Municipal Board on the needs of the Municipality.
8. Prepare annual and periodical relevant reports on behalf of the Municipal Board.
9. Links the Municipal Board to its stakeholders and partners according to section 1(1)(2) of the Municipal Charter.
10. Keep all the Records and Minutes of the Municipal 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 Kerugoya/Kutus 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 Kerugoya/Kutus Municipality.

19. Ensure the achievement of the Municipal mandate and common purpose through recognition and mobilization of support within the political and administrative leadership interlinks.
20. Ensure Municipal 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 municipal 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 Kerugoya/Kutus Municipality.
25. Perform such other functions assigned by the Municipal Board.