



REPUBLIC OF KENYA
MIGORI COUNTY GOVERNMENT

MINISTRY OF LANDS, HOUSING, PHYSICAL PLANNING AND URBAN DEVELOPMENT

KEHANCHA MUNICIPALITY



P. O. BOX 258-40413, KEHANCHA,
KENYA

MUNICIPAL MANAGERS JOB DESCRIPTION

1. Implementing the decisions and functions of the board of the municipality.
2. Prepare and present for approval of the board of the municipality an annual estimate of revenue and expenditure to fund and carry out the programmes and the operations of the board.
3. Building and maintaining a strong alliance and effective working relationship between the board of the municipality and the civil society, private sector and community based organisation.
4. Preparation of annual report on activities and accomplishments of the departments comprising the executive branch of the municipality.
5. Act as the ex-officio member of all committees of the board of the municipality.
6. Exercise supervision over all departments of the municipality and provide for coordination of activities.
7. Enforce municipal by-laws and all applicable laws.
8. Exercise applicable laws concerning the appointment and removal of certain officers, employees and members of committees of the of the municipality.
9. Make reports and recommendations to the board about the needs of the municipality.
10. Cause to prepare the policies, plans, strategies and programmes for the approval of the board of the municipality and the county assembly

