

## Municipal Manager- 1 Post at Vihiga County Government

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### Job Description

Vihiga County whose headquarters is in Mbale is Located in the Western Region of Kenya. It borders Nandi to the East, Kisumu County to the South, Siaya County to the West and KAKAMEGA County to the North. It is one of the four Counties in the former Western Province. Vihiga County has five Constituencies; Luanda, Emuhaya, Hamisi, Sabatia and Vihiga. The County's population stands at ,.

**Ref : VCPSB/APP.01A-**

### Duties and responsibilities

The municipal manager shall report to the Vihiga Municipal Board. The Municipal Manager shall be responsible for:

Implementing the decisions and functions of the Municipal Board as provided for in the Urban Areas and Cities Act section 20 (a) to (s);

Acting on behalf of the Board off the Municipality in ensuring the execution of the directives of the Board of the Municipality;

Preparing and presenting for approval to the Board of the Municipality, an annual estimate of revenue and expenditure to fund and carry out the programmes and operations of the Board;

Be principally responsible for building strong alliance and effective working relations between the Board of the Municipality and the civil society, private sector and community

based organizations;

Causing to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report on the activities and accomplishments of the departments and agencies comprising the executive branch Municipality;

Prepare and administer annual municipality budget;

Administer Municipality utilities and properties;

Acting as an ex-officio member of all committees of the Board of the Municipality;

Performing functions as may be delegated by the Municipal Board or by order or confer upon the Municipal Manager; and

Perform other duties as directed by the Board of the Municipality

### **Requirements**

Be a Kenyan citizen;

Hold a Bachelor's Degree in Urban Management, Public Administration, Business Management or any other relevant Degree from a university recognized in Kenya

Possession of a relevant Master's Degree would be an added advantage

Has proven experience of not less than Ten years in administration or management either in the public or private sector five of which should be in senior Management as well as senior leadership development programme (SLDP) lasting less than 6weeks.

Should have attended a senior management course lasting not less than four weeks at Kenya school of Government;

be a member of the relevant professional institution and be of good standing;

Must be computer literate in Microsoft package from a recognized institution;

Satisfy the requirements of Chapter Six of the Constitution;

Be ordinary resident or have a permanent dwelling within Vihiga County.

Terms of Service; Contract Salary Scale:

The salary, allowances and other benefits attached to these positions will be as determined by the Salaries and Remuneration Commission and other recognized CBAs as applicable.

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