

**NDHIWA MUNICIPALITY**

**POST OFFICE BOX 61**

**POSTAL CODE 40303**

**NDHIWA**

**BOARD MANDATES AS GAZETTED**

1. oversee the affairs of the Municipality of Ndhiwa;
2. develop and adopt policies, plans, strategies and programmes, set targets for delivery of services;
3. formulate and implement integrated development plans;
4. monitor and where appropriate regulate municipal services where those services are provided by service providers other than the board of the municipality;
5. construct and maintain urban road, non-motorized transport, storm water drainage and flood controls and associated infrastructure;
6. construct, maintain, regulate and manage municipal markets and abattoirs;
7. construct, maintain and manage street lights, parking facilities, bus and taxi stands, regulate and control traffic;
8. prepare and submit its annual budget estimates to the County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
9. enter into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of its functions as required under the law;
10. administer and regulate its internal affairs;
11. implement applicable national and county legislation;
12. promote a safe and healthy environment; and
13. perform such other functions as may be delegated by the county government or may be provided for by any written law

## DEPARTMENTAL ROLES AND FUNCTIONS

Service Provision Agents	planning and Dev. Control & Environment	Community services	Municipal Manager	Corporate Services	Engineering and Disaster Management.
Water Services and management Solid Waste management Water resources' management Conservation and protection of water attachment areas County Line ministries National Government Local partners NGOs BOs Institutions DF Religious Orgs National Gov. agencies Women Rep related Funds Senatorial related Funds	<ul style="list-style-type: none"> <li>• Developmental Services</li> <li>• Sector plan, master plan</li> <li>• Integrated Dev. Planning</li> <li>• Local Economic Development</li> <li>• Performance Management Systems</li> <li>• Compliance</li> <li>• GIS and GSE</li> <li>• Town Planning &amp; Building Control</li> <li>• Business advertising &amp; signage</li> <li>• Environmental</li> <li>• Monitoring &amp; Compliance</li> <li>• Road's signage</li> <li>• Street furniture</li> <li>• Valuation services</li> <li>• Quantity surveying</li> <li>• Housing Services</li> <li>• Housing Projects</li> <li>• Housing Finance</li> <li>• Housing Administration</li> </ul>	<ul style="list-style-type: none"> <li>• Sports and Talents Development</li> <li>• Library Services</li> <li>• Public Parks and squares</li> <li>• Cemeteries</li> <li>• Refuse collection &amp; Transportation</li> <li>• Healthcare Services</li> <li>• Education and Technical Training</li> <li>• Agricultural Extension Services</li> <li>• Markets management</li> <li>• Enterprise development</li> <li>• Administrative Support Services</li> <li>• Secretariat/Committee Services</li> <li>• Office Auxiliary Services</li> <li>• Records &amp; Archives</li> <li>• Cleaning Services</li> <li>• Customer Care Services</li> <li>• Switch board/ Reception</li> </ul>	<ul style="list-style-type: none"> <li>• Citizen Participation and Empowerment Programs</li> <li>• Municipal Branding and Marketing</li> <li>• Municipal image</li> <li>• Outdoor advertising of Roads &amp; Business signage</li> <li>• Marketing of municipal products/services</li> <li>• Supply Chain Management</li> <li>• Demand &amp; Acquisition Management</li> <li>• Stores and Disposal Management</li> <li>• Legal &amp; ERM Services</li> <li>• Huduma Centre services</li> <li>• Investment Modelling</li> <li>• Performance Management</li> <li>• Service Provision Agencies/Partners</li> </ul>	<ul style="list-style-type: none"> <li>• ICT Services</li> <li>• Budget, Reporting and Expenditure Services</li> <li>• Asset Management</li> <li>• Creditors</li> <li>• Payroll</li> <li>• Revenue Services</li> <li>• Rates &amp; Taxes</li> <li>• Debtors &amp; Cashiers of Credit Control</li> <li>• Finance and Accounts</li> <li>• Human Resource Management</li> <li>• Administration &amp; Staff Provisioning</li> <li>• Labour Relation Management &amp;</li> <li>• Employee Wellness</li> <li>• Skills Development</li> <li>• Staff welfare management</li> <li>• Pension Management</li> </ul>	<ul style="list-style-type: none"> <li>• Civil Engineering Services</li> <li>• Roads &amp; Storm Water Services</li> <li>• Transport network Planning, Compliance</li> <li>• Project Management Services</li> <li>• Fire fighting</li> <li>• Fleet Management Services</li> <li>• Street lighting and service lines</li> <li>• Structural engineering services</li> <li>• Mechanical Engineering services</li> <li>• Electrical installation and controls</li> <li>• Water &amp; Irrigation infrastructure</li> <li>• Traffic Services</li> <li>• Law Enforcement of License &amp; Vehicle Test Station</li> <li>• Registration, Licensing of Infrastructure Maintenance</li> </ul>

