



REPUBLIC OF KENYA

DEPARTMENT OF LANDS, PHYSICAL PLANNING,
HOUSING AND URBAN DEVELOPMENT

OYUGIS MUNICIPALITY

P.O Box 352, 40222

OYUGIS.

E-mail: oyugismunicipality@gmail.com



COUNTY GOVERNMENT OF
HOMABAY

STAFF ROLES AND RESPONSIBILITIES

NAME	DESIGNATION	RESPONSIBILITIES
1. Sigar James Agumba	Municipal manager	<ol style="list-style-type: none">1. Act on behalf of the Board of the Municipality in ensuring the execution of the directives of the Board of the Municipality; during all intervals between meetings 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 operations of the Board.3. Be principally responsible for building and maintaining a strong alliance and effective working relationships between the Board of the Municipality and the civil society, private sector, and community-based organizations.4. Exercise supervision over all departments and agencies of the Municipality and provide for the coordination of their activities.5. Make reports and recommendations to the Board of the Municipality about the needs of the Municipality.6. Prepare and administer the annual Municipality budget.

		<ol style="list-style-type: none"> 7. Encourage and support regional and intergovernmental cooperation. 8. Cause to be prepared, transmitted to the Board of the Municipality, and distributed to the public at least an annual report of the activities and accomplishments of the departments and agencies comprising the executive branch of the Municipality. 9. Be fully responsible for the proper conduct of the executive and administrative work and affairs of Oyugis Municipality. 10. Formulation and implementation of effective programs to attain Vision 2030, CIDP 2018-2020, and sector goals. 11. Development and implementation of strategic plans. 12. Implementation of policies and regulations. 13. Oversee management of finances, preparation and submission of budget estimates, annual plans, and programs. 14. Oversee implementation and monitoring of the departmental performance management systems. 15. Promote national values, principles of good governance as outlined in articles 10 and 232 of the constitution of Kenya. 16. Staff Development and Mentoring. 17. Act as an ex-officio member of all committees of the board
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<p>2. Tobias Ouma Mboya</p>	<p>Environment Officer</p>	<ol style="list-style-type: none"> 1. Solid waste management within the municipality. 2. Prepare work plans for all environmental activities within the municipality and supervise their implementation. 3. Conduct environmental education and awareness campaigns including clean up days within the municipality. 4. Prepare quality periodic reports on environmental issues. 5. Facilitate and promote citizen participation in the management of environmental affairs in the municipality. 6. Receive and resolve all environmental complaints within the municipality. 7. Coordinate with external stakeholders including development partners and donors on environmental issues and projects. 8. Participate in the planning, management, implementation, and monitoring of all environmental projects in the municipality. 9. Facilitate citizen forums and dialogues on all environmental issues within the municipality.
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3. Verah Omingo Onyango	Procurement Officer	<ol style="list-style-type: none"> 1. To provide overall policy and strategic direction for the transformation of the Oyugis Municipality. 2. Create and maintain relationships with venders/suppliers. 3. Estimate and establish budget for purchase. 4. Estimate and establish budgets for purchases. 5. Make professional decisions in a fast-paced environment. 6. Review all venders and suppliers. 7. Maintain purchase records and other important data. 8. Negotiate pricing and supply contracts. 9. Develop plans for purchasing services, and supplies. 10. Ensure that the products and supplies meet quality standards. 11. Work with team members to complete duties as needed. 12. Maintain and update a list of suppliers
4. Billy Ochieng' Odero	Registered Physical Planner	<ol style="list-style-type: none"> 1. Initiating, preparing, and monitoring the implementation of municipal Land Use development plans. 2. Providing advice on development applications and development control matters. 3. Implementing and providing feedback on physical and land use planning guidelines and standards. 4. Managing physical and land use planning data. 5. Preparing action plans for specific projects such as residential housing schemes, shopping centers,

		<p>industrial estates, and recreational facilities.</p> <ol style="list-style-type: none"> 6. Undertaking thematic regional studies on matters relating to physical and land use planning. 7. Preparing annual state of physical planning reports on municipal development plans. 8. Set agenda and convene physical planning liaison committee meetings. 9. Keeping record of deliberations and communicate decisions of the physical planning liaison committees. 10. Management of physical and land use planning data.
5. Phiona Harriet	Accountant	<ol style="list-style-type: none"> 1. Manage the system of accounting and reporting. 2. Provide internal controls to ensure that the transactions are properly authorized and recorded. 3. Make reports and recommendations to the Manager about the needs of the Municipality. 4. Prepare the annual Municipality budget. 5. Prepare annual financial reports for the municipality. 6. Record financial transactions of the municipality.

6.	Human Resource Officer	<ol style="list-style-type: none"> 1. Providing technical guidance and advice on human resource matters at the municipality. 2. Assist in co-ordination of human resource management activities in areas of recruitment, appointments, placements, promotions, and disciplinary matters. 3. Assist in preparation of municipal papers in areas of HRM matters. 4. Supervision, guidance, counseling, mentoring, training, and development of staff. 5. Assist in administrative tasks at the municipal 6. Any other duties as may be assigned from time to time
7.	Social Development Officer	<ol style="list-style-type: none"> 1. Working with communities to identify and mobilize local resources for the implementation of development projects. 2. Guiding communities to develop Community Action Plans (CAPs) 3. Liaising with local communities and other development agencies in implementing community development programs 4. Identifying self-help groups and community-based organizations for registration 5. Collecting social development related data for planning 6. Guiding communities and self-help groups to identify their social economic needs. 7. Mobilizing communities to implement their development projects. 8. Develop a work plan on inter and intra municipal youth involvement.

8.	Registered Engineer	<ol style="list-style-type: none"> 1. Ensuring that statutory regulations and safety rules are fully implemented and followed. 2. Coming up with technical drawings as per work request. 3. Verifying accuracy of materials and equipment. 4. Maintaining tools and equipment inventory. 5. Planning and carrying out scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures. 6. Ensuring housekeeping and maintenance of work areas adhere to set safety standards. 7. Making sure the equipment and tools are serviced and maintained to operating standards. 8. Raising purchase requests in the plant maintenance and management system. 9. Raising notifications, creating, confirming, and completing work orders in the plant maintenance management system. 10. Complying with relevant ISO standards 11. Maintaining all civil as-built drawings and manuals in good order 12. Reviewing internal project blueprints and structural specifications to determine dimensions of structure or system and material requirements.
9. Roseyne Akinyi Owalla	Secretary	<ol style="list-style-type: none"> 1. Ensure that the meetings are effectively organized and minuted. 2. Maintain effective record. 3. File and update contact information of employees, suppliers, and external

		<p>partners.</p> <ol style="list-style-type: none"> 4. Maintain diaries and arranging appointments. Answering calls, taking messages and handling correspondence. 5. Organizing and distributing messages. 6. Liaising with relevant organization and clients
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The Municipal Manager,

Oyugis Municipality.

Sign:

Date.