



# THE COUNTY GOVERNMENT OF GARISSA

## MUNICIPALITY OF GARISSA



Email: [info@garissamunicipality.go.ke](mailto:info@garissamunicipality.go.ke)  
Website: [www.garissamunicipality.go.ke](http://www.garissamunicipality.go.ke)

Tel: +254-776987300  
P.O Box 563, code 70100, GARISSA

### JOB DESCRIPTIONS FOR MUNICIPAL STAFF

#### FUNCTIONS OF THE MUNICIPALITY BOARD

- Oversee the affairs of the Municipality.
- Develop and adopt policies, plans, strategies and programs and may set targets for delivery of services.
- Formulate, implement and integrate development plan.
- Control land use, land sub-division, land development and zoning by public and private sectors for any purpose including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture and freight and transit stations within the framework of the spatial and master plans for the city or municipality as may be delegated by the County Government.
- As maybe delegated by the County Government, promote and undertake infrastructural development and services within the Municipality.
- Develop and manage schemes, including site development in collaboration with the relevant National and County agencies.
- Maintain a comprehensive database and information system of the Administration and provide public access thereto upon payment of normal fee to be determined by the Board.
- Implement applicable National and County legislation.
- Settle and implement tariff, rates and tax and debt collection policies as delegated by the county Government.
- As maybe delegated by the County Government, collect rates, tax levies, duties, fees and surcharges on fees.
- Monitor the impact and effectiveness of any services, policies, programs or plans.
- Establish, implement and monitor performance management system.
- 

#### MUNICIPAL MANAGER

## **RESPONSIBILITIES**

- Oversee the day-to day operations of Municipal departments and services
- Implement and enforce policies and procedures as directed by Municipal Board
- Ensure efficient and effective delivery of public services to residents
- Develop and manage the municipality's budget; including revenue and expenditure forecast
- Monitor and control financial performance, ensuring fiscal responsibility and accountability
- Oversee financial reporting, audits, and compliance with financial regulations
- Supervise and evaluate the performance of department heads and key staff
- Oversee recruitment, training and professional development of municipal employees
- Assist the Municipal Board in developing and strategic plans and long-term goals
- Implement policies and initiative to achieve the Municipality's objectives
- Monitor and report on the progress of strategic initiatives and projects
- Serves as a liaison between the Municipality and the Community
- Address citizen concerns and complaints in a timely and effective manner
- Promote transparency and open communication with residents and stakeholders
- Support economic development initiatives and projects
- Oversee the planning, development, and maintenance of Municipal Infrastructure
- Promote sustainable growth and development within the municipality

## **HEAD OF HUMAN RESOURCES**

### **RESPONSIBILITIES;**

- Foster a positive work environment and promote employee engagement
- Address employee concerns, grievances and disciplinary issues
- Mediate and resolve conflicts between employees and management
- Develop and oversee performance management system
- Conduct performance evaluations and provide feedback to employees and managers
- Identify training needs and develop training programs to enhance employee skills and performance
- Support career development and succession planning initiatives
- Ensure compliance with labor laws, regulations and policies
- Maintain up-to-date knowledge Human Resource best practices and legal requirements
- Maintain employee records and Human Resource documentation
- Generate Human Resource reports and analytics for management review
- Promote organizational culture and values

## **ADMINISTRATOR**

### **RESPONSIBILITIES;**

- Oversee the maintenance and organization of office facilities and equipment.
- Ensure a clean, safe, and efficient working environment
- Manage office supplies inventory and place orders as necessary
- Provide administrative support to senior management and other staff members
- Schedule and coordinate meetings, appointments and travel arrangements
- Prepare and distribute correspondence, reports and presentations
- Serve as primary point of contact for internal and external communications
- Maintain effective communication channels within the organization

## **ACCOUNTANT**

### **RESPONSIBILITIES;**

- Prepare accurate and timely financial statements, including balance sheets, income statements, and cash flow statements.
- Assist in the month-end and year end closing process.
- Maintain and update financial records in compliance with acts, policies and regulations.
- Perform bank reconciliations and reconcile discrepancies in financial records
- Verify the accuracy of invoices and other accounting documents
- Assist with internal and external audit
- Ensure compliance with financial regulations and standards
- Assist in the preparation of budgets and financial forecasts.
- Monitor budget variances and report on financial performance
- Prepare and file tax returns and ensure compliance with tax regulations
- Stay updated on changes in tax laws and regulations
- Analyze financial data to identify trends and provide insights
- Support management with financial decision-making by providing relevant financial information.

## HEAD OF PROCUREMENT

### RESPONSIBILITIES;

- Develop and implement procurement strategies that align with Government policies and objectives
- Conduct market analysis to identify potential suppliers and products
- Ensure all procurement activities comply with state and local laws, regulations and policies
- Maintain up-to-date knowledge of procurement regulations and best practices
- Identify, evaluate, and select suppliers based on criteria such as cost, quality and delivery performance.
- Oversee the entire procurement process , from requisition to purchase order and delivery
- Supervise and mentor procurement staff, providing guidance and training as needed
- Implement and maintain procurement systems and tools
- Develop and manage procurement budgets, ensuring expenditures align with approved budgets
- Identify and mitigate risks associated with procurement activities
- Ensure procurement processes are transparent and accountable to prevent fraud and corruption
- Collect and analyze procurement data to inform decision- making and strategy development
- Prepare and present regular reports on procurement activities, performance metrics and compliance.

## INTERNAL AUDITOR

### RESPONSIBILITIES;

- Develop and implement annual audit plans based on risk assessment.
- Conduct Financial, Operational and Compliance Audits in accordance with the audit plan
- Evaluate the effectiveness and efficiency of internal controls.
- Ensure compliance with internal policies, procedures and regulatory requirements.
- Analyze financial and operational data to identify trends and anomalies
- Prepare detailed audit reports with findings, conclusions and recommendations.
- Present audit findings to management and the audit committee
- Recommend improvements to business processes to enhance efficiency and effectiveness.
- Follow up on audit recommendations to ensure implementation and resolution of issues
- Monitor compliance with relevant laws, regulations and standards
- Investigate instances of fraud, waste and abuse

- Work closely with the management and staff to understand business processes and provide guidance on risk and control issues.
- Maintain effective communication with the audit committee and senior management.

## **PHYSICAL PLANNER**

### **RESPONSIBILITIES;**

- Develop comprehensive plans for land use, including zoning, urban renewal and infrastructural development.
- Evaluate and analyze data on land use, demographics and environmental impact.
- Conduct public meetings, workshops and consultations to gather input from community members and stakeholders.
- Communicate planning proposals and changes to the public, addressing concerns and incorporating feedback.
- Develop policies and guidelines for land use and development in accordance state, local regulations and land acts.
- Ensure planning proposals comply with legal and regulatory requirements.
- Oversee the implementation of development projects, including budgeting, scheduling and coordination with other departments and agencies
- Monitor and evaluate the progress of projects, ensuring they meet planned objectives and standards.
- Conduct Environmental Impact Assessments to evaluate the effects of proposed developments on the environment
- Develop strategies to mitigate adverse environmental impacts.
- Utilize geographic information system (GIS) to create maps and visualize spatial data for planning purposes.
- Analyze geographic data to inform planning decisions and proposals.
- Conduct research on trends in urban development, housing, transportation and environmental sustainability.
- Prepare reports and presentations on research findings and planning proposals.

## **CIVIL ENGINEER**

### **RESPONSIBILITIES**

- Develop detailed designs and plans for civil engineering projects using CAD software.
- Conduct feasibility studies, site investigations and risk assessment.
- Oversee construction projects to ensure they are completed on time, within budget and to the required standards.

- Coordinate with contractors, suppliers and other stakeholders.
- Ensure that all projects comply with relevant laws, regulations and standards.
- Implement and enforce safety protocols to protect workers and the public.
- Monitor construction activities, ensuring adherence to design specifications and quality standards.
- Resolve any issue that arise during the construction
- Prepare cost estimates, budgets and timelines for projects.
- Monitor project expenditures and manage resources effectively
- Assess the environmental impact of projects and develop mitigation strategies.
- Ensure sustainable and eco-friendly practices are followed.
- Prepare and maintain technical documentation including reports, drawings and specifications.
- Presents findings and proposals to clients and stakeholders.

## **ENVIRONMENT OFFICER**

### **RESPONSIBILITIES;**

- Ensure that the organization complies with all relevant environmental regulations and standards.
- Maintain up to-date knowledge of environmental laws and regulations and advice the Government on necessary changes.
- Prepare and submit environmental reports and documentation to regulatory bodies.
- Develop and implement environmental policies and procedures.
- Conduct regular environmental audits and assessment to identify and mitigate risks.
- Manage waste disposal and recycling programs to minimize environmental impact.
- Coordinate with various departments to ensure environmental policies are integrated into all business operations.
- Promote and implement sustainability initiative including energy conservation, water management and pollution prevention.
- Develop and lead environmental training and awareness programs for employees.
- Collaborate with stakeholders to enhance the Government sustainability efforts.
- Prepare detailed environmental reports including incident reports, audit results and sustainability metrics.
- Maintain accurate records of environmental data, audits and compliance activities
- Report environmental performance to senior management and recommend improvements.
- Promote environmental awareness within the Government through campaigns, events and other initiatives.
- Identify opportunities to reduce waste generation and improve resource efficienc

## **SOCIAL DEVELOPMENT OFFICER**

### **RESPONSIBILITIES;**

- Develop plan, and implement social development programs focusing on areas such as education, health, sanitation women's empowerment, youth development and poverty alleviation.
- Conducts needs assessment and community consultations to identify key issues and tailor programs to meet community needs.
- Design monitoring and evaluation framework to measure program impact and effectiveness.
- Build and maintain strong relationships with community leaders, local governments, NGOs, and other stakeholders.
- Facilitate community meetings, workshops and training sessions to engage communities in the development process.
- Advocate for community needs and ensure their voices are heard in program planning and implementation.
- Identify potential funding sources including grants, donations and partnership.
- Prepare proposals and reports for donors and funding agencies.
- Manage budgets and ensure funds are utilized effectively and transparently.
- Develop and implement monitoring and evaluation tools to track progress and outcomes of social development programs.
- Prepare regular reports on program activities, outcomes, and impact.
- Provide training and capacity building support to community members, local organizations and staff to enhance their ability to participate in and sustain development initiatives.
- Promote leadership development and skills training among target communities.
- Advocate for social development policies that addresses community needs and promote social justice.

## **GENDER OFFICER**

### **RESPONSIBILITIES;**

- Develop and implement strategies to ensure that gender considerations are integrated into all projects and programs
- Conduct gender analysis to identify gender-based inequalities and their impact on program outcomes.
- Work with project teams to design and implement gender-responsive interventions.
- Provide training and capacity building support to staff, partners and community members on gender issues and gender mainstreaming.
- Develop and disseminate tools, guidelines and best practices for integrating gender into project planning and implementation.
- Promote awareness and understanding of gender equality and its importance among stakeholders

- Advocate for gender sensitive policies and practices at local, regional and national levels.
- Engage with policy makers to influence the development of gender-equitable policies.
- Represent the Government in relevant forums, networks and coalitions focused on gender equality.
- Develop and implement gender sensitive monitoring and evaluation frameworks to assess the impact of programs on different gender-specific outcomes and indicators.
- Track and report on gender –specific outcomes and indicators.
- Provide recommendations to enhance the gender responsiveness of programs based on evaluation findings
- Facilitate community consultations and participatory processes to ensure that the voices of all genders are heard and considered in decision- making.
- Work closely with community leaders and organizations to promote gender equality at the grassroots level.
- Support the development of community-based initiatives that addresses gender-specific challenges and opportunities
- Conduct research on gender issues relevant to the Government work, including identifying best practices and lessons learned.
- Document and share successful gender-sensitive approaches and case studies.
- Contribute to the development of reports, publications and other materials that highlight the Government gender work.

## **ECONOMIST**

### **RESPONSIBILITIES;**

- Conduct comprehensive economic analysis including the study of market trends, economic indicators and policy impacts.
- Gather and interpret economic data from various sources including surveys, statistical reports and economic models.
- Develop and refine economic models to forecast economic conditions and assess the potential impacts of different scenarios.
- Perform in-depth research on economic issues, including inflation, unemployment, taxation, trade and other macroeconomic and microeconomic topics.
- Prepare detailed report, presentations and research papers that summarize findings and provide actionable insights.
- Evaluate the economic impact on proposed policies and provide recommendations based on empirical evidence and economic theory.
- Work closely with departments such as finance, marketing and strategy to integrate economic analysis into business planning and decision-making processes.
- Present findings and recommendations to stakeholders including executives, policymakers and the general public in a clear and concise manner.
- Stay update on global and domestic economic trends, new research methods and advancements in economic theory.



