



CONTACTS

-  **0721132268 / 0723751472**
-  **mohamednunz@gmail.com**
-  **P.O. BOX 210 - 70100, GARISSA**

KEY EXPERTISE

- ❖ **Urban Planning & Development:** Strategic oversight and management of urban development projects to enhance infrastructure and public services within Garissa County.
- ❖ **Budgeting & Financial Management:** Expertise in preparing, managing, and monitoring municipal budgets to ensure efficient allocation of resources and fiscal responsibility.
- ❖ **Policy Formulation & Implementation:** Development and execution of policies aimed at improving municipal governance, service delivery, and community engagement.
- ❖ **Public Administration:** Skilled in managing day-to-day operations of municipal services, including waste management, water supply, and public health initiatives.
- ❖ **Stakeholder Engagement:** Strong ability to collaborate with government agencies, local communities, and other stakeholders to ensure transparent and inclusive decision-making.

MOHAMED HASSAN OSMAN

PROFESSIONAL HUMAN RESOURCE / BUSINESS ADMINISTRATOR

PROFESSIONAL SUMMARY

Results-driven Municipal Manager with extensive experience in urban planning, public administration, and project management within Garissa County Government. Skilled in overseeing complex municipal operations, including budgeting, policy formulation, and infrastructure development. Adept at engaging with stakeholders to foster transparent decision-making and improve community services. Strong leader with a proven track record in managing crises, ensuring regulatory compliance, and driving sustainable urban initiatives. Committed to enhancing public service delivery and fostering a positive impact on the community.

PROFESSIONAL EXPERIENCE

AG municipal manager

Garissa County Government / 2023 - 2024

- 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

- ❖ **Project Management:** Proven track record in managing municipal projects from inception to completion, ensuring they are delivered on time, within scope, and within budget.
- ❖ **Human Resources Management:** Experience in leading, mentoring, and managing municipal staff, fostering a productive and motivated workforce.
- ❖ **Regulatory Compliance:** Ensuring all municipal operations adhere to national and county regulations, including environmental, health, and safety standards.
- ❖ **Crisis Management:** Skilled in handling emergencies and unexpected challenges, ensuring continuity of municipal services during crises.
- ❖ **Innovation & Sustainability:** Advocating for and implementing sustainable practices and innovative solutions to address urban challenges.
- ❖

SKILLS

- ❖ **Goal-Oriented**
- ❖ **Resource Utilization**
- ❖ **Analytical Skills**
- ❖ **Interpersonal Skills**
- ❖ **Motivational Leadership**
- ❖ **Problem-Solving**
- ❖ **Performance Optimization**
- ❖ **Team Collaboration**

LANGUAGES

- ❖ English
- ❖ Kiswahili
- ❖ Somali

AG Director of Urban Development

Garissa County Government / 2022 – 2023

- Developed and implemented comprehensive urban development plans to enhance infrastructure, housing, and public amenities in Garissa County.
- Led the creation and refinement of policies and regulations related to urban growth and development, ensuring alignment with county and national objectives.
- Oversaw major urban development projects from inception to completion, including budgeting, resource allocation, and project scheduling.
- Engaged with local government officials, community leaders, and private sector partners to drive collaborative efforts and secure support for urban initiatives.
- Ensured all urban development activities adhered to legal, environmental, and safety standards.
- Conducted thorough analysis of urban development trends and produced detailed reports to inform decision-making and policy adjustments.
- Facilitated public consultations and community outreach programs to gather feedback and address concerns related to urban development projects.
- Managed a multidisciplinary team of professionals, providing guidance, support, and performance evaluations to achieve departmental goals.

Principle Administrator

Garissa County Government / 2014 – 2022

- Supervising and coordinating operations
- Undertaking budgetary procedure
- Providing work frameworks
- Maintain and update company databases
- Prepare reports and presentations with statistical data, as assigned
- Arrange travel and accommodations
- Schedule in-house and external events

Kenya Red Cross

Logistic Assistant / 2011 – 2014

- Receive shipments and ensure both quality and quantity
- Trace, track and expedite purchase processes
- Create and maintain contact with vendors and customers to ensure timely delivery of goods
- Interact with third-party logistics service providers
- Audit freight cost and documentation
- Ensure accuracy of all inventories
- Maintain communication with warehouse staff to ensure proper working order
- Review bills, invoices and purchase orders
- Ensure all payments are processed in time
- Assist customers with inquiries

HOBBIES

- ❖ Community Support programs
- ❖ Travelling
- ❖ Socializing
- ❖ Reading

REFERENCES

Muktar Bashir Kahin
Islamic Relief Coordinator
P.O. Box 62 – 70100, Garissa
Tel: 0723050995

Feisal Haji Sadik
Businessman
P.O. Box 838 – 70100, Garissa
Tel: 0726596399

Youth Coordinator

Ministry of Sports and Youth Affairs / 2008 – 2010

- Hire and train staff to promote youth programs.
- Supervise everyday activities and prepare reports for same.
- Analyze youth requirements, develop programs and identify resources for same.
- Coordinate with various teams to meet all youth requirements.
- Design and execute programs and ensure inclusion of various recreation and sports activities.
- Evaluate program activities and implement it to achieve all objectives.
- Prepare a schedule of programs and ensure maximum results.
- Monitor performance of staff to ensure efficient functioning.

Community Mobilizer

Arid Lands Management Program / 2005 – 2007

- To stimulate community members to participate in their own community desired development actions;
- To engage in activities that will promote increased community effectiveness, capacity, self-reliance, and empowerment;
- To ensure that all information is accurate and correctly interpreted;
- To actively counteract incorrect information, especially that which causes unrealistic expectations, and later disappointment and discouragement;

Data Enumerator

Care – Kenya / 2002 – 2004

- Inquire about a variety of specific information including a person's name, age, religious preference, address and state of residency;
- Gather, record and encode information from a survey;
- Get in touch with individuals to be interviewed in their own home or office by mail, phone, or in person; recognize and give an account of problems in obtaining data;
- Submit completed tasks to a supervisor and discuss developments daily;
- Review data gathered from an interview to check if they are complete and accurate;
- Help people in filling out the questionnaires;
- Find and record addresses and households.

Relief Food Monitor

Kenya Red Cross Society / 1998 – 2000

- Oversaw the timely and efficient distribution of relief food, coordinating with stakeholders to address logistical challenges.
- Conducted field visits to monitor distribution, ensuring compliance with guidelines and effectiveness of programs.
- Collected and analyzed distribution data, prepared detailed reports, and made recommendations for program improvements.
- Engaged with beneficiaries to address concerns and ensure relief efforts met their needs.
- Ensured adherence to regulations and policies, preventing discrepancies or misuse of resources.
- Worked with government agencies, NGOs, and partners to enhance distribution effectiveness.
- Trained local staff and volunteers on best practices in food distribution.

EDUCATION

Bachelors' Degree in Business Management (Human Resource Management)

East African University

2018 - 2020

Diploma in Business Management

The Chattered Institute of Logistic & transport Intl.

2015

Diploma in Project Cycle Management

East Africa College of Commerce and Dev. Studies

2010 - 2011

Project Planning and Management

Africa Population institute

2010

Human Resource Management

Africa Population institute

2010

Human Resource Management

Africa Population institute

2010