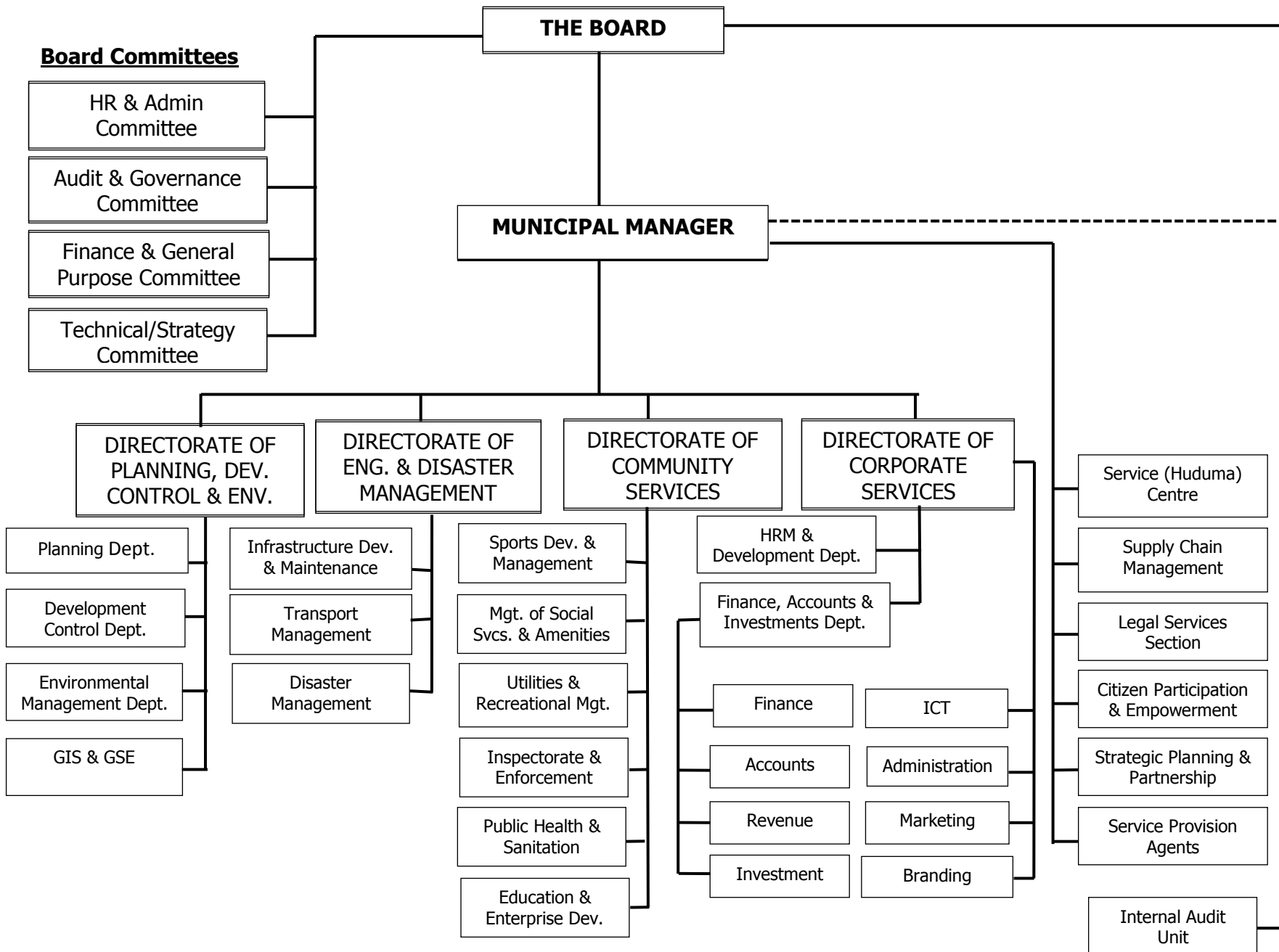


PROPOSED KAJIADO MUNICIPALITIES' ORGANIZATIONAL STRUCTURE



DIRECTORATES' FUNCTIONS

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

	<p><i>Finance</i></p> <ul style="list-style-type: none"> ○ <i>Housing Administration</i> 		<p>services</p> <ul style="list-style-type: none"> ● Investment Modelling ● Performance Management ● Service Provision Agencies/Partners 	<p><i>Development</i></p> <ul style="list-style-type: none"> ● Staff welfare management ● Pension Management 	<p><i>Vehicle Test Station</i></p> <ul style="list-style-type: none"> ○ <i>Registration, Licensing</i> ○ <i>Infrastructure Maintenance</i>
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REQUIRED KEY COMPETENCIES

<ul style="list-style-type: none"> ● Water resource management ● Water Engineering ● Geology ● HR ● Finance & Investment ● Environment ● Strategic management 	<ul style="list-style-type: none"> ● Urban planning ● Physical planning ● Spatial planning ● Geospatial engineering ● Building economics ● Construction technology ● Environmental science ● Housing policy and practice ● Natural Resources management ● Architectural ● Human Resources ● Strategic management 	<ul style="list-style-type: none"> ● Information Systems' development & management ● Strategic Management ● Sports & performing Arts dev & management ● Public policy ● Healthcare ● Education and vocational training ● Statistics ● Customer care 	<ul style="list-style-type: none"> ● Financial Analysis ● Economics ● Strategic Management ● Human relations ● Branding & Marketing ● Public policy ● Supply chain management ● Legal 	<ul style="list-style-type: none"> ● Finance ● HR ● ICT ● Strategic management ● Economics ● investment 	<ul style="list-style-type: none"> ● Civil/Structural Engineering ● Transport management ● Disaster planning & management ● Mechanical /plants' engineering ● Electrical ● Water engineering ● Irrigation engineering
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REQUIRED STAFF PER EACH MUNICIPALITY

S/No.	DESIGNATION OF STAFF RQRD	MIN. REQUIRED SKILLS	RQRD EXPERIENCE	FUNCTIONAL PURPOSE.
01	Municipal Planner	Degree in Urban/Regional Planning	At least five years	Head of Municipal planning and Development Control directorate
02	Municipal Services' Engineer	Degree in Civil or Construction Engineering	At least five years	Head of Municipal Engineering directorate.
03	Municipal Development Controller	Architect	At least five years	Head of Municipal Development Control portfolio.
04	Municipal Accountant	Degree in Finance	At least five years	Municipal Budgeting and Revenue Collection.
05	Municipal Auditor	Degree in Finance	At least five years	Municipal Internal Auditor
06	Municipal Procurement Officer	Degree in Supply chain logistics	At least three years	Municipal procurement plans and implementations thereof.
07	Municipal Administrator	Degree in Social sciences / Marketing / Public relations / Actuarial science or related	At least three years	Head of Municipal Administration and Community Service directorate.
08	Municipal Environmental officer	Degree in Environmental science/Landscape Architecture	At least three years	Head of Municipal Environmental and landscape portfolio
09	Municipal ICT, Vocational training and Education officer	Degree in Information Technology	At least three years	Municipal ICT Development and Compliance.
10	Municipal Economist	Degree in Economic Planning	At least eight years experience	Head of Municipal Corporate Services' directorate.
11	Economist	Degree in Economic Planning	At least five years	Municipal economic planning.
12	Municipal Legal Counsel	Degree in Law	At least five years	Municipal Legal Counsel
13	Municipal Marketing and branding Officer	Degree in Marketing	At least three years	Municipal Marketing, Advertising and Branding
14	Municipal Surveyor	Degree in Surveying & Mapping or Geo-Spatial Engineering	Three years	Municipal Surveying and Mapping Programs
15	Municipal Public health, Water and Sanitation officer	Degree in public health and Sanitation	Five years	Municipal public health, Water and Sanitation programs
16	Municipal Trade and Investment Officer	Degree in Finance and Investment	Five years	Municipal Investment and Resource Mobilization

				strategies/policies
17	Municipal Secretary	Advanced Diploma in Secretarial studies	At least three years	Municipal Secretarial/front office services
18	Municipal Driver	Post secondary training, a valid driving license and CO GC	At least five years	Municipal Transport logistics
19	Municipal support staff	Post form four certificate	N/A	Municipal Office services support

NOTES

- It is more prudent for each of the Municipalities to have its own staff but where that is not feasible from the onset, the available resources could be shared between the two Municipalities
- Deployment of staff is critical for efficient delivery of services to the Municipal residents as accountability and productivity is more enhanced.