



**COUNTY GOVERNMENT OF BUSIA**  
**DEPARTMENT OF LANDS, HOUSING**  
**& URBAN DEVELOPMENT**  
**MUNICIPALITY OF BUSIA**  
P.O. Box Private Bag - 50400  
**BUSIA, KENYA**  
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## **JOB DESCRIPTION/DUTIES AND RESPONSIBILITIES FOR MUNICIPAL MANAGER**

- Oversee the implementation and maintenance of the Municipality's Integrated Urban Development Plan (IUDP).
- Strategic management of the effective and efficient provision of services to the local community to ensure that services are delivered in a sustainable and equitable manner.
- Responsible and accountable for various financial management duties as accounting officer of the Municipality and to ensure accountability of the Municipality's finance.
- Develop and monitor policies at the strategic management level to ensure its purposefulness and efficiency.
- Board CEO and the advisor to the Board of Management.
- Head of the Executive of the Municipality.
- Secretary to the Board of Management.
- Administer and Regulate the Board's Internal Affairs.
- Establish, implement and monitor Performance Management System.
- Oversee the collection of rates, taxes, levies, duties, fees and surcharges as fees as delegated by the County Government.
- Responsible for development and manage schemes, site development in collaboration with the relevant National and County Government.