

# EMBU COUNTY GOVERNMENT



## OFFICE OF THE GOVERNOR

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### JOB DESCRIPTION OF THE EMBU MUNICIPAL MANAGER

- a. Carrying out the day-to-day business of the Municipality to ensure that departments, sections and units conform to the overall operational plans and performance targets;
- b. Developing an annual operational plan, for the Board's approval for effective implementation of the strategy of the Municipality;
- c. Implementing the Board's decisions and corporate policies/programs in a results oriented and timely manner to achieve the Municipality's goals and objectives;
- d. Establishing proper internal monitoring and control systems and procedures, performance standards and ensuring compliance of the same by staff;
- e. Ensuring effective communication between the Management and the Board as well as different levels of staff;
- f. Attending to human resource matters including development and implementation of sound Human Resource policies and procedures to maintain conducive working environment for attracting, retaining and motivating employees;
- g. Managing staff matters including organizational structure, welfare, industrial relations, staff development, separation and effective management of successions plans;
- h. Strengthening collaborative partnership and undertaking appropriate liaison with the County Government Departments, sector institutions and other organs of National government in order to advocate, represent and influence policies on the development of infrastructures;