

- i. Coordinating and preparing business related proposals, reports and other submissions for consideration by the Board;
- j. Advising the Board concerning future activities and on the development of objectives and policies necessary to steer the Municipality ahead;
- k. Identify and develop mechanisms for managing the risks facing the Municipality;
- l. Be accountable and responsible for all resources and assets of the municipality;
- m. Prepare financial and expenditure statements and present to the board for approval;
- n. Respond to audit queries raised;
- o. Act as the secretary to the Municipal Board;
- p. Such other functions as the Board may confer upon the Municipal Manager.

for 

**Johnson. M .Nyagah**  
**Chief of Staff**

