



ORGANIZATIONAL STRUCTURE

AND

STAFF ESTABLISHMENT



MAY, 2023

APPROVED BY COUNTY PUBLIC SERVICE BOARD

ABBREVIATIONS AND ACRONYMS

4

CoK	Constitution of Kenya,
ICT	Information Communication Technology
CECM	County Executive Committee Member
CPSB	County Public Service Board
ECDE	Early Childhood Development Education
TVET	Technical Vocational Education Training
VTC	Vocational Training Centre
M& E	Monitoring and Evaluation

TABLE OF CONTENTS

ABBREVIATIONS AND ACRONYMS	2
1.0 INTRODUCTION	6
1.1 Background Information.....	6
1.2 Functions of the County Government.....	7
1.3 Staff Cadres in the County.....	10
2.0. organizational structure and functional staffing	15
2.1 Office of the Governor.....	16
2.2 County Public Service Board.....	25
2.3 Department of Public Service, Administration, Devolution, ICT, Communications, Corporate Affairs and E-Governance	33
2.4 Department of Health and Sanitation Services	41
2.5 Department of Education and Technical Training.....	64
2.6 Department of Lands, Physical Planning, Housing and Urban Development.....	73
2.7 Department of Sports, Youth Affairs, Culture, Children and Social Services	92
2.8 Department of Agriculture, Livestock, Fisheries and Irrigation.....	102
2.9 Department of Cooperatives, Trade, Industrialization, Tourism and Wildlife.....	115
2.10 Department of Roads, Public Works and Transport.....	124
2.11 Department of Finance and Economic Planning	134
2.12 Department of Water, Environment and Climate Change	143

LIST OF TABLES

Table 1: Summary of staff Cadres.....	11
Table 2: Establishment for the Office of the Governor.....	24
Table 3: Establishment for the County Public Service Board.....	32
Table 4:: Establishment for department of Public Service, Administration, Devolution, ICT, Communications, Corporate affairs and E-governance.....	37
Table 5: Establishment for Department of Health Services	44
Table 6:: Establishment for Department of Education and Technical Training.....	69
Table 7: Establishment for Department of Lands, Physical Planning, Housing & Urban Development.....	79
Table 8: Establishment for Department of Sports, Youth Affairs, Culture, Children and Social Services.....	97
Table 9: Establishment for Department of Agriculture, Irrigation, Livestock, Veterinary Services and Fisheries	104
Table 10: Establishment for Department Of Cooperative, Trade, Industrialization, Tourism and wildlife.....	119
Table 11: Establishment for Department of Roads, Public Works and Transport	127
Table 12: Establishment for Department of Finance and Economic Planning	139
Table 13: Establishment for Department of Water, Environment &Climate Change.....	147

LIST OF FIGURES

Figure 1: Organizational structure of county Government.....	10
Figure 2: Organizational Structure of the Office of the Governor	17
Figure 3: Organizational Structure for the County Public Service Board.....	26
Figure 4: Organizational Structure for Department of public service, administration, devolution, ICT, communications, corporate affairs and E-governance	34
Figure 5: Organizational Structure for Department of Health Service.....	42
Figure 6: Organizational Structure for Department of Education and Technical Training.....	65
Figure 7: Organization structure for Department of Lands, Physical Planning, and Housing & Urban Development.....	74
Figure 8: Organizational Structure for Department of Sports, Youth Affairs, Culture, Children and Social Services.....	94
Figure 9: Structure for Agriculture, Irrigation, Livestock Production and Fisheries	103
Figure 10: Organizational Structure for Department of Cooperative, Trade, Industrialization, Tourism and wildlife	116
Figure 11: Organizational Structure Department of Roads, Public Works and Transport.....	125
Figure 12: Structure for Department of Finance and Economic Planning	135
Figure 13: Structure for Department of Water, Environment and Climate Change.....	144

CHAPTER ONE

1.0 INTRODUCTION

1.1 Background Information

Kenya's development agenda is guided by the Constitution (CoK, 2010) and Kenya Vision 2030. The Kenya Vision 2030, whose goal is to create a "globally competitive and prosperous country with a high quality of life for all Kenyans by 2030" aims at transforming Kenya into "a newly-industrialized, middle income country, with a high quality of life to all its citizens in a clean and secure environment". The promulgation of the Constitution of Kenya, 2010 ushered in a raft of fundamental legal and institutional framework shifts from the past establishing two levels of Government, the National and County Governments. The Constitution provides for equitable distribution of resources and opportunities through creation of a devolved government system with redefined mandates and functions aimed towards efficient and effective service delivery. In an environment of rapid change, one of the main concerns of organizational leadership is ensuring organizational sustainability, flexibility and responsiveness in delivering services. Ability to deliver services within a rapid changing environment calls for a deliberate and structured way of ensuring that an organization has the right number of staff with the right skills and competence mix at all times. To achieve the strategic objectives, an elaborate, qualified and adequate staff establishment is essential. The county's competitiveness is dependent on the ability to create a human resource base that would be constantly subjected to re-training and access to technological learning within employment. These specific human resources would then play a major role in contributing not only to efficiency gains in existing economic activities, but also in diversifying economic sectors and activities to realize productivity gains.

The Mainstreaming of human resource planning and succession management within the broader human resource management with a view to ensuring smooth progression of staff and to avoid the on-off reactive crisis interventions is necessary. This way, succession management will become a permanent feature in human resource management across the county public service. Emphasis need to reflect employee's development needs for all job categories to preserve talent by ensuring that employees are kept motivated and engaged. This allows talented employees to move their tracks faster and more appropriately. Through an effective succession planning practice, the county is able to chart out employees' retention strategies through recruitment and selection, training and development and effective compensation systems. In order to effectively and efficiently deliver on its mandate, the county government has organized its functions into departments with set out strategic objectives. The objective of this staff establishment document is to identify and propose appropriate staffing in every cadre according to the functions and align relevant services for better performance.

COUNTY GOVERNMENT VISION AND MISSION

Vision

A retrogressive county championing citizen-centric development

Mission

To transform livelihoods through empowerment, participation, innovative and sustainable development and enhanced climate resilience

1.2 Functions of the County Government

The mandate of the county governments is spelt out in Schedule Four (4) of the Constitution, which details the fourteen (14) functions of the county government as follows: -

- i. Agriculture including (a) crop and animal husbandry; (b) livestock sale yards; (c) county abattoirs; (d) plant and animal disease control; and (e) fisheries.

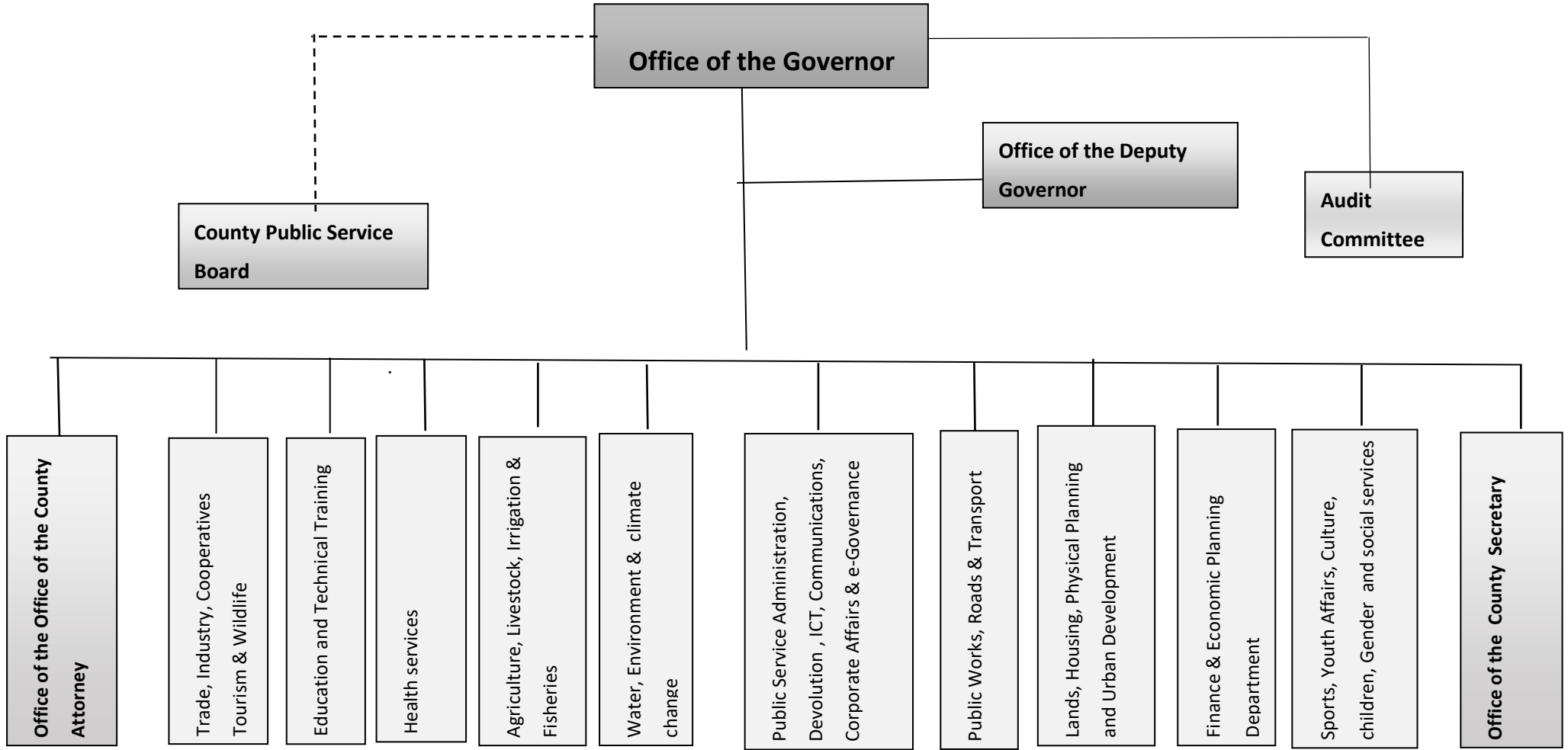
- ii. County health services, including, in particular— (a) county health facilities and pharmacies; (b) ambulance services; (c) promotion of primary health care; (d) licensing and control of undertakings that sell food to the public; (e) veterinary services (excluding regulation of the profession); (f) cemeteries, funeral parlours and crematoria; and (g) refuse removal, refuse dumps and solid waste disposal.
- iii. Control of air pollution, noise pollution, other public nuisances and outdoor advertising.
- iv. Cultural activities, public entertainment and public amenities, including— (a) betting, casinos and other forms of gambling; (b) racing; (c) liquor licensing; (d) cinemas; (e) video shows and hiring; (f) libraries; (g) museums; (h) sports and cultural activities and facilities; and (i) county parks, beaches and recreation facilities.
- v. County transport, including— (a) county roads; (b) street lighting; (c) traffic and parking; The Constitution of Kenya 177 (d) public road transport; and (e) ferries and harbours, excluding the regulation of international and national shipping and matters related thereto.
- vi. Animal control and welfare, including— (a) licensing of dogs; and (b) facilities for the accommodation, care and burial of animals.
- vii. Trade development and regulation, including— (a) markets; (b) trade licences (excluding regulation of professions); (c) fair trading practices; (d) local tourism; and (e) cooperative societies.
- viii. County planning and development, including— (a) statistics; (b) land survey and mapping; (c) boundaries and fencing; (d) housing; and (e) electricity and gas reticulation and energy regulation.
- ix. Pre-primary education, village polytechnics, home craft centers and childcare facilities.
- x. Implementation of specific national government policies on natural resources and environmental conservation, including— (a) soil and water conservation; and (b) forestry.
- xi. County public works and services, including— (a) storm water management systems in built-up areas; and (b) water and sanitation services.

- xii. Firefighting services and disaster management.
- xiii. Control of drugs and pornography.
- xiv. Ensuring and coordinating the participation of communities and locations in governance at the local level and assisting communities and locations to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level.

Additionally, the County Government Act, 2012 spells out the functions of the county as those assigned to it under the Constitution or by an Act of Parliament. It shall also be responsible for;

- i. County legislation in accordance with Article 185 of the Constitution;
- ii. Exercising executive functions in accordance with Article 183 of the Constitution;
- iii. Functions provided for in Article 186 and assigned in the Fourth Schedule of the Constitution;
- iv. Any other function that may be transferred to county governments from the national government under Article 187 of the Constitution;
- v. Any functions agreed upon with other county governments under Article 189(2) of the Constitution; and
- vi. Establishment and staffing of its county public service as contemplated under Article 235 of the Constitution.

Figure 1: Organizational structure of county Government



1.3 Staff Cadres in the County

This staff establishment consists of the organizational structures and optimal staffing for various Departments within the County Government of Elgeyo Marakwet. The approved structures and establishment shall guide future Human Resource Planning and consequently the staffing. The table below shows the total number of staff at the county as at 31st May,2023.

Table 1: Summary of staff Cadres

S.No	Cadre	No. of Staff
1	County Governor	1
2	Deputy Governor	1
3	County Secretary	1
4	CECM	10
5	Board Members	5
6	Secretary Public Service Board/CEO	1
7	Chief Officer	15
8	Chief of Staff	1
9	County Directors	21
10	Director Governor's Press Service	1
11	Accountants	31
12	Structural Engineers	1
13	Artisans	9
14	Building Officers	5
15	Inspectors-Electrical	1
16	Administration officers	40
17	Advisor(s)	2
18	Agricultural Engineers	2
19	Agricultural Officers	49
20	Agricultural Technicians	2
21	Animal Health Officers	33
22	Architects	3
23	Artisans	6
24	Assistant Director ECDE	1
25	Cartographers	1

26	Chief Finance Officer / Budget Officers	5
27	Chief Graduate ECDE Officer	3
28	Civilian Security Officers	26
29	Clerical Officers	56
30	Clinical Officers	94
31	Community Health Assistants and Community Health Officers	7
32	Community Oral Health Officer	2
33	Community Social development Officers	1
34	Cooks	3
35	Cooperative Auditors	3
36	Cooperative Officers	6
37	Counsellors	1
38	County Administration Officers (Town Administrators)	2
39	Culture Officers	1
40	Dentists & Dental Technologists	6
41	Draughtsman	1
42	Drivers	82
43	Early Childhood Development Care Givers	906
44	Economist/Chief Statistician	6
45	Engineers (Water and Sewerage)	4
46	Environment Officer	1
47	Fisheries Officers	6
48	Gardener	2
49	Gender Officers	1
50	Graduate ECDE Officer	2
51	Health Administrative Personnel	7
52	Health Records and Information Officers	25
53	Herdsman	1
54	Housekeeping Assistants	1
55	Human Resource & development Officers	8
56	Hydrologists	1
57	Information Communication Technology Personnel	4
58	Information Officers	1
59	Inspectors (Water and Sewerage)	2
60	Inspectors-Mechanical (MVP)	1
61	Internal Auditors	9
62	Land Surveyors	3
63	Legal Officers	2

64	Librarians	1
65	Livestock Production Officers	15
66	Medical Engineering Officers	10
67	Medical Laboratory Officers	48
68	Medical Officers	37
69	Medical Social Workers	9
70	Messenger	2
71	Mortuary Attendants	1
72	Municipal Administration (Municipal Manager)	1
73	Nursing Personnel	329
74	Nutrition and Dietetics Personnel	19
75	Occupational Therapy Personnel	2
76	Office Administrative Officers	1
77	Office Administrative Services Personnel	14
78	Office administrators	4
79	Office Assistant / Support Staff	17
80	Othopaedic Trauma Technologists	6
81	Personal Assistant	1
82	Pharmacists & Pharmaceutical Technologists	31
83	Physical Planners	1
84	Physiotherapists	6
85	Plant Mechanics	2
86	Plant Operator	13
87	Public Communications Officers	2
88	Public Health Assistants and Public Health Officers	105
89	Quantity Surveyors	2
90	Radiography Personnel	7
91	Records Management Officers	6
92	Revenue Officers/ Clerical Officers	120
93	Road Engineers	1
94	Road Inspectors	12
95	Social Development Officers	5
96	Social Welfare Officers	4
97	Sports Officers	3
98	Supply Chain Management Officers	20
99	Support Staff/Office Assistants	48
100	Telephone Supervisor	1
101	Tourism Officers	2

102	Trade Development Personnel	1
103	Veterinary Officers	3
104	Watchman	2
105	Weights and Measures Officers	3
106	Youth Polytechnic Instructors	60
	Grand Total	2,512

CHAPTER TWO

2.0. Organizational Structure and Functional Staffing

The Organizational Structure has been developed with an aim to achieve the following;

- i. To maximize the efficiency and success of the County;
- ii. Facilitate working relationships among various departments within the county; and
- iii. Retain order and command whilst promoting flexibility and creativity.

The county's Grading Structure is guided by the approved schemes of service for various cadres in the public service and circulars. Appointment into various levels will be determined by requisite basic academic and professional qualifications, and experience.

2.1 Office of the Governor

The office of the Governor exists to provide leadership and direction in the organization, administration and management of the County Government.

Vision

An efficient governance office that is accessible to all

Mission

To promote and participate in the provision of county government services to all

Values

Client focused, accountability, transparency, integrity, impartiality, gender equity, professionalism, creativity, and innovativeness, and commitment, dedication to duty, efficiency, and effectiveness.

A.STUCTURE

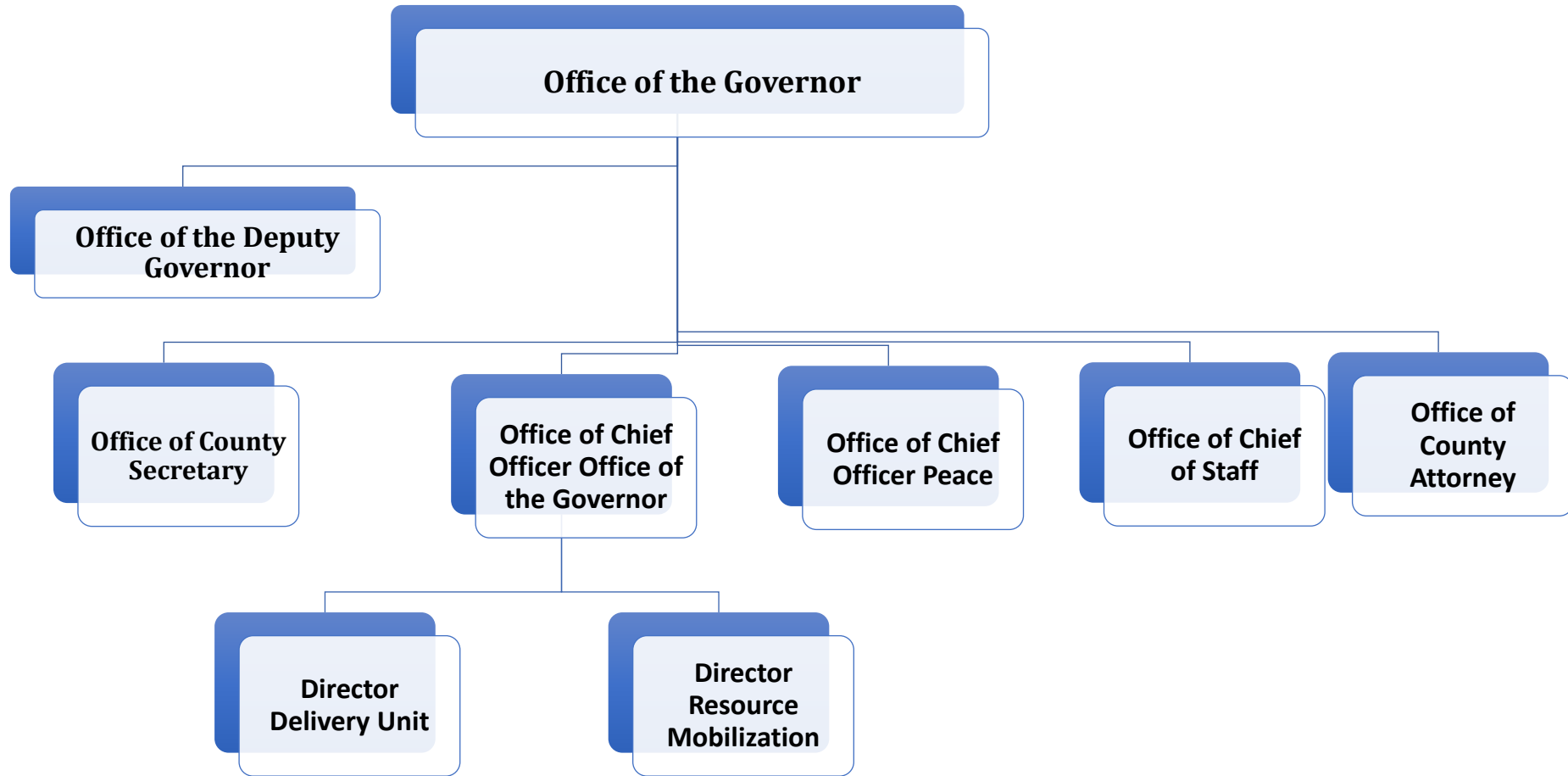


Figure 2: Organizational Structure of the Office of the Governor

FUNCTIONS

The County Governments Act, No 17 of 2012, section 30 states that the Office of the Governor shall:

- i) Diligently execute the functions and exercise the authority provided for in the Constitution and legislation;
- ii) Perform such state functions within the County as the President may from time to time assign on the basis of mutual consultations;
- iii) Represent the County in national and international events;
- iv) Appoint, with the approval of the County Assembly, the County Executive Committee in accordance with Article 179(2)(b) of the Constitution;
- v) Constitute the County Executive Committee portfolio structure to respond to the functions and competencies assigned to and transferred to each County;
- vi) Submit the County plans and policies to the County Assembly for approval;
- vii) Consider, approve and assent to bills passed by the County Assembly;
- viii) Chair meetings of the County Executive Committee;
- ix) By a decision notified in the County gazette, assign to every member of the County Executive Committee, responsibility to ensure the discharge of any function within the County and the provision of related services to the people;
- x) Submit to the County Assembly an annual report on the implementation status of the County policies and plans;
- xi) Deliver annual state of the County address containing such matters as may be specified in County legislation;
- xii) Sign and cause to be published in the County gazette, notice of all important formal decisions made by the Governor or by the County Executive Committee;

- xiii) Provide leadership in the County’s governance and development
- xiv) Provide leadership to the County Executive Committee and administration based on the County policies and plans;
- xv) Promote democracy, good governance, unity and cohesion within the County;
- xvi) Promote peace and order within the County;
- xvii) Promote the competitiveness of the County;
- xviii) Be accountable for the management and use of the County resources and promote and facilitate citizen participation in the development of policies and plans and delivery of services in the County.

C.STAFFING

	DESIGNATION	Job Group	In post	Required	Variance
A.	OFFICE OF THE GOVERNOR				
1	County Governor	U	1	1	0
2	Deputy Governor	V	1	1	0
	Total		2		0
	Staff in the Office of the Governor				
1	Chief of Staff/Private Secretary	T	1	1	0
2	Chief Officer	S	2	2	0
3	Advisor(s)	R	2	3	1
4	Director Governor’s Press Service	R	1	1	0
5	Personal Assistant	L	0	1	1
6	Personal Secretary	K	1	1	0
7	Cook	D	0	1	1
8	Gardener	D	1	1	0
9	Driver	D	1	1	0

10	Messenger	D	1	1	0
	Total		10		
	Staff in the Office of the Deputy Governor				
1	Personal Assistant	M	1	1	0
2	Personal Secretary	L	1	1	0
3	Cook	E	1	1	0
4	Gardener	D	1	1	0
5	Driver	D	0	1	1
6	Messenger	D	1	1	0
	Total		5		
B.	OFFICE OF THE COUNTY SECRETARY				
1	County Secretary	T	1	1	0
2	Director Executive Administration	R	0	1	1
3	Deputy Director Executive Administration	Q	1	2	1
4	Assistant Director, Administration Services	P	1	1	0
5	Principal Administration Officer	N	0	2	1
6	Chief Administration Officer	M	0	2	1
7	Senior Administration Officer	L	0	2	1
8	Administration Officer I	K	0	3	1
9	Administration Officer II	J	0	3	1
10	Administration Officer III	H	0	4	1
	Total		3		
	Office Administrative Services Personnel				
1	Deputy Director, Office Administrative Services (County Director Administrative Services)	R	0	1	1
2	Senior Assistant Director, Office Administrative Services	Q	0	1	1
3	Assistant Director, Office Administrative Services	P	0	1	1
4	Principal Office Administrative Services	N	0	1	1

5	Chief Office Administrative Services	M	0	1	1
6	Senior Office Administrative Services	L	0	1	1
7	Office Administrative Services I	K	0	1	1
8	Office Administrative Services II	J	0	1	1
	Total		0		
	Assistant Office Administrators				
1	Principal Assistant Office Administrator	N	0	2	2
2	Chief Assistant Office Administrator	M	0	2	2
3	Senior Assistant Office Administrator	L	1	2	1
4	Assistant Office Administrator I	K	0	2	2
5	Assistant Office Administrator II	J	0	2	2
6	Assistant Office Administrator III	H	0	2	2
	Total		1		
	Office Administrative Assistants				
1	Senior Office Administrative Assistant	K	0	1	1
2	Office Administrative Assistant I	J	0	1	1
3	Office Administrative Assistant II	H	0	1	1
4	Office Administrative Assistant III	G	0	1	1
	Total		0		
	Records Management Officer				
1	Principal Records Management Officer	N	0	1	1
2	Chief Records Management Officer	M	0	1	1
3	Senior Records Management Officer	L	0	1	1
4	Records Management Officer I	K	1	1	1
5	Records Management Officer II	J	0	1	1
6	Records Management Officer III	H	0	1	1
	Total		1		
	Support Staff/Office Assistants				
1	Chief Office Assistant /Chief Support Staff	H	0	1	0

2	Senior Office Assistant /Senior Support Staff	G	0	1	0
3	Office Assistant I/Support Staff I	F	0	1	0
4	Office Assistant II/Support Staff II	E	0	1	0
5	Office Assistant III/Support Staff III	D	3	6	3
	Total		3		
	Clerical Officers				
1	Chief Clerical Officer	J	2	3	1
2	Senior Clerical Officer	H	0	2	2
3	Clerical Officer I	G	0	5	5
4	Clerical Officer II	F	0	2	2
	Total		2		
C.	OFFICE OF THE COUNTY ATTORNEY				
1	County Attorney	S	0	1	1
2	Deputy Chief Legal Officer (County Solicitor)	R	0	1	1
3	Assistant Deputy Chief Legal Officer	Q	0	1	1
4	Principal Legal Officer	P	0	1	1
5	Senior Legal Officer	N	1	1	0
6	Legal Officer I	M	0	1	1
7	Legal Officer II	L	0	1	1
8	Legal Officer III	K	0	3	3
	Total		1		
D.	DIRECTORATE OF SERVICE DELIVERY UNIT				
1	Director, Service Delivery Unit	R	0	1	1
2	Monitoring & Evaluation Officer	P	0	1	1
3	Communication Officer	L	0	1	1
4	Information Communication Technology Officer	L	0	2	2
	Total		0		
E	DIRECTORATE OF RESOURCE MOBILIZATION AND PARTNERSHIPS DEVELOPMENT				

1	Chief Economist/Chief Statistician	R	0	1	1
2	Deputy Chief Economist/Deputy Chief Statisticians	Q	0	1	1
3	Principal Economist /Principal Statistician I	P	0	1	1
4	Senior Economist I /Senior Statistician I	N	0	1	1
5	Senior Economist II/Senior Statistician II	M	0	1	1
6	Economist/Statistician I	L	0	1	1
7	Economist/Statistician II	K	0	1	1
	Total		0		
F.	DIRECTORATE OF PEACE, CONFLICT AND DISASTER MANAGEMENT				
	Social Workers				
1	Social Worker I	H	0	2	1
2	Social Worker II	G	0	3	1
3	Social Worker III	F	0	5	1
	Drivers				
1	Principal Driver	J	0	2	1
2	Chief Driver	H	0	2	1
3	Senior Driver	G	0	2	1
4	Driver I	F	0	2	1
5	Driver II	E	0	2	1
6	Driver III	D	0	3	1
	Total		0		
	Administration Officers				
1	Director, Administration Services	R	0	1	1
2	Deputy Director, Administration Services	Q	0	1	1
3	Assistant Director, Administration Services (Peace and Conflict Resolution/ Disaster Management)	P	0	1	1
4	Principal Administration Officer	N	0	2	1
5	Chief Administration Officer	M	0	2	1
6	Senior Administration Officer	L	0	2	1

7	Administration Officer I	K	0	4	1
8	Administration Officer II	J	0	2	1
9	Administration Officer III	H	0	4	1
Social Development Officers					
1	Chief Social Development Officer	M	0	2	1
2	Senior Social Development Officer	L	0	2	1
3	Social Development Officer I	K	0	4	1
4	Social Development Officer II	J	0	4	1
	Total		0		
	GRAND TOTAL		28		

Table 2. Establishment for the Office of the Governor

2.2 County Public Service Board

Elgeyo Marakwet County Public Service Board was formed in accordance with Article 235 of the Constitution and was constituted in line with Section 56 and 58 of the County Government Act.

Vision

A prosperous and dynamic institution at the helm of a competent, motivated and highly performing public service.

Mission

To source, develop and align the county human capital professionally for quality service delivery.

Core Values

Professionalism, integrity, transparency, accountability, discipline, creativity and innovativeness.

A. STRUCTURE

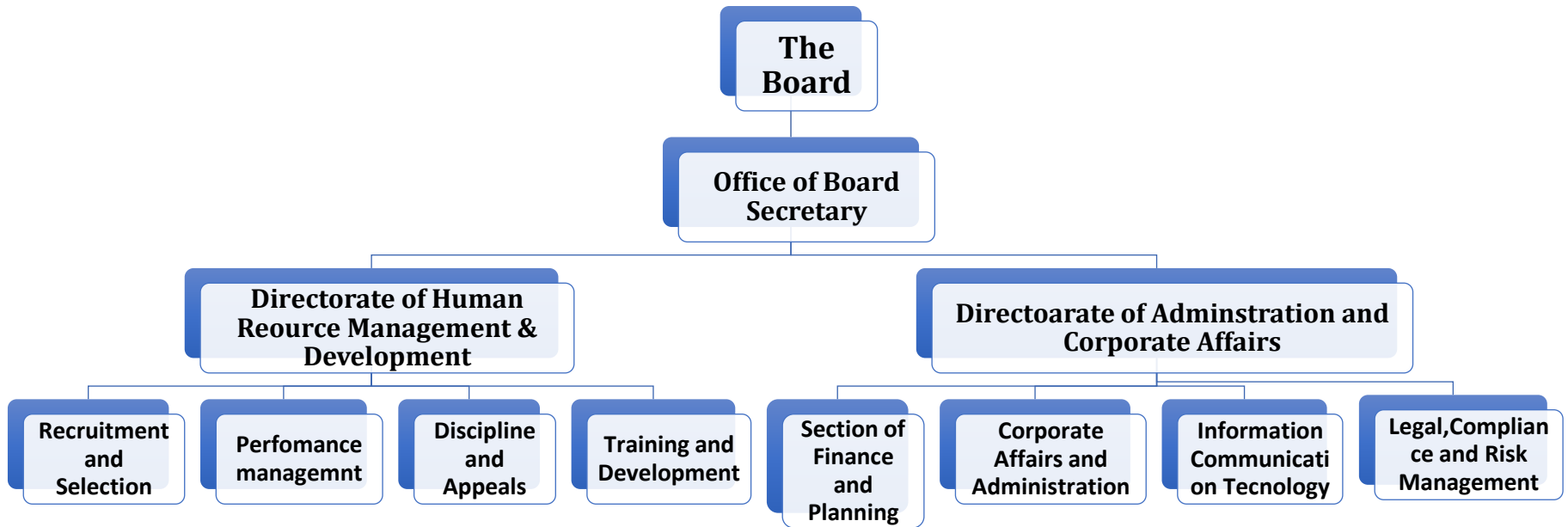


Figure 3: Organizational Structure for the County Public Service Board

FUNCTIONS

The County Public Service Board derives its functions in section 59 of the County Governments Act, No 17 of 2012, which are to:-

- a) Establish and abolish offices in the County Public Service;
- b) Appoint persons to hold or act in offices of the County Public Service including in the Boards of cities and urban areas within the County and to confirm appointments;
- c) Exercise disciplinary control over and remove persons holding or acting in those offices as provided for under this Part;
- d) Prepare regular reports for submission to the County Assembly on the execution of the functions of the Board;
- e) Promote in the County Public Service the values and principles referred to in Articles 10 and 232;
- f) Evaluate and report to the County Assembly on the extent to which the values and principles referred to in Articles 10 and 232 are complied with in the County Public Service Board;
- g) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in Counties;
- h) Advise the County Government on human resource management and development;
- i) Advise County Government on implementation and monitoring of the national performance management system in Counties;
- j) Make recommendations to the Salaries and Remuneration Commission on behalf of the County Government on the remuneration pensions and gratuities for the County Public Service employees.

STAFFING

A	THE BOARD	Job Group	In Post	Required	Variance
1	Chairperson	7	0	1	1
2	Board Members	8	5	5	0
3	Secretary Public Service Board/CEO	9	1	1	0
	TOTAL		6		
B	Directorate of Human Resource Management and Development				
	Human Resource Management and Development Officers				
1	Deputy Director Human Resource Management	R	0	1	1
2	Senior Assistant Director , Human Resource Management and Development	Q	1	1	0
3	Assistant Director , Human Resource Management and Development	P	0	1	1
4	Principal Human Resource Management and Development Officer	N	0	1	1
5	Chief Human Resource Management and Development Officer	M	0	2	2
6	Senior Human Resource Management and Development Officer	L	1	5	4
7	Human Resource Management and Development Officer I	K	0	8	8
8	Human Resource Management and Development Officer II	J	0	4	4
	Human Resource Assistants				
1	Principal Human Resource Assistant	N	0	1	1
2	Chief Human Resource Assistant	M	0	1	1
3	Senior Human Resource Assistant	L	0	1	1
4	Human Resource Assistant I	K	0	2	2
5	Human Resource Assistant II	J	0	4	4
6	Human Resource Assistant III	H	0	4	4
	Total		2		
C.	Directorate of Administration and Corporate Affairs				
	Accountants				

1	Deputy Accountant General	R	0	1	1
2	Senior Assistant Accountant General	Q	1	1	0
3	Assistant Accountant General	P	0	1	1
4	Principal Accountant	N	0	1	1
5	Chief Accountant	M	0	1	1
6	Senior Accountant	L	0	2	2
7	Accountant I	K	0	2	2
8	Accountant II	J	0	2	2
	Total		1		
	Legal Personnel				
1	Deputy Chief Legal Officer	R	0	1	1
2	Assistant Deputy Chief Legal Officer	Q	1	1	0
3	Principal Legal Officer	P	0	1	1
4	Senior Legal Officer	N	0	1	1
5	Legal Officer I	M	0	2	1
6	Legal Officer II	L	0	1	1
	Total		1		
	Information Communication Technology (ICT) Personnel				
1	Deputy Director, Information Communication Technology	R	0	1	1
2	Senior Assistant Director, Information Communication Technology	Q	0	1	1
3	Assistant Director, Information Communication Technology	P	0	1	1
4	Principal Information Communication Technology Officer	N	0	2	2
5	Chief Information Communication Technology Officer	M	0	2	2
6	Senior Information Communication Technology Officer	L	0	2	2
7	Information Communication Technology Officer I	K	0	2	2
8	Information Communication Technology Officer II	J	0	2	2

9	Information Communication Technology Officer III	H	0	1	1
	TOTAL		0		
	Records Management Officers				
1	Senior Assistant Director of Records Management officer	Q	0	1	1
2	Assistant Director of Records Management officer	P	0	1	1
3	Principal Records Management officer	N	0	1	1
4	Chief Records Management officer	M	0	1	1
5	Senior Records Management officer	L	1	1	0
6	Records Management officer I	K	0	1	1
7	Records Management officer II	J	0	2	2
8	Records Management officer III	H	0	2	2
	TOTAL		1		
	Administration Officers				
1	County Director, Administration Services	R	0	1	1
2	Deputy Director, Administration Services	Q	0	1	1
3	Assistant Director, Administration Services	P	0	1	1
4	Principal Administration Officer	N	0	1	1
5	Chief Administration Officer	M	0	1	1
6	Senior Administration Officer	L	1	2	1
7	Administration Officer I	K	0	2	2
8	Administration Officer II	J	0	2	2
9	Administration Officer III	H	1	2	1
	TOTAL		2		
	Clerical Officers				
1	Chief Clerical Officer	J	0	2	2
2	Senior Clerical Officer	H	0	2	2
3	Clerical Officer I	G	0	2	2
4	Clerical Officer II	F	0	2	2
	TOTAL		0		

Office Administrative Services Personnel					
Office Administrators					
1	Deputy Director, Office Administrative Services (County Director Administrative Services)	R	0	1	1
2	Senior Assistant Director, Office Administrative Services	Q	0	1	1
3	Assistant Director, Office Administrative Services	P	0	1	1
4	Principal Office Administrator	N	0	1	1
5	Chief Office Administrator	M	0	1	1
6	Senior Office Administrator	L	0	1	1
7	Office Administrator I	K	0	2	2
8	Office Administrator II	J	0	2	2
TOTAL			0		
Assistant Office Administrators					
1	Principal Assistant Office Administrator	N	0	1	1
2	Chief Assistant Office Administrator	M	0	1	1
3	Senior Assistant Office Administrator	L	0	1	1
4	Assistant Office Administrator I	K	0	1	1
5	Assistant Office Administrator II	J	0	2	2
6	Assistant Office Administrator III	H	0	2	2
TOTAL			0		
Office Administrative Assistants					
1	Senior Office Administrative Assistant	K	0	1	1
2	Office Administrative Assistant I	J	0	1	1
3	Office Administrative Assistant II	H	0	1	1
4	Office Administrative Assistant III	G	0	2	2
TOTAL			0		
Drivers					
1	Principal Driver	J	0	1	1
2	Chief Driver	H	0	2	2
3	Senior Driver	G	0	1	1

4	Driver I	F	1	2	1
5	Driver II	E	0	1	1
6	Driver III	D	0	1	1
	TOTAL		1		
	Support Staff/Office Assistants				
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	0	1	1
3	Office Assistant I/Support Staff I	F	0	1	1
4	Office Assistant II/Support Staff II	E	1	5	4
5	Office Assistant III/Support Staff III	D	0	4	4
	TOTAL		1		
	GRAND TOTAL		15		

Table 3: Establishment for the County Public Service Board

2.3 Department of Public Service, Administration, Devolution, ICT, Communications, Corporate Affairs and E-Governance

The Department of Public Service, Devolution, Administration, Devolution, ICT, Communications, Corporate Affairs and E-Governance is committed to providing efficient service delivery as a yardstick upon which its performance shall be measured.

Vision

A world-class service provider for efficient and effective public service

Mission

To provide efficient, affordable and reliable services for sustainable economic growth and development for improved public service delivery

Values

Professionalism

Accountability,

Transparency and Integrity,

Teamwork,

Honesty,

Hard Work,

Innovativeness and Creativity

STRUCTURE

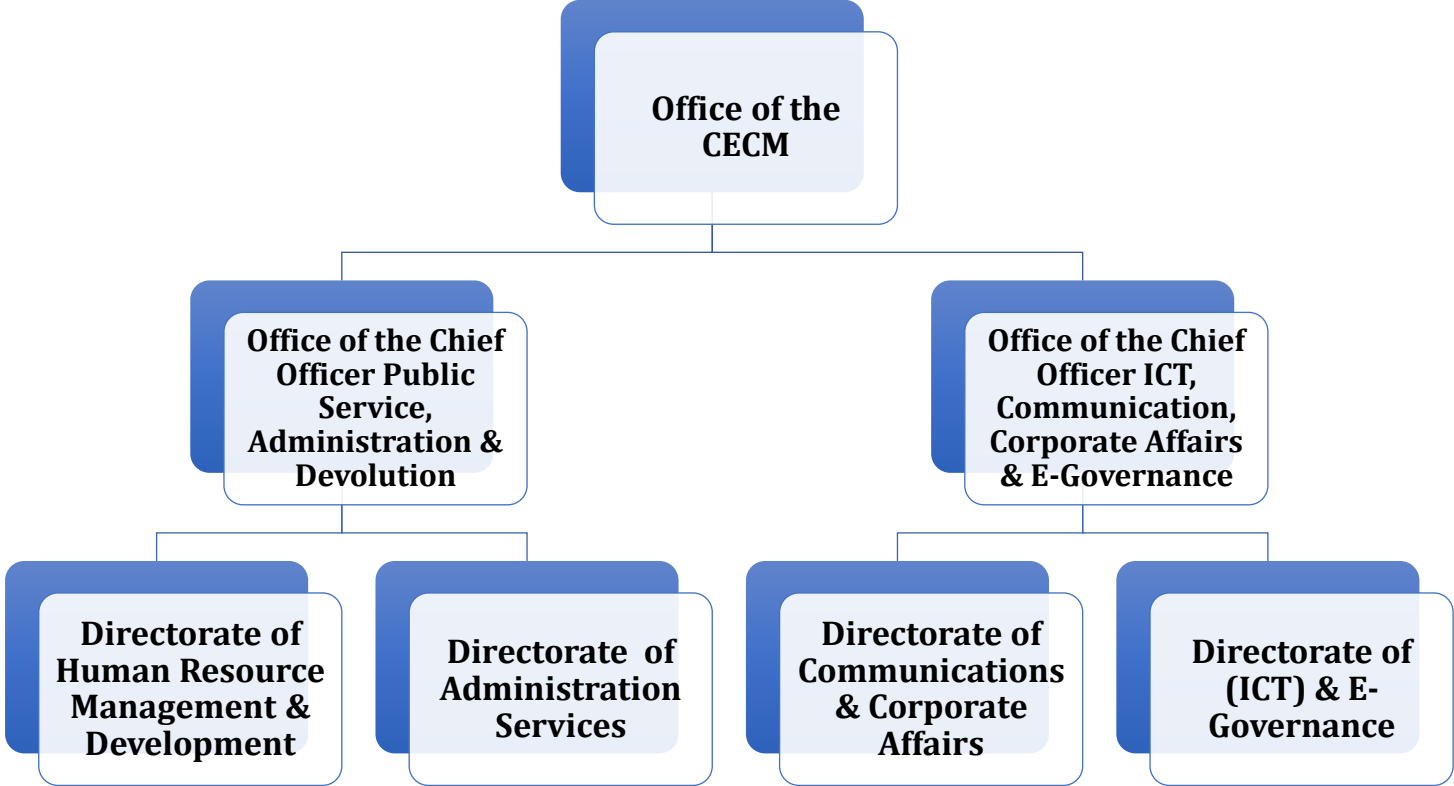


Figure 4: Organizational Structure for Department of public service, administration, devolution, ICT, communications, corporate affairs and E-governance

B. FUNCTIONS

-The functions of the Department are to:-

Directorate of Human Resource Management & development

- i) Review and recommend Human Resource Management policies on Recruitment, Selection, Training and Development and any other human resource reports
- ii) Review management's proposals for appointment of union employees.
- iii) Review recommendations regarding any other issues related to Human Resource Management.
- iv) To ensure that the employees work in harmony with the existing legalized trade unions and the employer
- v) Deals with all matters related to the staff discipline
- vi) Ensure that the working environment for staff is safe and conducive.
- vii) Review, consider all the Human Resource policies relating to terms and conditions of service for employees.
- viii) Oversee, monitor and evaluate implementation of all the approved human resource policies by the management.
- ix) review changes proposed by management on the organization structure, performance management system, compensation guidelines and recommend to the Board for approval

Directorate of Corporate Affairs & Administration Services

- i) Provide Leadership in Governance
- ii) Management of County Government Affairs
- iii) Improve Coordination and Support for General Administration through ensuring and coordinating the participation of communities and locations in governance at the local level and assisting communities and locations to develop the administrative capacity for the effective exercise of the functions and powers and participation in governance at the local level
- iv) Align Human Resource support systems and functions to achieve efficiency and effectiveness in Service Delivery
- v) Control of drugs and pornography
- vi) Managing County internal and external public relations

Directorate of Enforcement Services

- i.) Provision of enforcement services to all County departments

- ii.) provide security and maintain order in public markets, bus parks, stadium, government offices, government properties and any other public place under the management of the County Government;
- iii.) Carry out inspections within Elgeyo Marakwet County and enforce County legislations and applicable national laws.
- iv.) Regulate and control traffic within the County for maintenance of good public order.
- v.) Collaborate and cooperate with National enforcement agencies to maintain law and order within the County.

Directorate of Information, Communication and Technology (ICT) & e-Government

- i) Implementation of ICT policies and strategies.
- ii) Developing and Managing County website and social communication platforms
- iii) Developing and managing County Information and Communication policy standards
- iv) Maintenance of ICT Equipment
- v) Development, implementation and maintenance of information systems
- vi) Providing technical advice to ICT users
- vii) Developing and upgrading hardware and software
- viii) Designing and implementing office automation solutions
- ix) Safeguarding the integrity of information and ensure disaster recovery
- x) Managing repository of County Information and Documentation in print & electronic formats
- xi) Dissemination of County Government activities to mass media
- xii) Building the image of the County nationally & internationally
- xiii) Developing and Managing County website and social communication platforms
- xiv) Developing County Information and Communication strategies
- xv) Providing media relation linkages
- xvi) Carrying out public satisfaction surveys on County service delivery
- xvii) Providing editorial and printing services
- xviii) Developing and managing County Information and Communication policy standards

STAFFING

Table 4:: Establishment for department of Public Service, Administration, Devolution, ICT, Communications, Corporate affairs and E-governance

NO	DESIGNATION	Job Group	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	2	1	0
			3		
1	Deputy Director Human Resource Management(County Director Human Resource Management and Development)	R	1	1	0
3	Assistant Director , Human Resource Management and Development	P	1	2	1
4	Principal Human Resource Management and Development Officer	N	0	2	2
5	Chief Human Resource Management and Development Officer	M	0	4	4
6	Senior Human Resource Management and Development Officer	L	1	11	10
7	Human Resource Management and Development Officer I	K	1	11	10
8	Human Resource Management and Development Officer II	J	0	10	10
1	Principal Human Resource Assistant	N	0	2	2
2	Chief Human Resource Assistant	M	0	4	4
3	Senior Human Resource Assistant	L	0	10	10
4	Human Resource Assistant I	K	0	10	10
5	Human Resource Assistant II	J	0	10	10
6	Human Resource Assistant III	H	1	20	19
	TOTAL		5		
	Counsellors				
	Deputy Director, Counseling Services	Q	0	0	0
	Assistant Director, Counseling Services	P	0	0	0
	Principal Counselor	N	0	1	1
	Chief Counselor	M	1	1	0
	Senior Counselor	L	0	1	1
	Counselor I	K	0	3	3
	Total		1		
	Directorate of Administration				
	Administration officers				
1	County Director, Administration Services	R	1	1	0
2	Deputy Director, Administration Services	Q	5	6	1
3	Assistant Director, Administration Services	P	6	10	4
4	Principal Administration Officer	N	10	19	9

5	Chief Administration Officer	M	0	10	10
6	Senior Administration Officer	L	1	10	9
7	Administration Officer I	K	9	9	0
8	Administration Officer II	J	0	0	0
9	Administration Officer III	H	5	0	0
	TOTAL		37		
	Records Management Officers				
1	Senior Assistant Director of Records Management officer	Q	0	1	1
2	Assistant Director of Records Management officer	P	0	1	1
3	Principal Records Management officer	N	0	1	1
4	Chief Records Management officer	M	0	2	2
5	Senior Records Management officer	L	0	2	2
6	Records Management officer I	K	1	1	0
7	Records Management officer II	J	0	5	5
8	Records Management officer III	H	2	5	3
	TOTAL		3	3	
	Directorate of Information, Communication and Technology (ICT) & e-Government				
	Section of Communication				
1	Deputy Director of Public Communications (County Director ICT)	R	1	1	0
2	Senior Assistant Director of Public Communications	Q	0	1	1
3	Assistant Director of Public Communications Officer	P	0	1	1
4	Principal Public Communications Officer	N	0	1	1
5	Chief Public Communications Officer	M	0	1	1
6	Senior Public Communications Officer	L	0	1	1
7	Public Communications Officer I	K	0	1	1
8	Public Communications Officer II	J	0	2	2
9	Public Communications Officer III	H	2	2	0
	TOTAL		3		
	Information Officers				
1	Deputy Director of Information	R	0	1	1
2	Senior Assistant Director of Information	Q	0	1	1
3	Assistant Director of Information	P	0	1	1
4	Principal Information Officer	N	0	1	1
5	Chief Information Officer	M	0	2	2
6	Senior Information Officer	L	0	3	3
7	Information Officer I	K	1	5	4
8	Information Officer II	J	0	6	6
9	Information Officer III	H	0	8	8
	TOTAL		1		
	Information Communication Technology Personnel				
1	Deputy Director, Information Communication Technology	R	1	1	0

2	Senior Assistant Director Information Communication Technology	Q	0	0	1
3	Assistant Director Information Communication Technology	P	1	1	0
4	Principal Information Communication Technology Officer	N	0	0	1
5	Chief Information Communication Technology Officer	M	1	1	2
6	Senior Information Communication Technology Officer	L	0	0	5
7	Information Communication Technology Officer I	K	0	0	5
8	Information Communication Technology Officer II	J	1	1	5
9	Information Communication Technology Officer III	H	1	1	4
	TOTAL		5	5	
	Office Administrative Services Personnel				
	Office Administrators				
1	Deputy Director, Office Administrative Services(County Director Administrative Services)	R	0	0	0
2	Senior Assistant Director, Office Administrative Services	Q	0	0	0
3	Assistant Director, Office Administrative Services	P	0	0	0
4	Principal Office Administrator	N	0	0	0
5	Chief Office Administrator	M	0	0	0
6	Senior Office Administrator	L	0	0	0
7	Office Administrator I	K	0	0	0
8	Office Administrator II	J	0	0	0
	Assistant Office Administrators				
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	0	0
4	Assistant Office Administrator I	K	0	0	0
5	Assistant Office Administrator II	J	0	0	0
6	Assistant Office Administrator III	H	2	2	0
	Office Administrative Assistants				
1	Senior Office Administrative Assistant	K	0	0	0
2	Office Administrative Assistant I	J	0	0	0
3	Office Administrative Assistant II	H	1	2	1
4	Office Administrative Assistant III	G	2	2	0
	TOTAL		5		
	Support Staff/Office Assistants				
1	Chief Office Assistant /Chief Support Staff	H	0	0	0
2	Senior Office Assistant /Senior Support Staff	G	2	2	0
3	Office Assistant I/Support Staff I	F	2	2	0
4	Office Assistant II/Support Staff II	E	4	4	0
5	Office Assistant III/Support Staff III	D	3	3	0
	TOTAL		11		
	Clerical Officers				

1	Chief Clerical Officer	J	0	0	0
2	Senior Clerical Officer	H	0	0	0
3	Clerical Officer I	G	2	2	0
4	Clerical Officer II	F	1	1	0
	TOTAL		3		
	Directorate of Enforcement services				
	Civilian Security Officers				
1	Deputy Director Enforcement	Q	1	1	0
2	Senior Security Officer	L	0	4	4
3	Security Officer I	K	3	8	5
4	Security Officer II	J	0	8	8
5	Assistant Security Officer	H	1	10	9
	Civilian Security Wardens				
1	Senior Security Warden	G	16	25	9
2	Security Warden I	F	2	18	16
3	Security Warden II	E	0	10	10
4	Security Warden III	D	2	10	8
	TOTAL		25		
	GRAND TOTAL		102		

N/B: Public Communication Officer II, Job group J , three Principal Administration

Officer job group N and Sub county Administrator job group Q are on unpaid leave.

2.4 Department of Health and Sanitation Services

The Department of Health Services is committed to providing high quality services to all of its clients with dignity, professionalism and within the shortest time possible.

Vision

An efficient and high-quality health care system that is accessible, equitable and affordable for all.

Mission

To provide an integrated, high quality, promotive, preventive, curative, rehabilitative and emergency health care services to all citizens in Elgeyo Marakwet County

Values

Integrity, commitment and devotion, teamwork and consultation, client focus, and transparency.

A: STRUCTURE

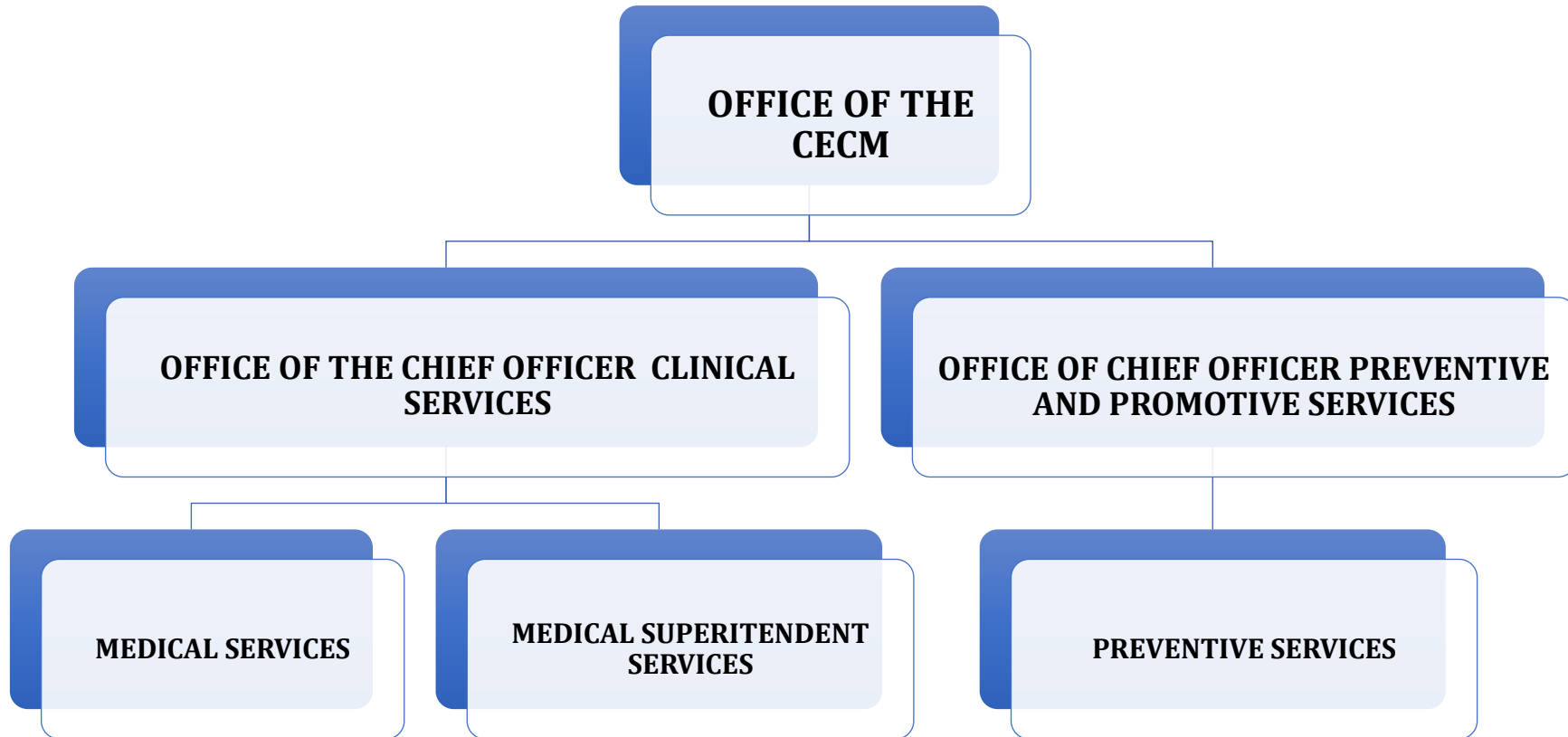


Figure 5: Organizational Structure for Department of Health Service

FUNCTIONS

- i) Establish and manage County health facilities including County and sub-County hospitals, rural health centers, dispensaries, rural health training and demonstration centers.
- ii) Rehabilitation and maintenance of County health facilities including maintenance of vehicles, medical equipment and machinery. Inspection and licensing of medical premises including reporting
- iii) Establish County health pharmacies including specifications, quantification, storage distribution, dispensing and rational use of medical commodities:
- iv) Offer Ambulance services including emergency response and patient referral system;
- v) Promotion of primary health care entailing: health education, health promotion, community health services, reproductive health, child health, tuberculosis, HIV, malaria, school health program, environmental health, maternal health care, immunization, disease surveillance, outreach services, referral, nutrition, occupational safety, food and water quality and safety, disease screening, hygiene and sanitation, disease prevention and control, ophthalmic services, clinical services, rehabilitation, mental health, laboratory services, oral health, disaster preparedness and disease outbreak services. Planning and monitoring, health information system (data collection, collation, analysis and reporting), supportive supervision, patient and health facility records and inventories;
- vi) Licensing and control of undertakings that sell food to the public including food safety and control;
- vii) Enforcement of waste management policies, standards and regulations.

STAFFING

Table 5: Establishment for Department of Health Services

Department of Health & Sanitation					
No.	DESIGNATION	JG	INPOST	RE Q	VAR
1. Executive					
1	CEC	T	1	1	0
2	Chief Officer	S	2	2	0
3	County Directors	R	4	3	0
	TOTAL		7		
Section of Medical Services					
2. Medical Officers					
1	Deputy Director of Medical Services/Senior Medical Specialist	R	2	10	8
2	Senior Assistant Director of Medical Services/Medical Specialist I	Q	5	10	5
3	Assistant Director of Medical Services/Medical Specialist II	P	4	15	11
4	Senior Medical Officer	N	15	30	15
5	Medical Officer	M	11	35	24
	TOTAL		37		
3. Pharmacists & Pharmaceutical Technologists Personnel					
K. Pharmacists					
1	(County Director Pharmaceutical Services)	R	0	3	3
2	Senior Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist	Q	2	5	3
3	Assistant Director of Pharmaceutical Services/Pharmaceutical Specialist II	P	0	6	6
4	Senior Pharmacist	N	6	10	4
5	Pharmacist	M	1	12	11
	TOTAL		9		

Pharmaceutical Technologists Personnel					
1	Senior Principal Pharmaceutical Technologist	P	0	3	3
2	Principal Pharmaceutical Technologist	N	0	5	5
3	Chief Pharmaceutical Technologist	M	1	8	7
4	Senior Pharmaceutical Technologist	L	0	8	8
5	Pharmaceutical Technologist I	K	2	16	14
6	Pharmaceutical Technologist II	J	18	20	2
7	Pharmaceutical Technologist III	H	1	18	17
Sub Total			22		
TOTAL			31		
4. Clinical Officers					
Clinical Officers					
1	Senior Assistant Director, Clinical Services	Q	0	1	1
2	Assistant Director, Clinical Services	P	0	2	2
3	Principal Clinical Officer	N	0	10	3
4	Chief Clinical Officer	M	3	20	2
5	Senior Clinical Officer	L	0	20	8
6	Clinical Officer (Intern)	K	0	20	10
Sub Total			3		
Registered Clinical Officers					
1	Principal Registered Clinical Officer I	P	0	2	2
2	Principal Registered Clinical Officer II	N	2	20	5
3	Chief Registered Clinical Officer	M	7	50	22
4	Senior Registered Clinical Officer	L	30	50	10
5	Registered Clinical Officer I	K	9	50	31
6	Registered Clinical Officer II	J	41	50	0
7	Registered Clinical Officer (Intern) III	H	2	50	28
Sub Total			91		
TOTAL			94		
5. Medical Engineering Officers					

Medical Engineering Officers					
1	Senior Assistant Director, Medical Engineering Services	Q	0	0	0
2	Assistant Director, Medical Engineering Services	P	0	1	1
3	Principal Medical Engineer	N	0	2	2
4	Chief Medical Engineer	M	0	2	2
5	Senior Medical Engineer	L	0	2	2
6	Medical Engineer	K	0	2	2
Sub Total			0		
Medical Engineering Technologists					
1	Senior Principal Medical Engineering Technologist	P	0	0	0
2	Principal Medical Engineering Technologist	N	0	2	2
3	Chief Medical Engineering Technologist	M	1	3	2
4	Senior Medical Engineering Technologist	L	2	4	2
5	Medical Engineering Technologist I	K	0	5	5
6	Medical Engineering Technologist II	J	3	6	3
7	Medical Engineering Technologist III	H	3	10	8
Sub Total			9		
Medical Engineering Technicians					
1	Senior Medical Engineering Technician	K	1	4	3
2	Medical Engineering Technician I	J	0	10	10
3	Medical Engineering Technician II	H	0	10	10
4	Medical Engineering Technician III	G	0	10	10
Sub Total			1		
TOTAL			10		
6. Dentists & Dental Technologists					
Dentists					
1	Deputy Director of Dental Services/Senior Dental Specialist	R	0	1	0
2	Senior Assistant Director of Dental/Dental Specialist I	Q	2	3	1

3	Assistant Director of Dental Services/Dental Specialist II	P	0	4	4
4	Senior Dental Officer	N	0	6	6
5	Dental Officer	M	2	8	6
Sub Total			4		
Dental Technologists					
1	Principal Dental Technologist I/Assistant Director Dental Services	P	0	1	1
2	Principal Dental Technologist II	N	0	3	3
3	Chief Dental Technologist	M	0	5	5
4	Senior Dental Technologist	L	1	8	7
5	Dental Technologist I	K	0	10	10
6	Dental Technologist II	J	1	12	11
7	Dental Technologist III	H	0	15	15
Sub Total			2		
TOTAL			6		
7. Community Oral Health Officer					
Community Oral Health Officer					
1	Chief Community Oral Health Officer	N	0	5	1
2	Deputy Chief Community Oral Health Officer	M	0	5	3
3	Senior assistant Community Oral Health Officer	L	2	5	1
4	Community Oral Health Officer I	K	0	10	4
5	Community Oral Health Officer II	J	0	10	4
6	Community Oral Health Officer III	H	0	10	6
TOTAL			2		
8. Occupational Therapy Personnel					
Occupational Therapy Personnel					
1	Senior Assistant Director Occupational Therapy	Q	0	0	0
2	Assistant Director Occupational Therapy	P	0	1	1
3	Principal Occupational Therapist	N	0	2	2
4	Chief Occupational Therapist	M	0	8	4

5	Senior Occupational Therapist	L	0	8	6
6	Occupational Therapist	K	0	8	8
Sub Total			0		
Assistant Occupational Therapist					
1	Senior Principal Occupational Therapist	P	0	1	1
2	Principal Assistant Occupational Therapist	N	0	2	2
3	Chief Assistant Occupational Therapist	M	0	8	3
4	Senior Assistant Occupational Therapist	L	2	10	4
5	Assistant Occupational Therapist I	K	0	25	8
6	Assistant Occupational Therapist III	J	0	25	10
7	Assistant Occupational Therapist III	H	0	25	15
Sub Total			2		
TOTAL			2		
9. Physiotherapy Personnel					
Physiotherapists					
1	Senior Assistant Director Physiotherapy Services	Q	0	1	0
2	Assistant Director Physiotherapy Services	P	0	3	1
3	Principal Physiotherapist	N	0	5	2
4	Chief Physiotherapist	M	0	15	3
5	Senior Physiotherapist	L	0	15	6
6	Physiotherapist	K	0	15	10
Sub Total			0		
Assistant Physiotherapists					
1	Senior Principal Assistant Physiotherapist	P	0	5	1
2	Principal Assistant Physiotherapist	N	0	20	1
3	Chief Assistant Physiotherapist	M	1	30	0
4	Senior Assistant Physiotherapist	L	2	35	2
5	Assistant Physiotherapist I	K	1	40	3
6	Assistant Physiotherapist II	J	2	40	4
7	Assistant Physiotherapist III	H	0	40	8

Sub Total			6		
TOTAL			6		
10. Othopaedic Trauma Personnel					
Othopaedic Trauma Technologists					
1	Senior Principal Orthopedic Trauma Technologist	P	0	0	0
2	Principal Orthopedic Trauma Technologist	N	0	0	0
3	Chief Orthopedic Trauma Technologist	M	0	3	3
4	Senior Orthopedic Trauma Technologist	L	1	3	2
5	Orthopedic Trauma Technologist I	K	0	18	18
6	Orthopedic Trauma Technologist II	J	0	18	18
7	Orthopedic Trauma Technologist III	H	2	18	16
Sub Total			3		
Othopaedic Trauma Technicians					
1	Senior Orthopedic Trauma Technician	K	2	3	1
2	Orthopedic Trauma Technician I	J	0	18	3
3	Orthopedic Trauma Technician II	H	1	18	2
4	Orthopedic Trauma Technician III	G	0	18	5
Sub Total			3		
TOTAL			6		
11. Health Records and Information Officers					
Health Records and Information Officers					
1	Senior Assistant Director, Health Records and Information Management	Q	0	0	0
2	Assistant Director, Health Records and Information Management	P	0	1	1
3	Principal Health Records and Information Management Officer	N	0	4	4
4	Chief Health Records and Information Management Officer	M	1	10	9
5	Senior Health Records and Information Management Officer	L	2	10	8
6	Health Records and Information Management Officer	K	0	10	10

Sub Total			3		
Assistant Health Records and Information Management Officers					
1	Assistant Principal Health Records and Information Management Officer	N	0	1	1
2	Assistant Chief Health Records and Information Management Officer	M	0	2	2
3	Assistant Senior Health Records and Information Management Officer	L	0	6	6
4	Assistant Health Records and Information Management Officer I	K	2	30	28
5	Assistant Health Records and Information Management Officer II	J	4	30	26
6	Assistant Health Records and Information Management Officer III	H	1	30	29
Sub Total			7		
Health Records and Information Management Assistants					
1	Senior Health Records and Information Management Assistant	K	2	5	3
2	Health Records and Information Management Assistant I	J	5	33	28
3	Health Records and Information Management Assistant II	H	8	30	22
4	Health Records and Information Management Assistant III	G	0	30	30
Sub Total			15		
TOTAL			25		
12. Radiography Personnel					
Radiologist					
1	Director Radiology Services	R	0	1	0
	Deputy Director Radiology Services	Q	0	3	0
2	Assistant Director Radiology Services	P	0	3	2
3	Principal Radiologist	N	0	5	3
4	Chief Radiologist	M	0	8	1
5	Senior Radiologist	L	0	8	4

6	Radiologist	K	0	8	8
TOTAL			0		
Radiography Personnel					
1	Senior Assistant Director Radiography Services	Q	0	1	0
2	Assistant Director Radiography Services	P	0	2	2
3	Principal Radiographer	N	0	4	3
4	Chief Radiographer	M	3	8	1
5	Senior Radiographer	L	0	10	4
6	Radiographer I	K	0	15	8
7	Radiographer II	J	1	15	9
8	Radiographer III	H	3	15	
TOTAL			7		
Medical Imaging Technologist					
2	Senior Principal Medical Imaging Technologist	P	0	5	5
3	Principal Medical Imaging Technologist	N	0	5	5
4	Chief Medical Imaging Technologist	M	0	10	10
5	Senior Medical Imaging Technologist	L	0	10	10
6	Medical Imaging Technologist I	K	0	15	15
7	Medical Imaging Technologist II	J	0	15	15
8	Medical Imaging Technologist III	H	0	15	15
Sub Total			0		
TOTAL			7		
13. Medical Laboratory Services Personnel					
Medical Laboratory Officers					
1	Senior Assistant Director Medical Laboratory Services	Q	0	1	1
2	Assistant Director Medical Laboratory Services	P	0	2	2
3	Principal Medical Laboratory Officer	N	1	6	5
4	Chief Medical Laboratory Officer	M	0	15	8
5	Senior Medical Laboratory Officer	L	0	15	10
6	Medical Laboratory Officer	K	2	15	13

Sub Total			3		
Medical Laboratory Technologists					
1	Principal Medical Laboratory Technologist 1	P	0	2	1
2	Principal Medical Laboratory Technologist 2	N	0	6	5
3	Chief Medical Laboratory Technologist	M	3	15	7
4	Senior Medical Laboratory Technologist	L	13	20	7
5	Medical Laboratory Technologist I	K	0	30	25
6	Medical Laboratory Technologist II	J	23	30	7
7	Medical Laboratory Technologist III	H	0	30	30
Sub Total			39		
Medical Laboratory Technicians					
1	Senior Medical Laboratory Technician I	L	2	10	3
	Senior Medical Laboratory Technician II	K	3	20	0
2	Medical Laboratory Technician I	J	0	6	6
3	Medical Laboratory Technician II	H	0	20	8
4	Medical Laboratory Technician III	G	1	20	14
Sub Total			6		
TOTAL			48		
14. NURSING PERSONNEL					
Nursing Officers					
1	Senior Assistant Director Nursing Services	Q	0	1	1
2	Assistant Director Nursing Services	P	0	10	10
3	Principal Nursing Officer	N	1	20	19
4	Chief Nursing Officer	M	2	30	28
5	Senior Nursing Officer	L	9	30	21
6	Nursing officer (Intern)	K	3	30	27
Sub Total			15		
Registered Nurses					
1	Senior Principal Registered Nurse	P	0	5	5
2	Principal Registered Nurse	N	1	5	4

3	Chief Registered Nurse	M	10	75	65
4	Senior Registered Nurse	L	68	70	2
5	Registered Nurse I	K	22	140	118
6	Registered Nurse II	J	134	140	6
7	Registered Nurse III	H	16	100	84
Sub Total			251		
Enrolled Nurses					
1	Senior Enrolled Nurse I	L	13	45	32
2	Senior Enrolled Nurse II	K	33	50	17
3	Enrolled Nurse I	J	2	80	78
4	Enrolled Nurse II	H	15	80	65
5	Enrolled Nurse III	G	0	80	80
Sub Total			63		
TOTAL			329		
15. Nutrition and Dietetics Personnel					
Nutrition and Dietetics Officers					
1	Senior Assistant Director Nutrition and Dietetics Officer	Q	0	1	1
2	Assistant Director Nutrition and Dietetics Officer	P	0	2	2
3	Principal Nutrition and Dietetics Officer	N	1	5	4
4	Chief Nutrition and Dietetics Officer	M	0	10	10
5	Senior Nutrition and Dietetics Officer	L	3	10	7
6	Nutrition and Dietetics Officer	K	0	10	10
Sub Total			4		
Nutrition and Dietetics Technologists					
1	Principal Nutrition and Dietetics Technologist	N	0	2	2
2	Chief Nutrition and Dietetics Technologist	M	0	5	5
3	Senior Nutrition and Dietetics Technologist	L	1	10	9
4	Nutrition and Dietetics Technologist I	K	0	20	20
5	Nutrition and Dietetics Technologist II	J	6	20	14

6	Nutrition and Dietetics Technologist III	H	1	20	19
Sub Total			8		
Nutrition and Dietetics Technicians					
1	Senior Nutrition and Dietetics Technician	K	0	4	4
2	Nutrition and Dietetics Technician I	J	7	10	3
3	Nutrition and Dietetics Technician II	H	0	10	10
4	Nutrition and Dietetics Technician III	G	0	10	10
Sub Total			7		
TOTAL			19		
16. Health Administrative Personnel					
1	Director Health Planning and Administration	R	0	0	0
2	Chief Health Administrative Officer	Q	0	1	1
3	Senior Deputy Chief Health Administrative Officer	P	0	1	1
4	Deputy Chief Health Administrative Officer/ Principal administrative Officer	N	1	4	3
5	Assistant Chief Health Administrative Officer	M	0	6	6
6	Senior Health Administrative Officer	L	1	8	7
7	Health Administrative Officer I	K	2	15	13
8	Health Administrative Officer II	J	3	15	12
9	Health Administrative Officer III	H	0	15	15
TOTAL			7		
17. Medical Social Workers					
Medical Social Workers					
1	Director, Medical Social Work	S	0	1	1
2	Deputy Director, Medical Social Work	R	0	1	1
3	Senior Assistant Director, Medical Social Worker	Q	0	1	1
4	Assistant Director, Medical Social Worker	P	0	1	1
5	Principal Medical Social Worker	N	0	1	1
6	Chief Medical Social Worker	M	0	4	4
7	Senior Medical Social Worker	L	0	8	8

8	Medical Social Worker I	K	0	15	15
9	Medical Social Worker II	J	3	15	12
Sub Total			3		
Medical Social Workers					
3	Principal Assistant Medical Social Worker	N	0	1	1
4	Chief Assistant Medical Social Worker	M	0	4	4
5	Senior Assistant Medical Social Worker	L	0	8	8
6	Assistant Medical Social Worker I	K	0	15	15
7	Assistant Medical Social Worker II	J	6	15	9
8	Assistant Medical Social Worker III	H	0	15	15
Sub Total			6		
TOTAL			9		
18. Mortuary Attendants					
1	Mortuary Superintendent	H	0	6	6
2	Mortuary Attendant	G	0	8	8
3	Mortuary Attendant I	F	0	15	15
4	Mortuary Attendant II	E	0	15	15
5	Mortuary Attendant III	D	1	15	14
TOTAL			1		
Public Health and Sanitation					
19. Public Health Assistants and Public Health Officers					
1	Director Public Health & Sanitation	R	0	1	1
2	Senior Assistant Director Public Health	Q	0	2	2
3	Assistant Director, Public Health	P	0	8	8
4	Principal Public Health Officer	N	3	10	7
5	Chief Public Health Officer	M	4	15	11
6	Senior Public Health Officer	L	0	15	15
7	Public Health Officer	K	0	15	15
Sub Total			7		
Assistant Public Health Officers					

1	Principal Assistant Public Health Officer	N	0	15	15
2	Chief Assistant Public Health Officer	M	9	40	31
3	Senior Assistant Public Health Officer	L	45	50	5
4	Assistant Public Health Officer I	K	0	15	15
5	Assistant Public Health Officer II	J	7	10	3
6	Assistant Public Health Officer III	H	0	30	30
Sub Total			61		
Public Health Assistants					
1	Senior Public Health Assistant	K	26	30	4
2	Public Health Assistant I	J	2	15	13
3	Public Health Assistant II	H	9	20	11
4	Public Health Assistant III	G	0	23	23
Sub Total			37	88	51
TOTAL			105		
20. Health Promotion Personnel					
Health Promotion Officer					
1	Senior Assistant Director Health	Q	0	1	1
2	Assistant Director Health	P	0	1	1
3	Principal Health Promotion Officer	N	0	2	2
4	Chief Health Promotion Officer	M	0	5	5
5	Senior Health Promotion Officer	L	0	5	5
6	Health Promotion Officer I	K	0	5	5
Sub Total			0		
Assistant Health Promotion Officers					
1	Principal Assistant Health Promotion Officer	N	0	1	1
2	Chief Assistant Health Promotion Officer	M	0	2	2
3	Senior Assistant Health Promotion Officer	L	0	5	5
4	Assistant Health Promotion Officer I	K	0	10	10
5	Assistant Health Promotion Officer II	J	0	10	10
6	Assistant Health Promotion Officer III	H	0	10	10

Sub Total			0		
TOTAL			0		
21. Community Health Assistants and Community Health Officers					
	Community Health Assistants and Community Health Officers				
1	Senior Assistant Director Community Health	R	0	1	1
2	Assistant Director, Community Health	P	0	1	1
3	Principal Community Health Officer	N	0	4	4
4	Chief Community Health Officer	M	2	4	2
5	Senior Community Health Officer	L	0	10	10
6	Community Health Officer I	K	0	10	10
7	Community Health Officer II	J	1	10	9
Sub Total			3		
Assistant Community Health Officers					
1	Principal Assistant Community Health Officer	N	0	4	4
2	Chief Assistant Community Health Officer	M	0	4	4
3	Senior Assistant Community Health Officer	L	0	6	6
4	Assistant Community Health Officer I	K	0	25	25
5	Assistant Community Health Officer II	J	1	25	24
6	Assistant Community Health Officer III	H	0	25	25
Sub Total			1		
Community Health Assistants					
1	Senior Community Health Assistant	K	0	1	1
2	Community Health Assistant I	J	3	45	42
3	Community Health Assistant II	H	0	45	45
4	Community Health Assistant III	G	0	45	45
Sub Total			3		
TOTAL			7		
22. Drivers					
1	Principal Driver	J	0	5	5

2	Chief Driver	H	2	5	3
3	Senior Driver	G	18	20	2
4	Driver I	F	10	10	0
5	Driver II	E	1	5	4
6	Driver III	D	0	10	10
TOTAL			31		
23. Cooks					
1	Chef	J	1	10	9
2	Assistant Chef	H	0	20	20
3	Cook I	G	0	30	30
4	Cook II	F	1	30	29
5	Cook III	E	0	30	30
TOTAL			2		
24. Hospitality Officers					
1	Deputy Director, Hospitality Services	R	0	0	0
2	Senior Assistant Director, Hospitality Services	Q	0	0	0
3	Assistant Director, Hospitality Services	P	0	0	0
4	Principal Hospitality Officer	N	0	2	2
5	Chief Hospitality Officer	M	0	2	2
6	Senior Hospitality Officer	L	0	16	16
7	Hospitality Officer I	K	0	16	16
8	Hospitality Officer II	J	0	16	16
TOTAL			0		
25. Housekeeping Assistants					
1	Head Housekeeper	J	0	1	1
2	Assistant Housekeeper	H	0	2	2
3	Housekeeping Assistant I	G	0	2	2
4	Housekeeping Assistant II	F	1	3	2
5	Housekeeping Assistant III	E	0	5	5
TOTAL			1		

26. Artisan					
1	Senior Chargehand Tailor	K	1	3	2
2	Senior charge hand	J	0	4	4
3	Charge hand	H	0	5	5
4	Artisan I	G	0	5	5
5	Artisan II	F	0	6	6
6	Artisan III	E	0	6	6
TOTAL			1		
27. Clerical Officers					
1	Senior Clerical Officer	H	4	4	0
2	Clerical Officer I	G	7	15	8
3	Clerical Officer II	F	4	15	11
4	Clerical Officer III	E	0	15	15
TOTAL			15		
28. Cleaning Supervisors					
1	Senior Cleaning Supervisors	H	0	4	4
2	Cleaning Supervisors I	G	5	140	135
3	Cleaning Supervisors II	F	4	140	136
4	Cleaning Supervisors III	E	0	140	140
TOTAL			9		
29. Support Staff					
1	Senior Support Staff	G	0	4	4
2	Support Staff I	F	0	140	140
3	Support Staff II	E	1	140	139
4	Support Staff III	D	4	140	136
TOTAL			5		
30. Office administrators					
Office administrator					
1	Deputy Director Office administrative services	R	0	0	0

2	Senior Assistant Director Office administrative services	Q	0	1	1
3	Assistant Director Office administrative services	P	0	1	1
4	Principal Office administrator	N	0	2	2
5	Chief Office administrator	M	0	5	5
6	Senior Office administrator	L	0	10	10
7	Office administrator I	K	0	10	10
8	Office administrator II	J	0	10	10
Sub Total			0		
Assistant Office Administrators					
1	Principal Assistant Office administrator	N	0	2	2
2	Chief Assistant Office administrator	M	0	5	5
3	Senior Assistant Office administrator	L	0	10	10
4	Assistant Office administrator I	K	1	15	14
5	Assistant Office administrator II	J	0	15	15
6	Assistant Office administrator III	H	1	15	14
Sub Total			2		
1	Senior Office administrative assistant	K	0	10	10
2	Office administrative assistant I	J	0	10	10
3	Office administrative assistant II	H	2	10	8
4	Office administrative assistant III	G	0	10	10
Sub Total			2		
TOTAL			4		
31. Supply Chain Management					
1	Chief Supply Chain Management Assistant	M	0	2	2
2	Senior Supply Chain Management Assistant	L	0	2	2
3	Supply Chain Management Assistant I	K	0	4	4
4	Supply Chain Management Assistant II	J	3	12	9
5	Supply Chain Management Assistant III	H	0	12	12
TOTAL			3		

32. Human Resource					
1	Principal Human Resource & development Officer	P	0	0	0
2	Chief Human Resource & development Officer	N	0	0	0
3	Senior Human Resource & development Officer	M	0	2	2
4	Human Resource & development Officer I	L	0	4	4
5	Human Resource & development Officer II	K	0	6	6
6	Human Resource & development Officer III	J	1	8	7
Sub Total			1		
Human Resource assistants					
1	Principal Human Resource assistant	N			
2	Chief human resource assistant	M	0	2	2
3	Senior Human Resource Assistant	L	0	2	2
4	Human Resource Assistant I	K	0	4	4
5	Human Resource Assistant II	J	0	6	6
6	Human Resource Assistant III	H	1	8	7
Sub Total			1		
TOTAL			2		
33. Information Communication Technology Officers					
1	Principal Information Communication Technology Officer	N	0	2	2
2	Chief Information Communication Technology Officer	M	0	5	5
3	Senior Information Communication Technology Officer	L	0	10	10
4	Information Communication Technology Officer I	K	0	15	15
5	Information Communication Technology Officer II	J	0	15	15
6	Information Communication Technology Officer III	H	0	15	15
TOTAL			0		
34. Accountants					
1	Assistant accountant general	P	0	1	1
2	Principal Accountant	N	0	2	2

3	Chief Accountant	M	0	2	2
4	Senior Accountant	L	0	10	10
5	Accountant I	K	3	10	7
6	Accountant II	J	0	10	10
TOTAL			3		
35. Records Management Officers					
1	Senior Records Management Officer	L	0	0	0
2	Records Management Officer I	K	0	5	5
3	Records Management Officer II	J	0	5	5
4	Records Management Officer III	H	1	5	4
TOTAL			1		
36. Community Development					
1	Principal Community Social development Officer	N	0	0	0
2	Chief Community Social development Officer	M	0	0	0
3	Senior Community Social development Officer	L	0	4	4
4	Community Social development Officer I	K	0	4	4
5	Community Social development Officer II	J	1	4	3
TOTAL			1		
37. Optometry Personnel					
Optometrist					
1	Director Optometry services	Q	0	1	1
2	Deputy Director Optometry services	P	0	1	1
3	Assistant Director Optometrist services	N	0	2	2
4	Principal Optometrist	M	0	5	5
5	Chief Optometrist	L	0	10	10
6	Senior Optometrist	K	0	10	10
7	Optometrist	J	0	10	10
Sub Total			0		
Optometry Technologist					
1	Principal Optometry Technologist I	P	0	1	1

2	Principal Optometry Technologist II	N	0	1	1
3	Chief Optometry Technologist	M	0	2	2
4	Senior Optometry Technologist	L	0	5	5
5	Optometry Technologist I	K	0	15	14
6	Optometry Technologist II	J	0	15	15
7	Optometry Technologist III	H	0	15	14
Sub Total			0		
GRAND TOTAL			836		

2.5 Department of Education and Technical Training

The Department derives its mandate from schedule four of the constitution of Kenya 2010. these mandates are; Early childhood development and education, vocational education and Training, Child care facilities and Home craft centers. It has two distinct areas of operation early childhood education and child care facilities on one side and vocational education and training and home craft centers on the other side. These mandates are therefore domiciled under two directorates; Early Childhood Development Education and Vocational Education and Training .Other functions added to the department have been domiciled in the section named as Education Special Programmes. They include support Pepea programmes which provide support for higher education (educational air lift to access international higher learning institutions). Function of county bursaries and skill acquisition programmes.

Vision.

Quality education, training and research systems responsive to socioeconomic needs of the society.

Mission

To provide and promote education and training environment conducive for acquisition of desired values, attitudes, knowledge, skills and competences for socio-economic transformation.

Values

Citizen focused service provision, transparency and accountability, integrity, professionalism, teamwork, respect and courtesy, value creation, efficient resource utilization

A.STRUCTURE

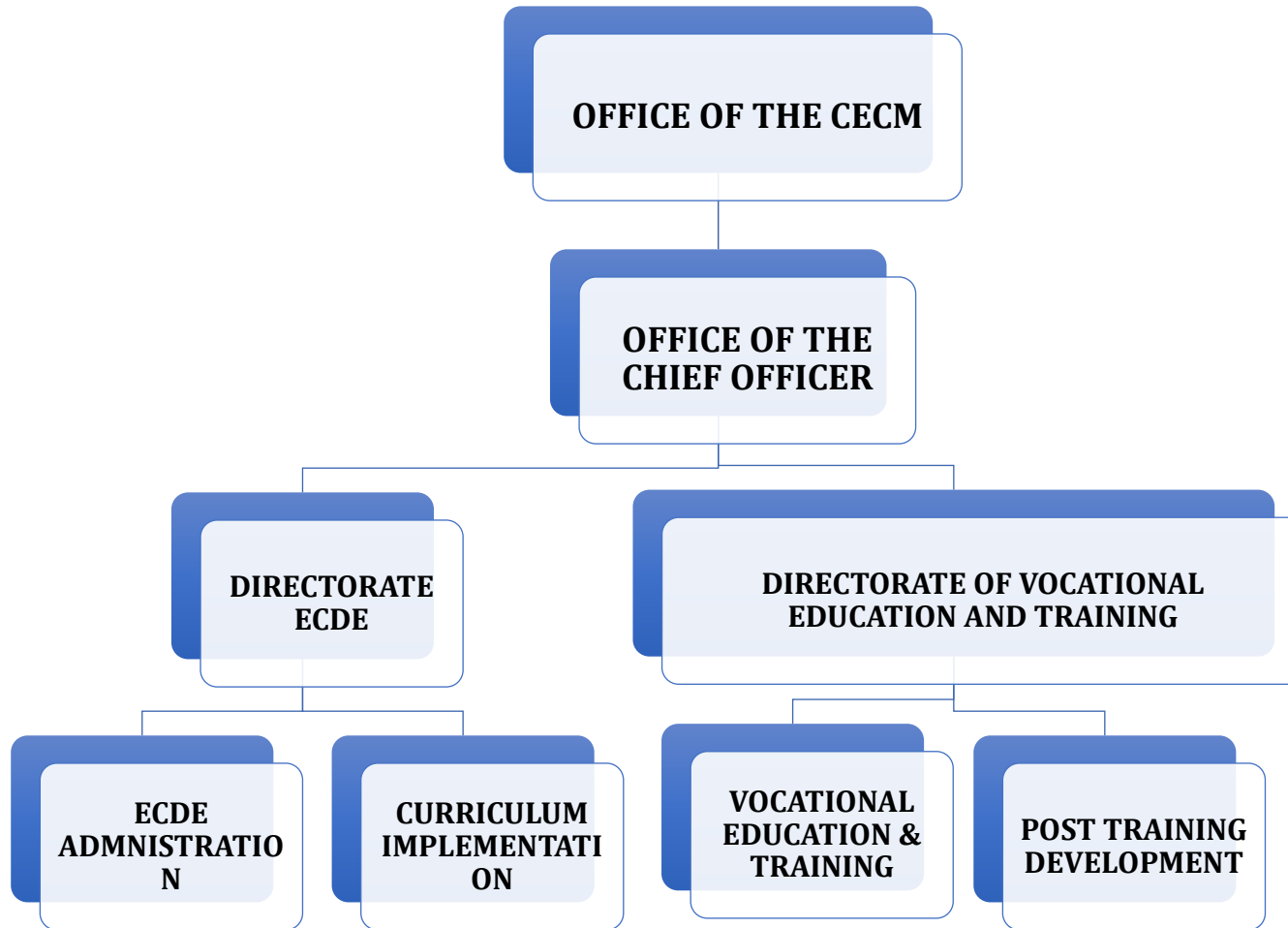


Figure 6: Organizational Structure for Department of Education and Technical Training

B.FUNCTIONS

In order to deliver on its mandate, the Department of Education and Technical Training has its functions divided into two directorates with various sections:

1) Section of Early Childhood Development and Education

i) Facilitation of play/learning activities.

Preparation and maintenance of professional records such as schemes of work, children's progress records, records of work, lesson notes and other records; development and organization of play/learning materials; organization of curricula and co-curricular activities; guiding parents on children's rights and progress, counselling and caring for children; management and maintenance of ECDE centers/classes and the school in general; and the maintenance of discipline.

ii) The development of communication skills

Development, review, adaptation and implementation of the ECDE curriculum; development and utilization of appropriate ECDE teaching/learning materials; develop, review and implement other strategies and approaches; carry out research on ECDE and other emerging issues; identification and assistance of children with special needs and emerging issues; administration and management of ECDE programmes; promotion of health, nutrition and care for young children; development of strategies for community capacity building and mobilization, enhancing the understanding of child growth and development from conception to adolescence; and knowledge on HIV/AIDS and other emerging issues.

iii) Monitoring and Evaluation (M&E). This entails supervision and standard assessments for curriculum, co-curricular activities and s other ECDE programmes.

iv) Management of Early childhood programmes.

- a) Coordinating and liaising with the stakeholders,
- b) coordinating professional development,
- c) Capacity building and resource development courses for teachers and stake holders.
- d) Customizing county based curriculum for ECDE,
- e) Coordinating research at county and community level for ECDE.
- f) Documenting and disseminating information on ECDE programmes
- g) Acting as a link between the sub counties, local agencies, and community
- h) Provide safe and secure environment with quality caregivers
- i) Regulation of childcare centers
- j) Infrastructural development, use and maintenance

2) Section of Vocational Education and Technical Training

- i) Provide adequate and appropriate skilled Artisans and craftsmen at all levels of the economy through practical training and work experience
- ii) Transfer technology continuously through collaborative approach between TVET institutions and the relevant industries
- iii) Promote dignity and decency of labour particularly manual labour.
- iv) Provide increased training opportunities for the increasing school leavers and other trainees to increase employability
- v) Provide continuous upgrading of skills and knowledge at the pace and ability of the trainees.
- vi) Provide a dynamic training program responsive to the manpower needs of a dynamic economy; impart marketable skills, technical know-how and attitudes that respond to contemporary labour market demands by the industry, informal sector and for self-employment.

b) Home Craft Centers

- i) Provide infrastructure to facilitate production of finished products at community level
- ii) Facilitate transfer of skills, technology, new production practices and processes for value addition of local produce and creation of employment
- iii) Promote the establishment of privately-owned and community owned home craft centers
- iv) Provide a regulatory framework for establishment and operations of home craft centers

3) Unit of Special Programmes Education. This unit include Support for higher Education:

Pepea (Educational air lift, access to international higher learning institutions/universities/colleges), County bursaries.

- a) Seek learning /training opportunities in both local and international institutions
- b) Seek partnership in support of access to higher education opportunities
- c) Coordinate county bursary disbursement

C. STAFFING

Table 6:: Establishment for Department of Education and Technical Training

Department of Education and Vocational Training		Job Group	In-post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer Education & Vocational Training	S	1	1	0
	Total		2		
	Directorate of Early Childhood Development				
1	Director ECDE	R	1	0	1
2	Deputy Director ECDE	Q	0	2	2
3	Assistant Director ECDE	P	1	4	3
4	Principal Graduate ECDE Officer	N	0	4	4
5	Chief Graduate ECDE Officer	M	3	0	-3
6	Senior Graduate ECDE Officer	L	0	2	1
7	Graduate ECDE Officer	K	2	20	18
	Sub total		7		
	Non graduate ECDE officers				
1	Principal Assistant ECDE officer	N	0	20	20
2	Chief Assistant ECDE officer	M	0	20	20
3	Senior Assistant ECDE officer	L	0	20	20
4	Assistant ECDE officer 1	K	0	20	20
5	Assistant ECDE officer 11	J	0	20	20
6	Assistant ECDE officer 111	H	0	20	20
	TOTAL ECDE OFFICERS		0		
	Early Childhood Development Teachers				
	Certificate ECDE Teachers				
1	Senior ECDE Assistant Teacher 1	L	0	200	200
2	Senior ECDE Assistant teacher 11	K	0	200	200

3	Senior ECD assistant Teacher 111	J	0	306	306
4	ECD Teacher I	H	0	306	306
5	ECD teacher II	G	0	306	306
6	ECD Teacher 111	F	0	200	200
	Diploma ECDE teachers				
1	Principal Assistant ECDE teacher	N	0	20	20
2	Chief Assistant ECDE teacher	M	0	50	50
3	Senior Assistant ECDE teacher	L	0	58	58
4	Assistant ECDE teacher 1	K	0	97	97
4	Assistant ECDE teacher 11	J	0	407	407
6	Assistant ECDE teacher 111	H	0	407	407
	Graduate ECDE teachers				
1	Chief Principal graduate ECDE teacher	R	0	4	4
2	Senior Principal Graduate ECDE teacher	Q	0	6	6
3	Principal graduate ECDE teacher 1	P	0	8	8
4	Principal graduate ECDE teacher 11	N	0	15	15
5	Chief graduate ECDE teacher	M	0	20	20
6	Senior graduate ECDE teacher	L	0	30	30
7	Graduate ECDE teacher	K	0	30	30
	Early Childhood Development Care Givers	Nil	906		
	Total ECDE teachers		906		
2	Directorate of Vocational Education & Technical Training				
	Youth Training Officers				
1	Director Vocational education and Training	R	0	1	1
2	Deputy/Director Vocational education and Training	Q	0	2	2
3	Assistant Director, Training Officer	P	0	4	4
4	Principal Training Officer	N	0	4	4
5	Chief Training Officer	M	0	4	4
6	Senior Training Officer	L	0	4	4
7	Training Officer	K	0	4	4
	Total		0		
	Youth Polytechnic Instructors				
1	Principal Youth Polytechnic Instructor	N	0	4	4

2	Chief Youth Polytechnic Instructor	M	1	5	4
3	Senior Youth Polytechnic Instructor	L	2	6	4
4	Youth Polytechnic Instructor I	K	4	28	24
5	Youth Polytechnic Instructor II	J	24	53	29
6	Youth Polytechnic Instructor III	H	29	93	64
	TOTAL		60		
	Special programmes units				
1	Programme officers Special Programme Education	K	0	2	2
2	Programme support staff	J	0	3	3
	Office Administrative Services Personnel				
	Office Administrators				
1	Deputy Director, Office Administrative Services(County Director Administrative Services)	R	0	0	0
2	Senior Assistant Director, Office Administrative Services	Q	0	0	0
3	Assistant Director, Office Administrative Services	P	0	0	0
4	Principal Office Administrator	N	0	0	0
5	Chief Office Administrator	M	0	0	0
6	Senior Office Administrator	L	0	0	0
7	Office Administrator I	K	0	0	0
8	Office Administrator II	J	0	0	0
	Assistant Office Administrators				
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	0	0
4	Assistant Office Administrator I	K	0	0	0
5	Assistant Office Administrator II	J	0	0	0
6	Assistant Office Administrator III	H	1	2	1
	Office Administrative Assistants		1		
1	Senior Office Administrative Assistant	K	0	0	0
2	Office Administrative Assistant I	J	0	0	0
3	Office Administrative Assistant II	H	0	2	2
4	Office Administrative Assistant III	G	0	0	0

	Total		0		
	Support Staff/Office Assistants				
1	Chief Office Assistant /Chief Support Staff	H	0	0	0
2	Senior Office Assistant /Senior Support Staff	G	0	0	0
3	Office Assistant I/Support Staff I	F	0	2	2
4	Office Assistant II/Support Staff II	E	0	0	0
5	Office Assistant III/Support Staff III	D	0	0	0
	Total		0		
	Clerical Officers				
2	Senior Clerical Officer	H	0	1	1
	Total		0		
	GRANT TOTAL		976		

2.6 Department of Lands, Physical Planning, Housing and Urban Development

The Department of Lands, Physical Planning, Housing and Urban Development is committed to provide high quality services to all their clients with dignity, professionalism and within the shortest time possible.

Vision

Efficient administration, management of land and urban areas with a well-planned human settlement with basic utilities and clean environmental.

Mission

To improve access to decent and affordable housing, enhance efficient administration, management of land and Urban areas through spatial framework.

Values

- Professionalism
- Transparency & accountability
- Equity
- Honesty
- Integrity
- Teamwork

A.STRUCTURE

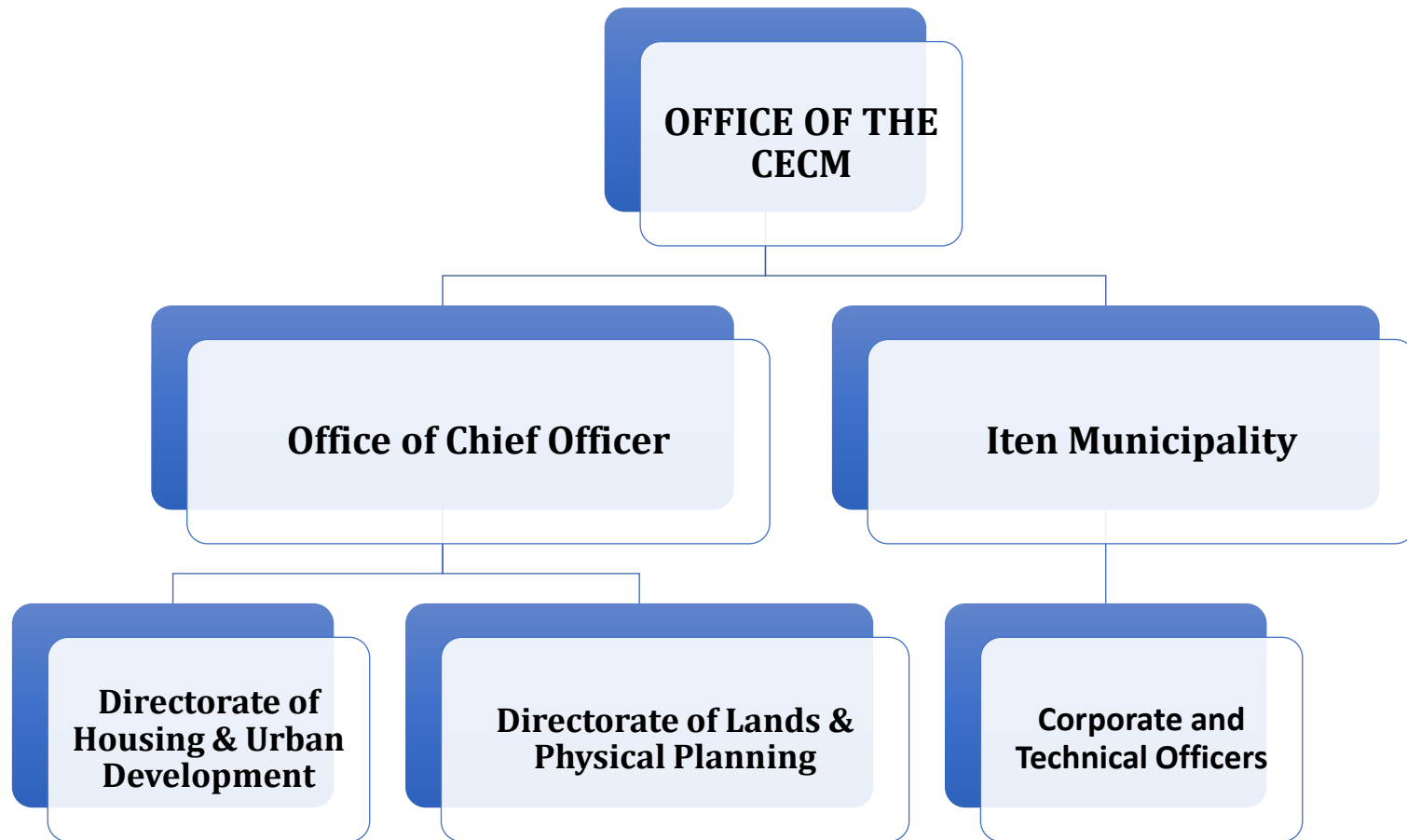


Figure 7: Organization structure for Department of Lands, Physical Planning, and Housing & Urban Development.

A.ITEN MUNICIPALITY STRUCTURE

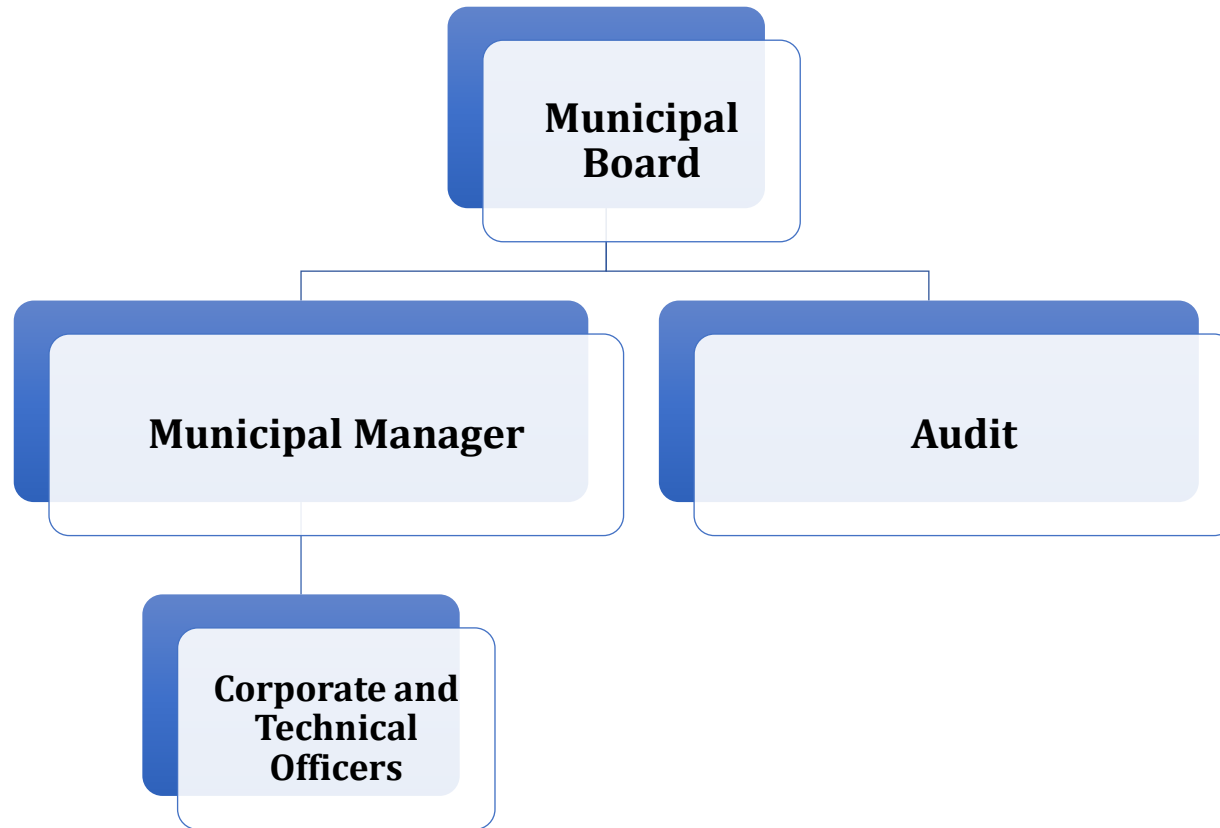


Figure 6.1: Organization Structure for Iten Municipality.

B.FUNCTIONS

LANDS, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT

1. Lands and Physical Planning Directorate

a) Physical Planning

- (i) Preparation of County Spatial Plans.
- (ii) Preparation of Local Physical Development plans.
- (iii) Implementation of National Physical Planning Policies, strategies, and standards.
- (iv) Development control and implementation of approved development plans.
- (v) Implementation of County spatial and Local Physical Development Plans.
- (vi) Development, control and enforcement of compliance.
- (vii) Monitoring and evaluation of County Spatial Planning.
- (viii) Conflict resolution on matters arising from County Spatial planning.

b) Land Surveying and Mapping

- (i) Title surveys.
- (ii) Topographical surveys.
- (iii) Provision of 3rd order Geodetic Network.
- (iv) Mapping of infrastructure, utilities and natural resources.
- (v) Any other Thematic Mapping within the County.
- (vi) Determination of property boundaries.
- (vii) Solving property boundaries.
- (viii) Aiding in surveying of administrative boundaries within the county.
- (ix) Spatial Data Collection

2. Housing and Urban Development Directorate

- (i) Implementation of County Spatial Plans.

- (ii) Development, control and enforcement of compliance.
- (iii) Management of all institutional houses whose functions have been transferred to the County.
- (iv) Formulating and implementation of sector policy, regulation and guidelines.
- (v) Electrification of public buildings and installation of lightning arrestors.
- (vi) Coordinate Local Physical Development Plans.
- (vii) Prevention and Implementation of slum upgrading programmes.
- (viii) Implementation of approved development plans.
- (ix) Installation and maintenance of street lighting in urban areas.
- (x) Developing partnership and support of affordable housing program.

MUNICIPALITY/URBAN AREAS DEVELOPMENT

The Municipality is provided for in **Section 28** of Urban Areas and Cities Act 2011. The Municipal Manager shall be the administrative Head of the Municipality.

FUNCTIONS OF MUNICIPALITY

- a) Promotion, regulation and provision of refuse collection and solid waste management service
- b) Promotion and provision of water and sanitation services and infrastructure (in areas within the municipality not served by the water and sanitation provider)
- c) Construction and maintenance of urban roads and associated infrastructure
- d) Construction and maintenance of stormed drainage and flood controls
- e) Construction and maintenance of walk ways and other non-motorized transport infrastructure
- f) Construction and maintenance of recreational parks and green space
- g) Construction and maintenance of street lighting
- h) Construction, maintenance and regulation of traffic controls and parking facilities
- i) Construction and maintenance of bus stands and taxi stands
- j) Regulations of outdoor advertising

- k) Construction, maintenance and regulation of municipal markets and abattoirs
- l) Construction and maintenance of fire stations: provision of firefighting services, emergency preparedness and disaster management
- m) Promotion, regulation and provision of municipal sports and cultural activities
- n) Promotion, regulation and provision of animal control and welfare
- o) Development and enforcement of municipal plans and development controls
- p) Municipal administration services (including construction and maintenance of administrative offices)
- q) Promoting and undertaking infrastructural development and services within the municipality
- r) Any other functions as may be delegated by the County Executive Committee

C.STAFFING

Table 7: Establishment for Department of Lands, Physical Planning, Housing & Urban Development

S/No	DESIGNATION	Job Group	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
	Total		2		
DIRECTORATE OF LANDS & PHYSICAL PLANNING					
PHYSICAL PLANNING PERSONNEL					
	Physical Planners				
1	Deputy Director of Physical Planning	R	0	1	1
2	Senior Assistant Director of Physical Planning	Q	0	1	1
3	Assistant Director of Physical Planning	P	0	2	2
4	Principal Physical Planner	N	0	2	2
5	Chief Physical Planner	M	0	4	4
6	Senior Physical Planner	L	0	4	4
7	Physical Planner	K	1	4	3
	Physical Planning Assistants				
1	Principal Physical Planning Assistant	N	0	1	1
2	Chief Physical Planning Assistant	M	0	2	2
3	Senior Physical Planning Assistant	L	0	2	2
4	Physical Planning Assistant I	K	0	4	4
5	Physical Planning Assistant II	J	0	4	4
6	Physical Planning Assistant III	H	0	5	5
	Total		1		
CARTOGRAPHY PERSONNEL					
	Cartographers				
1	Deputy Director, Cartography	Q	0	1	1
2	Assistant Director, Cartography	P	0	1	1

3	Principal Cartographer	N	0	2	2
4	Chief Cartographer	M	0	2	2
5	Senior Cartographer	L	0	4	4
6	Cartographer	K	1	4	3
	Cartography Assistants				
1	Principal Cartography Assistant	N	0	1	1
2	Chief Cartography Assistant	M	0	1	1
3	Senior Cartography Assistant	L	0	2	2
4	Cartography Assistant I	K	0	2	2
5	Cartography Assistant II	J	0	4	4
6	Cartography Assistant III	H	0	4	4
	Total		1		
LAND SURVEY PERSONNEL					
	Land Surveyors				
1	Director of Land Surveys	R	0	1	1
2	Deputy Director of Land Surveys	Q	0	1	1
3	Assistant Director of Land Surveys	P	0	1	1
4	Principal Land Surveyor	N	0	1	1
5	Senior Land Surveyor	M	0	1	1
6	Land Surveyor I	L	1	4	3
7	Land Surveyor II	K	0	4	4
	Land Survey Assistants				
1	Principal Land Survey Assistant	N	0	1	1
2	Chief Land Survey Assistant	M	2	3	1
3	Senior Land Survey Assistant	L	0	2	2
4	Land Survey Assistant I	K	0	4	4
5	Land Survey Assistant II	J	0	4	4
6	Land Survey Assistant III	H	0	11	11
	Total		3		
GEO-INFORMATION PERSONNEL					

	Geo-Information Officers				
1	Deputy Director of Geo-Information Services	Q	0	1	1
2	Assistant Director of Geo-Information Services	P	0	1	1
3	Principal Geo-Information Officer	N	0	2	2
4	Chief Geo-Information Officer	M	0	2	2
5	Senior Geo-Information Officer	L	0	2	2
6	Geo-Information Officer I	K	0	4	4
7	Geo-Information Officer II	J	0	4	4
	Geo-Information Assistants				
1	Principal Geo-Information Assistant	N	0	1	1
2	Chief Geo-Information Assistant	M	0	2	2
3	Senior Geo-Information Assistant	L	0	2	2
4	Geo-Information Assistant I	K	0	4	4
5	Geo-Information Assistant II	J	0	4	4
6	Geo-Information Assistant III	H	0	4	4
	Total		0		
LAND VALUATION PERSONNEL					
	Valuers				
1	Director, Valuation Services	R	0	1	1
2	Deputy Director, Valuation Services	Q	0	1	1
3	Assistant Director, Valuation Services	P	0	2	2
4	Principal Valuer	N	0	4	4
5	Chief Valuer	M	0	4	4
6	Senior Valuer	L	0	4	4
7	Valuer	K	0	4	4
	Valuation Assistants				
1	Principal Valuation Assistant	N	0	2	2
2	Chief Valuation Assistant	M	0	2	2
3	Senior Valuation Assistant	L	0	4	4

4	Valuation Assistant I	K	0	4	4
5	Valuation Assistant II	J	0	4	4
6	Valuation Assistant III	H	0	4	4
	Total		0		
DIRECTORATE OF HOUSING & URBAN DEVELOPMENT					
URBAN DEVELOPMENT PERSONNEL					
	County Administration Officers (Town Administrators)				
1	Director Administration	R	0	1	1
2	Deputy Director Administration	Q	0	1	1
3	Assistant Director Administration	P	0	2	2
4	Principal Administration officer	N	0	2	2
5	Chief Administration officer	M	2	2	0
6	Senior Administrative Officer	L	0	4	4
7	Administrative Officer I	K	0	4	4
	Total		2		
	Office Administrative Assistants				
1	Senior Office Administrative Assistant	K	0	1	1
2	Office Administrative Assistant I	J	0	2	2
3	Office Administrative Assistant II	H	0	2	2
4	Office Administrative Assistant III	G	0	2	2
	Total		0		
	Support Staff				
1	Chief Office Assistant /Chief Support Staff	H	0	2	2
2	Senior Office Assistant /Senior Support Staff	G	0	4	4
3	Office Assistant I/Support Staff I	F	0	8	8
4	Office Assistant II/Support Staff II	E	0	9	9
5	Office Assistant III/Support Staff III	D	8	10	2
6	Labourer	B	1	1	0
	Total		9		

	Cleaning Supervisors				
1	Cleaning Supervisor 1	G	1	6	5
2	Cleaning Supervisor 2a	F	0	15	15
3	Cleaning Supervisor 2b	E	0	25	25
4	Cleaning Supervisor 3	D	0	45	45
	Total		1		
	Electrician				
1	Senior Charge Hand (Electrical)	J	0	1	1
2	Charge Hand (Electrical)	H	0	1	1
3	Electrician I	G	0	2	2
4	Electrician II	F	0	3	3
5	Electrician III	E	0	4	4
	Total		0		
	Inspectors (Building)				
1	Principal Superintendent (Building)	N	0	1	1
2	Chief Superintendent (Building)	M	0	1	1
3	Senior Superintendent (Building)	L	0	2	2
4	Superintendent (Building)	K	0	3	3
5	Senior Inspector (Building)	J	0	4	4
6	Inspector (Building)	H	0	4	4
	Total		0		
FIRE SERVICE PERSONNEL					
	Fire Officers				
1	Chief Fire Officer	Q	0	1	1
2	Chief Superintending Fire Officer	P	0	1	1
3	Senior Superintending Fire Officer	N	0	1	1
4	Superintending Fire Officer	M	0	2	2
5	Fire Officer I	L	0	4	4
6	Fire Officer II	K	0	4	4
	Fireman				

1	Chief Fireman	J	0	2	2
2	Senior Fireman	H	0	2	2
3	Fireman (1)	G	0	3	3
4	Fireman (2)	F	0	6	6
5	Fireman (3)	E	0	6	6
	Total		0		
HOUSING PERSONNEL					
	Housing Officers				
1	Deputy – Housing	Q	0	1	1
2	Assistant Director - Housing	P	0	1	1
3	Principal Housing Officer	N	0	2	2
4	Chief Housing Officer	M	0	2	2
5	Senior Housing Officer	L	0	3	3
6	Housing Officer [1]	K	0	4	4
7	Housing Officer [2]	J	0	4	4
	Total		0		
	SUB-TOTAL		19		
MUNICIPALITY STAFF					
1	Municipal Administration (Municipal Manager)	Q	1	1	0
2	Assistant Director Administration (Corporate & Technical Service)	P	0	1	1
	Total		1		
CIVIL ENGINEER					
1	Principal Superintending Engineer (Civil)	Q	0	1	1
2	Chief Superintending Engineer (Civil)	P	0	1	1
3	Senior Superintending Engineer (Civil)	N	0	1	1
4	Superintending Engineer (Civil)	M	0	1	1
5	Engineer (Civil)	L	0	1	1
6	Assistant Engineer (Civil)	K	0	1	1

	Total		0		
	ROADS INSPECTOR				
1	Principal Superintendent (Roads)	N	0	1	1
2	Chief Superintendent (Roads)	M	0	1	1
3	Senior Superintendent (Roads)	N	0	1	1
4	Superintendent (Roads)	K	0	1	1
5	Senior Inspector (Roads)	J	0	1	1
6	Inspector (Roads)	H	0	1	1
	Total		0		
	ARCHITECTURAL OFFICER				
1	Chief Architect	Q	0	1	1
2	Principal Superintending Architect	P	0	1	1
3	Chief Superintending Architect	N	0	1	1
4	Senior Superintending Architect	M	0	1	1
5	Superintending Architect	L	0	1	1
6	Architect	K	0	1	1
	Total		0		
	ENVIRONMENT OFFICERS				
1	Director, Environment Management	R	0	0	0
2	Deputy Director, Environment Management	Q	0	0	0
3	Assistant Director Environment Officer	P	0	1	1
4	Principal Environment Officer	N	0	1	1
5	Chief Environment Officer	M	0	1	1
6	Senior Environment Officer	L	0	1	1
7	Environment Management Officer I	K	0	1	1
8	Environment Management Officer II	J	1	2	1
9	Environment Management Officer III	H	0	2	2
	Total		1		
	PHYSICAL PLANNERS				
1	Director of Physical Planning	R	0	0	0

2	Deputy Director of Physical Planning	Q	0	0	0
3	Assistant Director of Physical Planning	P	0	1	1
4	Principal Physical Planner	N	0	1	1
5	Chief Physical Planner	M	0	1	1
6	Senior Physical Planner	L	0	1	1
7	Physical Planner	K	0	1	1
	Total		0		
FINANCE OFFICERS					
1	Chief finance officer	Q	0	0	0
2	Deputy Chief Finance Officer	P	0	0	0
3	Senior Principal Chief Finance Office	N	0	1	1
4	Principal Finance officer	M	0	1	1
5	Senior finance officer	L	0	2	2
6	Finance officer I	K	0	2	2
7	Finance officer II	J	0	3	3
8	Finance officer III	H	0	3	3
	Total		0		
PROCUREMENT- SUPPLY CHAIN MANAGEMENT OFFICERS					
1	Director, Supply Chain Management	R	0	0	0
2	Deputy Director, Supply Chain Management	Q	0	0	0
3	Assistant Director, Supply Chain Management	P	0	1	1
4	Principal Supply Chain Management Officer	N	0	1	1
5	Chief Supply Chain Management Officer	M	0	1	1
6	Senior Supply Chain Management Officer	L	0	1	1
7	Supply Chain Management Officer	K	0	1	1
	Total		0		
PROCUREMENT- SUPPLY CHAIN MANAGEMENT ASSISTANTS					
1	Principal Supply Chain Management Officer	M	0	1	1
2	Chief Supply Chain Management Officer	L	0	1	1

3	Senior Assistant Supply Chain Management Officer	K	0	1	1
4	Assistant Supply Chain Management Officer I	J	0	1	1
5	Assistant Supply Chain Management Officer II	H	0	1	1
	Total		0		
	LAND SURVEYORS				
1	Director of Land Surveys	R	0	0	0
2	Deputy Director of Land Surveys	Q	0	0	0
3	Assistant Director of Land Surveys	P	0	0	0
4	Principal Land Surveyor	N	0	1	1
5	Senior Land Surveyor	M	0	1	1
6	Land Surveyor I	L	0	1	1
7	Land Surveyor II	K	0	1	1
	Total		0		
	ASSISTANT SURVEYORS				
1	Principal Land Survey Assistant	N	0	1	1
2	Chief Land Survey Assistant	M	0	1	1
3	Senior Land Survey Assistant	L	0	1	1
4	Land Survey Assistant I	K	0	1	1
5	Land Survey Assistant II	J	0	2	2
6	Land Survey Assistant III	H	0	2	2
	Total		0		
	BUILDING INSPECTORS				
1	Principal Superintendent (Building)	N	0	1	1
2	Chief Superintendent (Building)	M	0	1	1
3	Senior Superintendent (Building)	L	0	1	1
4	Superintendent (Building)	K	0	1	1
5	Senior Inspector (Building)	J	0	1	1
6	Inspector (Building)	H	0	2	2
	Total		0		

	VETERINARY OFFICERS				
1	Director Veterinary service	R	0	0	0
2	Deputy Veterinary service	Q	0	0	0
3	Assistant Director Veterinary service	P	0	0	0
4	Principal Veterinary officer	N	0	0	0
5	Chief Veterinary officer	M	0	1	1
6	Senior Veterinary officer	L	0	1	1
7	Veterinary officer	K	0	2	2
	Total		0		
	SOCIAL DEVELOPMENT OFFICERS				
1	Director Social Development Officer	R	0	0	0
2	Deputy Director Social Development Officer	Q	0	0	0
3	Assistant Director Social Development Officer	P	0	0	0
4	Principal Social Development Officer	N	0	0	0
5	Chief Social Development Officer	M	0	1	1
6	Senior Social Development Officer	L	0	1	1
7	Social Development Officer I	K	0	1	1
8	Social Development Officer II	J	0	2	2
9	Social Development Officer III	H	0	2	2
	Total		0		
	TOURISM OFFICER				0
1	Director Tourism Officer	R	0	0	0
2	Deputy Tourism Officer	Q	0	0	0
3	Assistant Director Tourism Officer	P	0	0	0
4	Principal Tourism Officer	N	0	0	0
5	Chief Tourism Officer	M	0	0	0
6	Senior Tourism Officer	L	0	0	0
7	Tourism Officer[1]	K	0	1	1
8	Tourism Officer[2]	J	0	1	1
9	Senior Tourism Assistant	H	0	2	2

10	Tourism Assistant	G	0	2	2
	Total		0		
	PUBLIC HEALTH OFFICER				
1	Chief Public Health Officer	R	0	0	0
2	Senior Deputy Chief Public Health Officer	Q	0	0	0
3	Deputy Chief Public Health Officer	P	0	0	0
4	Senior Assistant Chief Public Health Officer	N	0	1	1
5	Assistant Chief Public Health Officer	M	0	1	1
6	Senior Public Health Officer	L	0	2	2
7	Public Health Officer I	K	0	4	4
	Total		0		
	SPORTS OFFICERS				
1	Commissioner of Sports	R	0	0	0
2	Deputy Commissioner of Sports	Q	0	0	0
3	Assistant Commissioner of Sports	P	0	0	0
4	Principal Sport Officer	N	0	0	0
5	Chief Sport Officer	M	0	0	0
6	Senior Sport Officer	L	0	0	0
7	Sport Officer I	K	0	1	1
8	Sport Officer II	J	0	1	1
	Total		0		
HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT OFFICER					
1	Director Human Resource Management and Development	R	0	0	0
2	Deputy Director Human Resource Management and Development	Q	0	0	0
3	Assistant Director Human Resource Management and Development	P	0	0	0
4	Principal Human Resource Management and Development Officer	N	0	0	0
5	Chief Human Resource Management and Development Officer	M	0	1	1

6	Senior Human Resource Management and Development Officer	L	0	1	1
7	Human Resource Management and Development Officer I	K	0	1	1
8	Human Resource Management and Development Officer II	J	0	2	2
	Total		0		
	HUMAN RESOURCE ASSISTANTS				
1	Principal Human Resource Assistant	N	0	0	0
2	Chief Human Resource Assistant	M	0	0	0
3	Senior Human Resource Assistant	L	0	0	0
4	Human Resource Assistant I	K	0	0	0
5	Human Resource Assistant II	J	0	1	1
6	Human Resource Assistant III	H	0	2	2
	Total		0		
	ICT OFFICERS				
1	Director, Information Communication Technology.	R	0	0	0
2	Deputy Director, Information Communication Technology.	Q	0	0	0
3	Assistant Director, Information Communication Technology	P	0	0	0
4	Principal Information Communication Technology Officer.	N	0	0	0
5	Chief Information Communication Technology Officer.	M	0	0	0
6	Senior Information Communication Technology Officer.	L	0	0	0
7	Information Communication Technology Officer I .	K	0	1	1
8	Information Communication Technology Officer II .	J	0	1	1
9	Information Communication Technology Officer III.	H	0	2	2

	Total		0		
	FIRE OFFICERS				
1	Chief Fire Officer	Q	0	0	0
2	Chief Superintending Fire Officer	P	0	0	0
3	Senior Superintending Fire Officer	N	0	0	0
4	Superintending Fire Officer	M	0	1	1
5	Fire Officer I	L	0	2	2
6	Fire Officer II	K	0	2	2
	Total		0		
	FIRE MEN				
1	Chief Fireman	J	0	0	0
2	Senior Fireman	H	0	0	0
3	Fireman (1)	G	0	2	2
4	Fireman (2)	F	0	4	4
5	Fireman (3)	E	0	4	4
	Total		0		
	ADMINISTRATIVE ASSISTANTS				
1	Senior Office Administrative Assistant	K	0	1	1
2	Office Administrative Assistant I	J	0	1	1
3	Office Administrative Assistant II	H	0	1	1
4	Office Administrative Assistant III	G	0	2	2
	Total		0		
	DRIVERS				
1	Principal Driver	J	0	1	1
2	Chief Driver	H	0	1	1
3	Senior Driver	G	0	1	1
4	Driver I	F	0	2	2
5	Driver II	E	0	2	2
6	Driver III	D	0	3	3
	Total		0		

	SUPPORT STAFF				
1	Chief Office Assistant /Chief Support Staff	H	0	2	2
2	Senior Office Assistant /Senior Support Staff	G	0	2	2
3	Office Assistant I/Support Staff I	F	0	4	4
4	Office Assistant II/Support Staff II	E	0	4	4
5	Office Assistant III/Support Staff III	D	0	8	8
	Total		0		
	CLEANING SUPERVISORS				
1	Cleaning Supervisor 1	G	0	1	1
2	Cleaning Supervisor 2a	F	0	1	1
3	Cleaning Supervisor 2b	E	0	1	1
4	Cleaning Supervisor 3	D	0	2	2
	Total		0		
	Clerical Officers				
1	Chief Clerical Officer	J	0	1	1
2	Senior Clerical Officer	H	0	1	1
3	Clerical Officer I	G	0	1	1
4	Clerical Officer II	F	0	2	2
	Total		0		
			2		
	GRANT TOTAL		21		

2.7 Department of Sports, Youth Affairs, Culture, Children and Social Services

The department comprises of Sports development (Infrastructure & Talent development), Social empowerment, and social protection.

Vision

A cultured, cohesive and empowered community active in sports.

Mission

To provide effective social services, promote sports and preserve culture.

Core Mandate

The mandates are derived from the chapter 11 and part two of the 4th schedule of the constitution of Kenya to these effect department undertakes the following core mandates in the county government; establishment and management of County sports facilities (Stadia, Recreation parks/ Fields), sports talent identification, nurturing, development and promotion through thematic events, Youth empowerment and development, County Social empowerment and County Social Protection programs.

A. STRUCTURE.

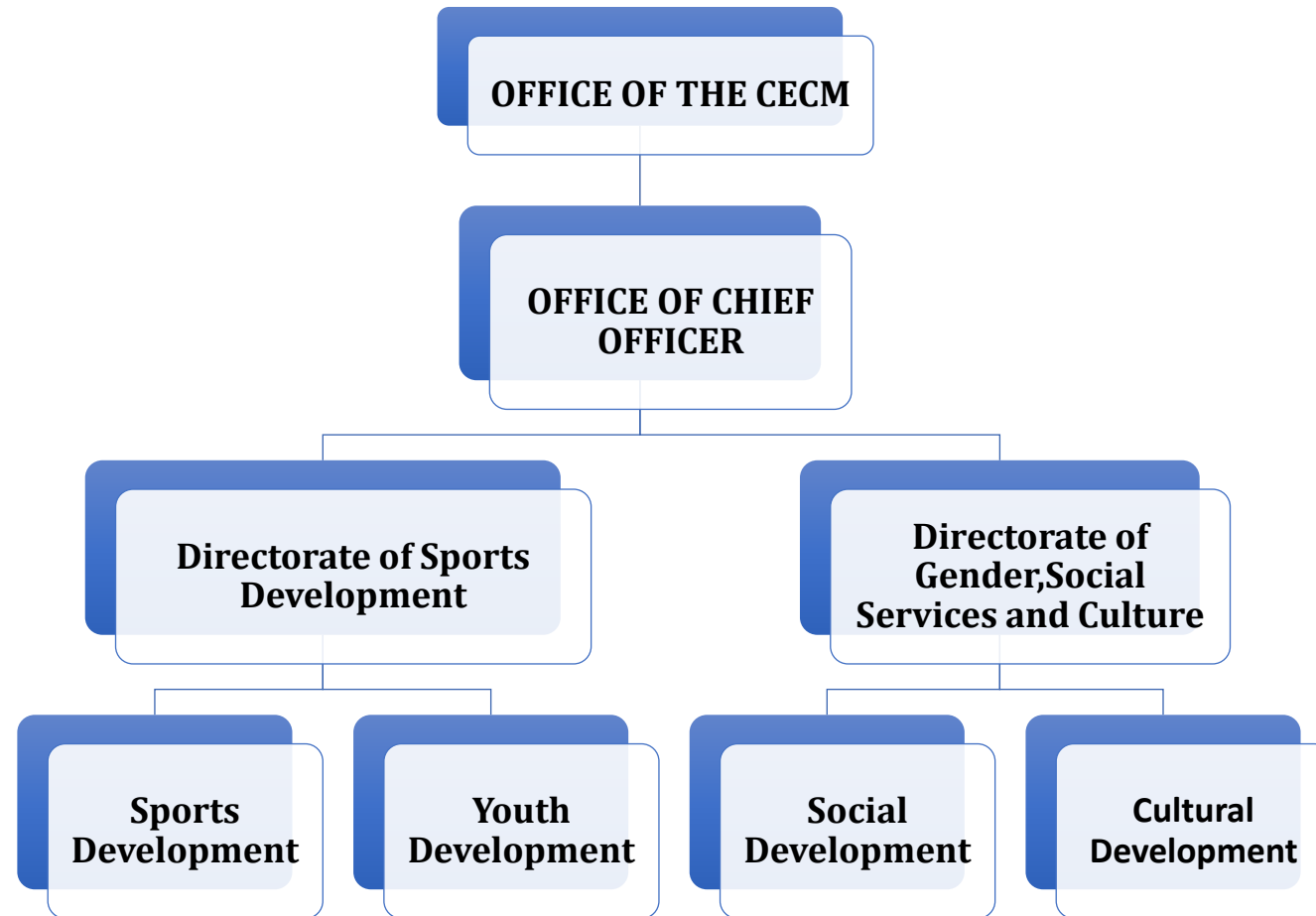


Figure 8: Organizational Structure for Department of Sports, Youth Affairs, Culture, Children and Social Services

B. FUNCTIONS

In order to deliver on its mandate, the department divided its functions into three directorates with clear objectives to be achieved.

1. Directorate of Sports and Youth Development

- i) Formulates, implements, coordinates, reviews and monitors sports & youth development policies and initiatives
- ii) Administration and implementation of legislation and policies to guide development of empowerment of youth sub sector for sustainable development of the County (local and international scholarships, opportunities and apprenticeship
- iii) Establish and manage County Sports facilities (Stadia, Recreation Parks, Sports Fields and Courts)
- iv) Evaluates and monitors the County Government on all aspects of sports
- v) Recommends the issuance of visas, passports and other travel documents to athletes and sports officials
- vi) Mobilizes and encourages Elgeyo Marakwet county people to participate in sport
- vii) Gives recommendation to the Ministry of Finance on tax debates and waivers on donated sports goods, equipment, prizes, and other concessions
- viii) Markets sports as an industry
- ix) Facilitates active participation of the Elgeyo Marakwet people in national sporting activities
- x) Collaborates with local authorities, learning institutions and other stakeholders concerned with sports to identify and develop talent
- xi) Provides sport equipment, facilities and technical training
- xii) Provides advisory and counselling services to athletes
- xiii) Encourages patriotism and national pride through sports
- xiv) Facilitation of Youth Development trainings
- xv) Implementation of the Life Skills and Youth Education activities and trainings

- xvi) Work with communities to identify opportunities and mobilize local resources for the implementation of development projects
- xvii) Implements socio-economic programs for the youth
- xviii) Work with other agencies and partners to develop services and initiatives that relates to promotion of youth empowerment – Youth Wezesha Program, 2jairi and PEPEA
- xix) Capacity building and training of different empowerment groups within the County
- xx) Examine different empowerment models and customize for effective of the County
- xxi) Liaising with local communities and other development agencies in implementing youth development programs
- xxii) Review citizen approach to service delivery to promote youth participation
- xxiii) Develops Youth empowerment Centres
- xxiv) Facilitates youth participation in the development process
- xxv) Facilitates leadership/mentorship, entrepreneurship and life skills in training
- xxvi) Gives access to Government Procurement Opportunities (YAGPO)
- xxvii) Sensitizes on social issues, drug and substance abuse, HIV/AIDS, environmental conservation

2) Directorate of Gender, Social Services and Culture

- i) Formulates and reviews policies and guidelines for gender mainstreaming
- ii) Advises and gives technical support on gender and social development issues
- iii) Sensitizes and builds capacity for women and vulnerable groups
- iv) Facilitates equal opportunities for special needs groups in education, employment, decision-making, representation and business
- v) Develops and maintains a database of gender disaggregated data, elderly persons, persons with disabilities, orphans and vulnerable children
- vi) Designs and implements children participation programmes

- vii) Builds capacity on child rights, welfare, advisory and referral of individuals and groups to relevant service providers
- viii) Guides community development and supervises programs and institutions for children's care and development
- ix) Promotes and coordinates volunteer services as well as provision of social welfare to vulnerable groups
- x) Ensures gender equity and equality in development.
- xi) Mobilizes and manages human, financial and other resources for cultural development
- xii) Promotes and develops creative cultural industries, such as performing, visual and literary arts as an economic sector
- xiii) Promotes, preserves and develops Kenya's indigenous knowledge systems and safeguards the Intangible Cultural Heritage (ICH) for posterity
- xiv) Promotes cohesion, integration and appreciation of cultural diversity
- xv) Mainstreams positive cultural values systems in society
- xvi) Promotes and develops cultural infrastructure such arts Centre, arts gallery and community cultural centers

C.STAFFING

Table 8: Establishment for Department of Sports, Youth Affairs, Culture, Children and Social Services

A.	DESIGNATION	Job Group	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
	TOTAL		2		
B.	Directorate of Sports and Youth Development				
	Sports Officers				
1	Deputy Commissioner of Sports (County Director Of Sports)	R	1	1	0
2	Senior Assistant Commissioner for Sports	Q	0	1	1
3	Assistant Commissioner for Sports	P	0	1	1
4	Principal Sports Officer	N	1	2	1
5	Chief Sports Officer	M	1	2	1

6	Senior Sports Officer	L	0	4	4
7	Sports Officer	K	1	4	3
Sports Technicians					
1	Chief Sports Technician	K	0	2	2
2	Senior Sports Technician	J	0	4	4
3	Sports Technician I	H	0	4	4
4	Sports Technician II	G	0	4	4
Sports assistant					
1	Principal Sports Assistant	N	0	2	2
2	Chief Sports Assistants	M	0	1	1
3	Senior Sports Assistants	L	0	1	1
4	Senior Sports Assistants	K	0	1	1
5	Sports Assistants I	J	0	4	4
6	Sports Assistants II	H	0	4	4
	TOTAL		4		
Youth Development Officers					
1	Director Youth Development	R	0	1	1
2	Deputy Director Youth Development	Q	0	1	1
3	Assistant Director Youth Development	P	0	2	2
4	Principal Youth Development Officer	N	0	2	2
5	Chief Youth Development Officer	M	0	2	2
6	Senior Youth Development Officer	L	0	4	4
7	Youth Development Officer	K	0	4	4
8	Youth Officer II	J	0	8	8
	TOTAL				
C. Directorate of Gender & Social Services					
Gender Officers					
1	Deputy Director Gender (County Director Gender and Social Services)	R	1	1	0
2	Senior Assistant Director Gender	Q	0	1	1
3	Assistant Director, Gender	P	0	1	1
4	Principal Gender Officer	N	0	2	2

5	Chief Gender Officer	M	0	2	2
6	Senior Gender Officer	L	0	7	7
7	Gender Officer I	K	1	7	6
8	Gender Officer II	J	0	7	7
Social Development Officers					
1	Deputy Director Social Development	R	0	1	1
2	Senior Assistant Director Social Development	Q	0	1	1
3	Assistant Director Social Development	P	0	2	2
4	Principal Social Development Officer	N	0	3	3
5	Chief Social Development Officer	M	0	3	3
6	Senior Social Development Officer	L	0	4	4
7	Social Development Officer I	K	0	4	4
8	Social Development Officer II	J	0	4	4
	TOTAL		2		
Social Development Assistants					
1	Senior Social Development Assistant	N	0	1	1
2	Principal Social Development Assistant	M	0	2	2
3	Chief Social Development Assistant I	L	0	1	1
4	Senior Social Development Assistant II	K	0	5	5
5	Social Development Assistant I	J	2	10	8
6	Social Development Assistant II	H	2	10	8
7	Social Development Assistant III	G	0	9	9
8	Local Social Development Assistant	B	1	1	0
	TOTAL		5		
Culture Officers					
1	Deputy Director of Culture	R	0	1	1
2	Senior Assistant Director of Culture	Q	0	1	1
3	Assistant Director of Culture	P	0	1	1
4	Principal Cultural Officer	N	0	2	2
5	Chief Cultural Officer	M	0	3	3
6	Senior Cultural Officer	L	1	5	4
7	Cultural Officer I	K	0	4	4
9	Cultural Officer II	J	0	4	4
	Total		1		

Librarians					
1	Director Library Services	R	0	1	1
2	Deputy Director Library Services	Q	0	1	1
3	Assistant Director Library Services	P	0	1	1
4	Principal Librarian	N	1	1	0
5	Chief Librarian	M	0	2	2
6	Senior Librarian	L	0	4	4
7	Librarian	K	0	6	6
	Total		1		
Library Assistants					
1	Senior Principal Library Assistant	N	0	1	1
2	Principal Library Assistant	M	0	1	1
3	Chief Library Assistant	L	0	1	1
4	Senior Library Assistant	K	0	1	1
5	Library Assistant I	J	0	2	2
6	Library Assistant II	H	0	4	4
7	Library Assistant III	G	0	6	6
	Total		0		
Social Welfare Officers					
1	Principal Social Welfare Officer	Q	0	1	1
2	Senior Deputy Principal Social Welfare Officer	P	0	1	1
3	Deputy Principal Social Welfare Officer	N	0	1	1
4	Chief Social Welfare Officer	M	0	2	2
5	Senior Social Welfare Officer	L	0	2	2
6	Social Welfare Officer I	K	1	3	2
7	Social Welfare Officer II	J	1	5	4
8	Social Welfare Officer III	H	2	5	3
	TOTAL		4		
Office Administrative Assistants					
1	Senior Office Administrative Assistant	K	0	2	2
2	Office Administrative Assistant I	J	0	2	2
3	Office Administrative Assistant II	H	0	3	3
4	Office Administrative Assistant III	G	0	6	6
	TOTAL		0		

Support Staff/Office Assistants					
1	Chief Officer Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	0	1	1
3	Office Assistant I/Support Staff I	F	0	1	1
4	Office Assistant II/Support Staff II	E	0	3	3
5	Office Assistant III/Support Staff III	D	1	7	6
	TOTAL		1		
Clerical Officers					
1	Chief Clerical Officer	J	0	1	1
2	Senior Clerical Officer	H	0	1	1
3	Clerical Officer I	G	0	2	2
4	Clerical Officer II	F	1	4	3
	TOTAL		1		
	GRANT TOTAL		21		

2.8 Department of Agriculture, Livestock, Fisheries and Irrigation

The Department promotes and facilitates the production of food and agricultural raw materials for food security and incomes; advance agro-based industries and agricultural exports; and enhance sustainable use of land resources as a basis for agricultural enterprises.

Vision

To be the leading agent towards the achievement of food security for all, employment creation, income generation and poverty reduction in Elgeyo Marakwet County.

Mission

To improve the livelihoods of the inhabitants of Elgeyo Marakwet County by promotion of competitive agriculture through creation of enabling environment, provision of support services and ensuring sustainable natural resource management.

Core Values

In pursuit of the vision and mission and to perform its core functions the Unit will be guided by the following fundamental values which will define the culture of the organization:

- a. Professionalism
- b. Accountability, transparency and integrity
- c. Commitment
- d. Efficiency and responsiveness
- e. Partnerships

STRUCTURE

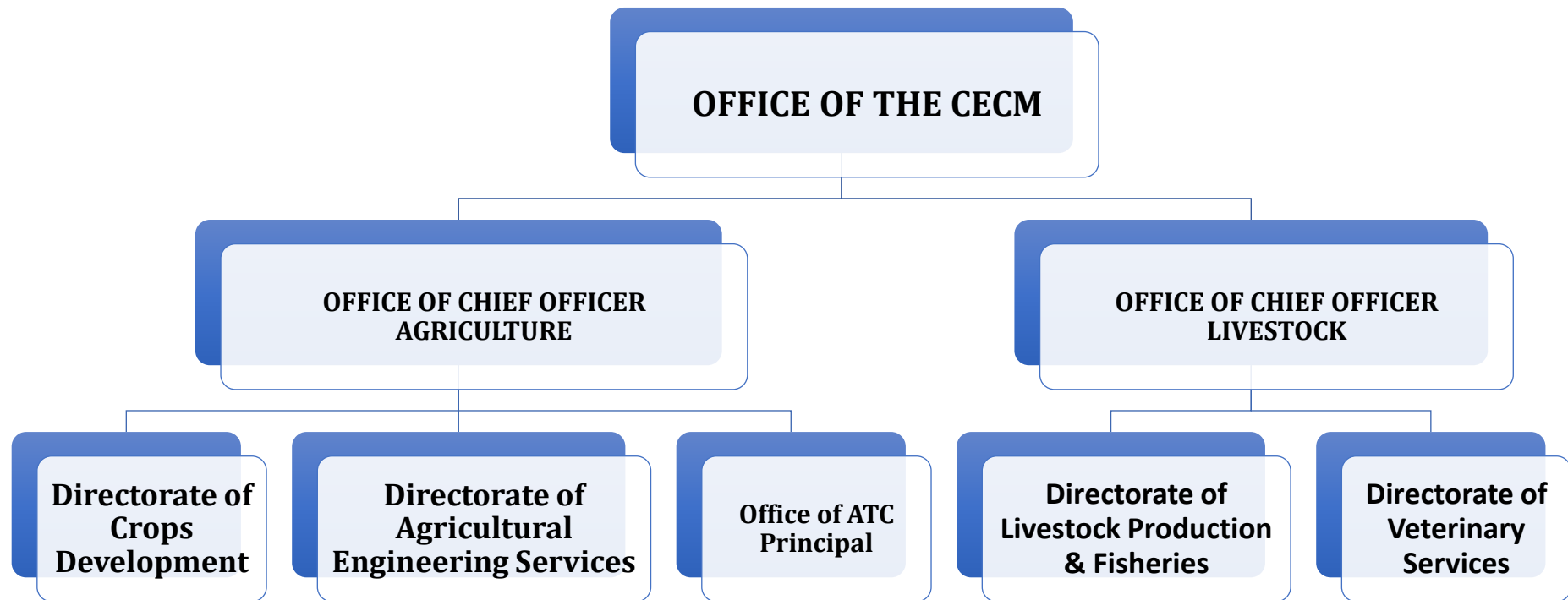


Figure 9: Structure for Agriculture, Irrigation, Livestock Production and Fisheries

FUNCTIONS

DIRECTORATE OF AGRICULTURE AND IRRIGATION

Formulation, implementation and monitoring of agricultural legislation's, regulations and policies; Provision of agricultural extension services; Supporting agricultural research and promoting technology delivery; Facilitating and representing agricultural state corporations in the Government; Development, implementation and coordination of programmes in the agriculture sector; Regulating and quality control of inputs, produce and products from the agriculture sector; Management and control of pests and diseases in crops; Promoting management and conservation of natural resource base for agriculture; and Collecting, maintaining and managing information on the agriculture sector.

DIRECTORATE OF LIVESTOCK, VETERINARY SERVICES & FISHERIES

Livestock sale yards ;Animal husbandry ;County abattoirs ;Animal diseases and pest control; Veterinary services (excluding regulation of the profession) ;Veterinary public health (Meat Inspection) ;Animal control and welfare ;Leather development ;Livestock production services ;Sustainable land management in agro pastoral areas ;commercialization of smallholder dairy production ;and Fish farming & Sport fishing development.

C.STAFFING

Table 9: Establishment for Department of Agriculture, Irrigation, Livestock, Veterinary Services and Fisheries

NO	DESIGNATION	Job Group	In Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	2	2	0
Sub- Total			3		
DIRECTORATE OF CROPS DEVELOPMENT					
Agricultural Officers					
1	Deputy Director of Agriculture	R	0	1	1

2	Senior Assistant Director Agriculture	Q	1	1	0
3	Assistant Director of Agriculture	P	4	11	7
4	Principal Agricultural Officer	N	2	10	8
5	Chief Agricultural Officer	M	3	12	9
6	Senior Agricultural Officer	L	5	12	7
7	Agricultural Officer	K	10	17	7
Sub- Total- Agricultural Officers			25		
Assistant Agricultural Officers					
1	Principal Assistant Agricultural Officer	N	1	12	11
2	Chief Assistant Agricultural Officer	M	5	15	10
3	Senior Assistant Agricultural Officer	L	7	17	10
4	Assistant Agricultural Officer I	K	0	20	20
5	Assistant Agricultural Officer II	J	1	25	24
6	Assistant Agricultural Officer III	H	7	35	28
Sub- Total- Assistant Agricultural Officers			21		
Agricultural Assistants					
1	Chief Agricultural Assistant	K	3	7	4
2	Senior Agricultural Assistant	J	0	2	2
3	Agricultural Assistant I	H	0	3	3
4	Agricultural Assistant II	G	0	5	5
Sub- Total -Agricultural Assistants			3		
Sub-Total -Agriculture Officers			49		
DIRECTORATE OF AGRICULTURAL ENGINEERING SERVICES					
Agricultural Engineers					
1	Senior Principal Superintending Engineer (Agriculture)	R	0	1	1
2	Principal Superintending Engineer (Agriculture)	Q	0	3	3

3	Chief Superintending Engineer (Agriculture)	P	0	4	4
4	Senior Superintending Engineer (Agriculture)	N	0	1	1
5	Superintending Engineer (Agriculture)	M	0	3	3
6	Engineer I (Agriculture)	L	0	4	4
7	Engineer II (Agriculture)	K	2	12	10
Sub-Total -Agriculture Engineers			2		
Agricultural Technicians					
1	Principal Superintendent (Agriculture)	N	0	0	0
2	Chief Superintendent (Agriculture)	M	0	1	1
3	Senior Superintendent (Agriculture)	L	0	1	1
4	Superintendent (Agriculture)	K	0	2	2
5	Senior Inspector (Agriculture)	J	0	4	4
6	Inspector (Agriculture)	H	2	25	23
Sub- Total- Agricultural Technicians			2		
Artisans					
1	Senior Charge hand	J	0	2	2
2	Charge hand	H	0	2	2
3	Artisan I (Plumbing)	G	0	3	3
4	Artisan II (Plumbing)	F	2	3	1
5	Artisan III (Plumbing)	E	0	4	4
Sub- Total- Artisans			2		
Sub- Total Engineering Staff			6		
Total- Technical Staff			55		
Office Administrative Services Personnel					
Office Administrators					
1	Deputy Director, Office Administrative Services(County Director Administrative Services)	R	0	0	0

2	Senior Assistant Director, Office Administrative Services	Q	0	0	0
3	Assistant Director, Office Administrative Services	P	0	0	0
4	Principal Office Administrator	N	0	0	0
5	Chief Office Administrator	M	0	0	0
6	Senior Office Administrator	L	0	0	0
7	Office Administrator I	K	0	0	0
8	Office Administrator II	J	0	0	0
Assistant Office Administrators					
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	1	1
4	Assistant Office Administrator I	K	1	1	0
5	Assistant Office Administrator II	J	0	1	1
6	Assistant Office Administrator III	H	0	1	1
Office Administrative Assistants					
1	Senior Office Administrative Assistant	K	1	1	0
2	Office Administrative Assistant I	J	0	1	1
3	Office Administrative Assistant II	H	0	1	1
4	Office Administrative Assistant III	G	0	1	1
Sub-Total- Office Administrative Staff			2		
Support Staff/Office Assistants					
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	1	1	0
3	Office Assistant I/Support Staff I	F	0	1	1
4	Office Assistant II/Support Staff II	E	0	6	6
5	Office Assistant III/Support Staff III	D	6	6	0

Sub- Total- Support Staff			7		
Clerical Officers					
1	Chief Clerical Officer	J	0	0	0
2	Senior Clerical Officer	H	1	1	0
3	Clerical Officer I	G	1	1	0
4	Clerical Officer II	F	0	0	0
Sub- Total- Clerical Staff			2		
Others					
1	Telephone Supervisor	K	1	1	0
2	Supply Chain Management Assistant III	H	1	1	0
Sub- Total- Others			2		
Total- Non- Technical Staff			15		
GRAND TOTAL (Technical & Non-Technical Staff)			70		
DIRECTORATE OF VETERINARY SERVICES					
Veterinary Officers					
1	Deputy Director of Veterinary Services	R	1	1	0
2	Senior Assistant Director Veterinary Services(Deputy Director Veterinary Services)	Q	0	3	3
3	Assistant Director for Veterinary Services	P	0	4	4
4	Chief Veterinary Officer	N	1	8	7
5	Senior Veterinary Officer	M	0	7	7
6	Veterinary Officer	L	2	9	7
Sub- Total- Veterinary Officers			4		
Animal Health Personnel					
Animal Health Officers					
1	Senior Assistant, Director Animal Health	Q	0	1	1
2	Assistant Director, Animal Health	P	0	1	1

3	Principal Animal Health Officer	N	0	2	2
4	Chief Animal Health Officer	M	0	3	3
5	Senior Animal Health Officer	L	0	5	5
6	Animal Health Officer	K	0	8	8
Assistant Animal Health Officers					
1	Senior Principal Assistant Animal Health Officer	P	0	1	1
2	Principal Assistant Animal Health Officer	N	0	1	1
3	Chief Assistant Animal Health Officer	M	0	3	3
4	Senior Assistant Animal Health Officer	L	2	4	2
5	Assistant Animal Health Officer I	K	0	16	16
6	Assistant Animal Health Officers II	J	0	16	16
7	Assistant Animal Health Officers III	H	4	16	12
Animal Health Assistants					
1	Chief Animal Health Assistants	K	7	12	5
2	Senior Animal Health Assistants	J	1	5	4
3	Animal Health Assistant I	H	4	19	15
4	Animal Health Assistant II	G	15	25	10
Sub- Total- Animal Health			33		
Section of Leather Development					
Leather Development Officers					
1	Deputy Director, Leather Development	R	0	0	0
2	Senior Assistant Director, Leather Development	Q	0	1	1
3	Assistant Director, Leather Development	P	0	1	1
4	Principal Leather Development Officer	N	0	1	1
5	Chief Leather Development Officer	M	0	2	2
6	Senior Leather Development Officer	L	0	4	4

7	Leather Development Officer	K	0	5	5
Assistant Leather Development Officers					
1	Senior Principal Assistant Leather Development Officer	P	0	1	1
2	Principal Assistant Leather Development Officer	N	0	1	1
3	Chief Ass Leather Development Officer	M	0	1	1
4	Senior Ass Leather Development Officer	L	0	1	1
5	Assistant Leather Development Officer 1	K	0	4	4
6	Assistant Leather Development Officers II	J	0	4	4
7	Assistant Leather Development Officers III	H	0	5	5
Leather Development Assistant					
1	Chief Leather Development Assistant	K	0	2	2
2	Senior Leather Development Assistant	J	0	4	4
3	Leather Development Assistant I	H	0	5	5
4	Leather Development Assistant II	G	0	10	10
Sub- Total- Leather Officers			0		
DIRECTORATE OF LIVESTOCK PRODUCTION & FISHERIES SERVICES					
Livestock Production Officers					
1	Director of Livestock Production	R	0	1	1
2	Senior Assistant Director Livestock Production	Q	1	1	0
3	Assistant Director of Livestock Production	P	2	5	3
4	Principal Livestock Production Officer	N	0	3	3
5	Chief Livestock Production Officer	M	1	7	6
6	Senior livestock Production Officer	L	1	6	5
7	Livestock Production Officers	K	0	8	8
Assistant Livestock Production Officers					

1	Principal Assistant Livestock Production Officer	N	0	1	1
2	Chief Assistant Livestock Production Officers	M	0	3	3
3	Senior Assistant Livestock Production Officers	L	1	3	2
4	Assistant Livestock Production Officer I	K	2	7	5
5	Assistant Livestock Production Officer II	J	0	17	17
6	Assistant Livestock Production Officers III	H	1	16	15
Livestock Production Assistants					
1	Chief Livestock Production Assistant	K	0	1	1
2	Senior Livestock Production Assistant	J	0	10	10
3	Livestock Production Assistant I	H	2	10	8
4	Livestock Production Assistant II	G	4	17	13
Sub- Total- Livestock Officers			15		
Fisheries Officers					
1	Assistant Director of Fisheries	P	0	1	1
2	Principal Fisheries Officers	N	0	1	1
3	Chief Fisheries Officers	M	0	2	2
4	Senior Fisheries Officers	L	0	5	5
5	Fisheries Officer	K	0	5	5
Assistant Fisheries Officers					
1	Principal Assistant Fisheries Officer	N	0	1	1
2	Chief Ass Fisheries Officer	M	0	3	3
3	Senior Ass Fisheries Officer	L	0	3	3
4	Assistant Fisheries Officer I	K	0	4	4
5	Assistant Fisheries Officers II	J	1	4	3
6	Assistant Fisheries Officers III	H	0	1	1
Fisheries Assistants					

1	Chief Fisheries Assistants	K	3	3	0
2	Senior Fisheries Assistants	J	2	6	4
3	Fisheries Assistant I	H	0	8	8
4	Fisheries Assistant II	G	0	8	8
Sub- Total- Fisheries			6		
Total- Technical			58		
Office Administrative Personnel					
1	Deputy Director, Office Administrative Services(County Director Administrative Services)	R	0	0	0
2	Senior Assistant Director, Office Administrative Services	Q	0	0	0
3	Assistant Director, Office Administrative Services	P	0	0	0
4	Principal Office Administrator	N	0	0	0
5	Chief Office Administrator	M	0	0	0
6	Senior Office Administrator	L	0	0	0
7	Office Administrator I	K	0	0	0
8	Office Administrator II	J	0	0	0
Assistant Office Administrators					
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	1	1
4	Assistant Office Administrator I	K	1	1	0
5	Assistant Office Administrator II	J	0	0	0
6	Assistant Office Administrator III	H	0	0	0
Office Administrative Assistants					
1	Senior Office Administrative Assistant	K	1	2	1
2	Office Administrative Assistant I	J	0	2	2

3	Office Administrative Assistant II	H	0	2	2
4	Office Administrative Assistant III	G	0	8	8
Sub- Total Office Administrators			2		
Support Staff/Office Assistants					
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	0	2	2
3	Office Assistant I/Support Staff I	F	1	2	1
4	Office Assistant II/Support Staff II	E	0	2	2
5	Office Assistant III/Support Staff III	D	0	8	8
Sub- Total- Support Staff			1		
Clerical Officers					
1	Chief Clerical Officer	J	0	2	2
2	Senior Clerical Officer	H	3	4	1
3	Clerical Officer I	G	0	2	2
4	Clerical Officer II	F	0	9	9
Sub- Total- Clerical			3		
Others					
1	Supply Chain Management Assistant II	J	1	1	0
2	Watchman	D	2	2	0
3	Herdsmen	D	1	2	1
Sub- Total- Others			4		
Sub-Total- Non-Technical Staff			12		
Total Livestock			69		
GRAND TOTAL (Technical & Non- Technical)			139		

2.9 Department of Cooperatives, Trade, Industrialization, Tourism and Wildlife

The Department of Cooperatives, Trade, Industrialization, Tourism and Wildlife is committed to the provision of excellent quality and timely services to all its clients and stakeholders with total dedication in all the areas of its mandate.

Vision

A diversified, vibrant and globally competitive economy with a sustainable and equitable development

Mission

To create an enabling environment for fair trade practices, marketing, tourism development and diverse innovative investments

Values

Our corporate culture is based on our core values, behavioral qualities and beliefs of people centricism and customer focus; Integrity and transparency; professionalism and impartiality; teamwork and consultation; Innovativeness, dynamism and excellence; quality customer service, and competence and discipline.

A.STRUCTURE

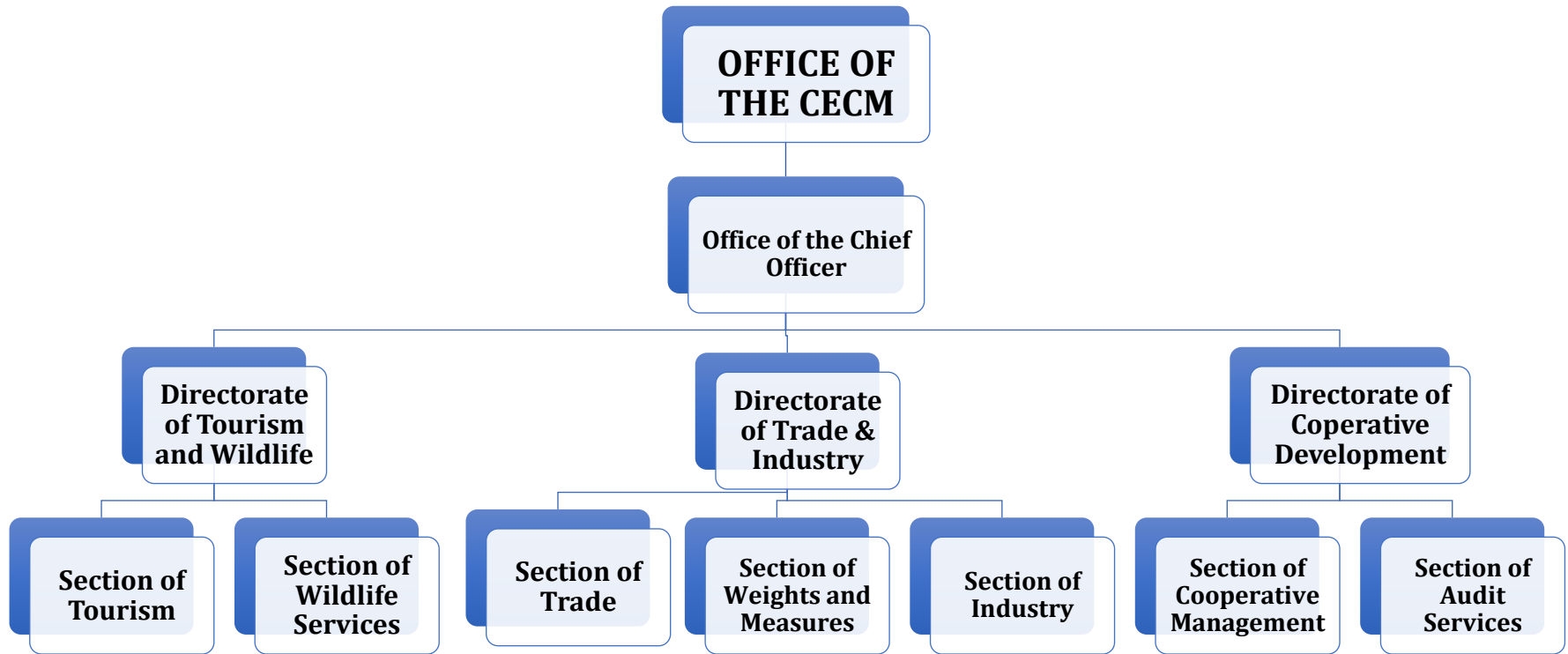


Figure 10: Organizational Structure for Department of Cooperative, Trade, Industrialization, Tourism and wildlife

B.FUNCTIONS

1. Directorate of Tourism & Wildlife

- i.) Co-ordination of the implementation of tourism policies, strategies, programmes and projects
- ii.) Technical advisory on matters pertaining to tourism
- iii.) Co-ordination of the implementation and review of county tourism policies and the county tourism strategies
- iv.) Facilitation of the county's membership and participation in tourism related international organizations
- v.) Overall management in matters related to marketing
- vi.) Planning and regulation of tourism in the county
- vii.) Overall co-ordination in relation to niche tourism development in the county
- viii.) Promotion of domestic tourism in the county
- ix.) Overall planning, direction, supervision and performance management of all employees of the county directorate of tourism
- x.) Oversee the use, maintenance and inventory of equipment and facilities used in the directorate of tourism
- xi.) Undertaking tourism research and maintaining a depository of all data and information on tourism and tourism industry players within Elgeyo Marakwet County;
- xii.) Maintain necessary linkages between the directorate and other stakeholders

Directorate of Trade & Industry

- i.) Management and administration of trade and business development services.
- ii.) Issue advice on matters relating trade development in the county.
- iii.) Develop policies related to trade development.
- iv.) Develop proposal that can enhance trade development in the county based on the research findings
- v.) Develop training proposals on trade development.
- vi.) Market the county as an investment destination.
- vii.) Create and develop business/investment opportunities through market intelligence, participation in trade forums/conferences and other channels.
- viii.) Develop, markets wholesale hubs and tire I retail markets in the distribution value chain in the county.
- ix.) Monitor and evaluate trade development projects and programmes.

- x.) Development of micro, small and medium enterprises (MSMEs) engaged in trade
- xi.) Collecting, analyzing and disseminating business information and management of county business information centers.
- xii.) Promoting export businesses and domesticating inter – county, bilateral, regional and international trade at the county level.
- xiii.) Co-ordinate research in specific areas of trade, Industry, Weights & Measures, Betting and control
- xiv.) Coordinate promotion of industrial development in the County Analyzing trade, Industry, Weights & Measures, Betting and control
- xv.) Analyze trade, Industry, Weights & Measures, Betting and control reports and make appropriate recommendations.
- xvi.) Coordinate the enforcement of industrial development regulations in liaison with relevant institutions
- xvii.) Oversee trade and investment promotion activities through trade fairs and exhibitions
- xviii.) Assessing the impact of regional and multilateral industrialization policies on trade and investment activities in the county.

2. Directorate of Co-operative Development

- i.) Administration and delivery of services within the department and all its decentralized units and agencies.
- ii.) Facilitate income generation and wealth creation programs in the County.
- iii.) Facilitate growth and empowerment of cooperative societies for income Generation
- iv.) Enhancing Cooperatives storage facilities and market linkages.
- v.) Facilitate improvement of cooperatives financial services, good governance compliance and automation of operations, share capital and markets.
- vi.) Advocating for cooperatives to embrace modern value addition practices and product diversification
- vii.) Facilitate establishment of cooperative revolving funds for respective sectors
- viii.) Facilitate mobilization, registration, and empowerment of SACCOs for emerging informal business groups

C.STAFFING

Table 10: Establishment for Department Of Cooperative, Trade, Industrialization, Tourism and wildlife

No	DESIGNATION	Job Group	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
	Total		2	2	0
	DIRECTORATE OF TOURISM AND WILDLIFE				
	Tourism Offices				
1	Director Tourism and Wildlife	R	0	1	1
2	Deputy Tourism & Wildlife	Q	0	1	1
3	Assistant Director - Tourism	P	1	2	1
4	Principal Tourism Officer	N	0	1	1
5	Chief Tourism Officer	M	1	2	1
6	Senior Tourism Officer	L	0	2	2
7	Tourism Officer I	K	0	4	4
8	Tourism Officer II	J	0	4	4
	Total		2		
	Tourism Assistants				
1	Senior Assistant Director - Tourism	N	0	1	1
2	Assistant Director - Tourism	M	0	1	1
3	Senior Tourist Assistant	L	0	2	2
4	Tourism Assistant I	K	0	2	2
5	Tourism Assistant II	J	0	4	4
6	Tourism Assistant III	H	0	4	4
			0		
	Clerical Officers				
1	Chief Clerical Officer	J	0	1	1
2	Senior Clerical Officer (Rangers)	H	9	11	2

3	Clerical Officer I	G	0	4	2
4	Clerical Officer II	F	0	2	2
5	Office Assistant III/Support Staff III(Fence attendants)	D	6	10	4
	TOTAL		15		
	GRAND TOTAL TOURISM		17		
DIRECTORATE OF TRADE AND INDUSTRY					
Weights and Measures Officers					
1	Deputy Director of Trade and Industry (County Director)	R	1	1	0
2	Senior Assistant Director - Weights & Measures	Q	0	1	1
3	Assistant Director - Weights & Measures	P	0	1	1
4	Principal Weights & Measures Officer	N	0	1	1
5	Chief Weights & Measures Officer	M	0	2	2
6	Senior Weights & Measures Officer	L	2	4	2
7	Weights & Measures Officer I	K	0	4	4
8	Weights & Measures Officer II	J	0	4	4
Weights and Measures Assistants					
1	Principal Weights & Measures Assistant	N	0	1	1
2	Chief Weights & Measures Assistant	M	0	1	1
3	Senior Weights & Measures Assistant	L	0	2	2
4	Weights & Measures Assistant I	K	0	4	4
5	Weights & Measures Assistant II	J	0	4	4
6	Weights & Measures Assistant III	H	0	4	4
	Total		3		
Trade Development Personnel					
1	Senior Assistant Director - Trade	Q	0	1	1
2	Assistant Director – Trade	P	0	1	1
3	Principal Trade Development Officer	N	0	1	1
4	Chief Trade Development Officer	M	1	2	1

5	Senior Trade Development Officer	L	0	4	4
6	Trade Development Officer I	K	0	10	10
7	Trade Development Officer II	J	1	10	0
	Total		2		
DIRECTORATE OF COOPERATIVES DEVELOPMENT					
	Cooperative Officers				
1	Deputy Commissioner for Cooperative Development (Director Cooperatives)	R	1	1	0
2	Senior Assistant Commissioner for Cooperative Development (Deputy Director Cooperative Development)	Q	0	1	1
3	Assistant Commissioner for Cooperative Development	P	2	1	-1
4	Principal Co-operative Officer	N	0	2	2
5	Chief Cooperative Officer	M	0	2	2
6	Senior Cooperative Officer	L	0	4	4
7	Cooperative Officer I	K	0	10	10
8	Cooperative Officer II	J	0	10	10
Assistant Cooperative Officers					
1	Principal Assistant Cooperative Officer	N	0	1	1
2	Chief Assistant Cooperative Officer	M	0	1	1
3	Senior Assistant Cooperative Officer	L	0	4	4
4	Assistant Cooperative Officer I	K	0	4	4
5	Assistant Cooperative Officer II	J	3	10	7
6	Assistant Cooperative Officers III	H	1	24	23
Cooperative Auditors					
1	Deputy Director of Cooperative Audit	R	0	0	0
2	Senior Assistant Director of Cooperative Audit	Q	0	1	1
3	Assistant Director of Cooperative Audit	P	0	1	1
4	Principal Cooperative Auditor	N	0	1	1

5	Chief Cooperative Auditor	M	0	2	2
6	Senior Cooperative Auditor	L	0	4	4
7	Cooperative Auditor I	K	2	6	4
8	Cooperative Auditor II	J	1	4	3
9	Cooperative Auditor III	H	0	4	4
Office administrative Services Personnel					
Assistant Office Administrators					
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	0	0
4	Assistant Office Administrator I	K	1	1	0
5	Assistant Office Administrator II	J	0	1	1
6	Assistant Office Administrator III	H	0	3	3
Office Administrative Assistants					
1	Senior Office Administrative Assistant	K	0	0	0
2	Office Administrative Assistant I	J	0	0	0
3	Office Administrative Assistant II	H	0	0	0
4	Office Administrative Assistant III	G	0	5	5
	TOTAL		1	10	9
Support Staff/Office Assistants					
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	1	1	0
3	Office Assistant I/Support Staff I	F	0	2	2
4	Office Assistant II/Support Staff II	E	1	3	2
	TOTAL		2	7	5
Clerical Officers					
1	Chief Clerical Officer	J	0	1	1
2	Senior Clerical Officer	H	0	1	1
3	Clerical Officer I(ward)	G	14	14	0

4	Clerical Officer II	F	0	0	0
	TOTAL		14	16	0
	TOTAL INPOST		51		

2.10 Department of Roads, Public Works and Transport

The Department of Roads, Public Works and Transport plays a critical role in creating an enabling environment for sustainable economic growth and development. The mandate of the department is to facilitate provision and maintenance of basic infrastructural facilities in the county in close liaison with other relevant ministries, stakeholders, other road agents and departments.

Vision

A world-class provider of cost-effective physical infrastructure.

Mission

To provide efficient, affordable and reliable infrastructure through construction, modernization, rehabilitation and effective management of all infrastructure facilities for sustainable socio-economic growth and development.

Values

Professionalism, integrity, commitment and devotion, customer focus, team work and consultation, transparency and accountability, courtesy and respect.

STRUCTURE

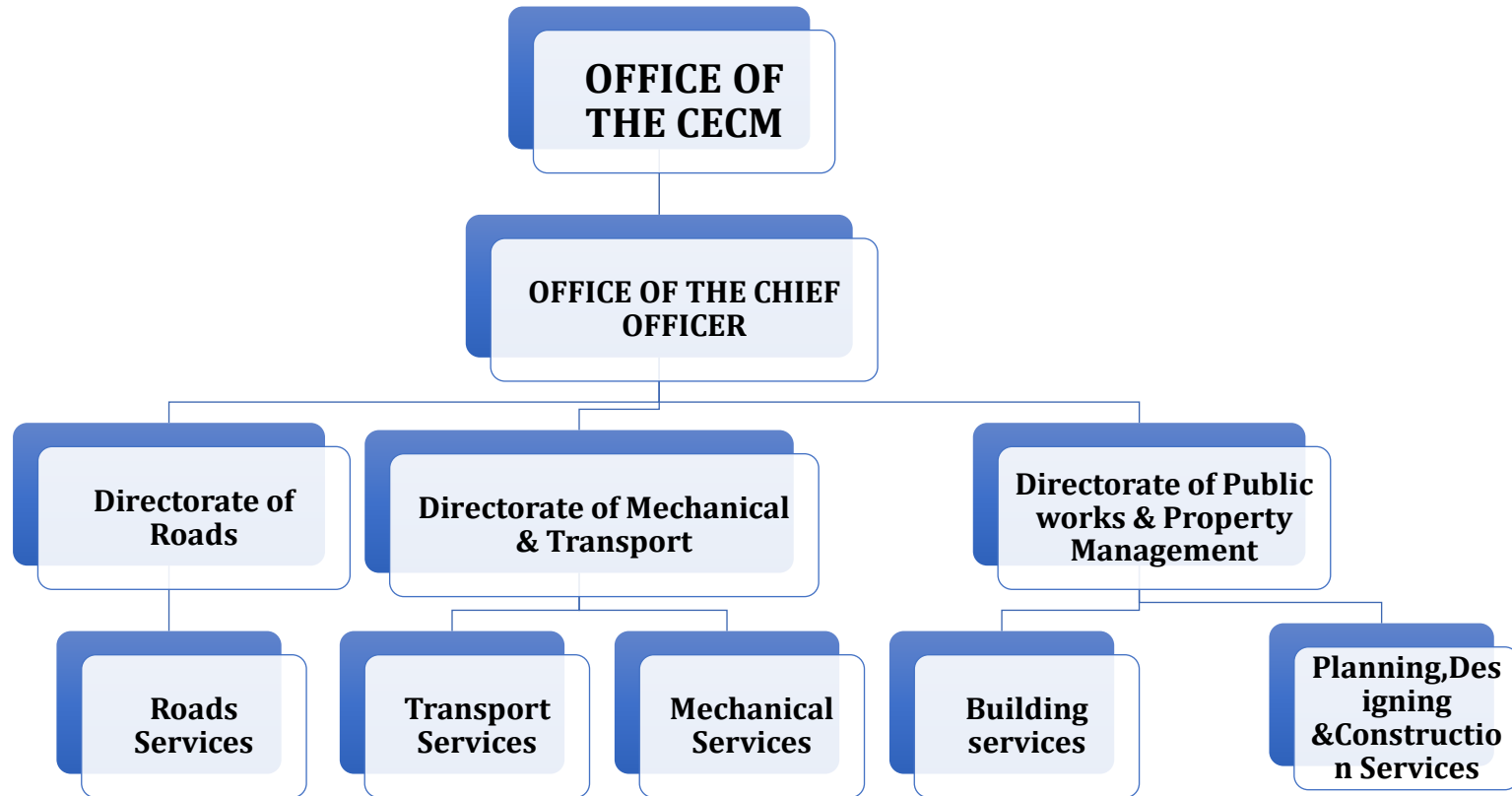


Figure 11: Organizational Structure Department of Roads, Public Works and Transport

FUNCTIONS

The department of roads transport and public works has two directorates at the time, but we aspire to have three namely.

1. Directorate of roads.
2. Directorate of public works and property management.
3. Directorate of transport and mechanical

These directorates are charged with the following responsibilities.

1. Directorate of Roads

- i.) Design, opening, construction, rehabilitation and maintenance of county roads.
- ii.) Development of other county infrastructure including bridges, box culverts and drifts.
- iii.) Road safety in public road transport- Motorized and non-motorized traffic.
- iv.) Policy development.
- v.) Procure suppliers/ contractors for various projects to be implemented in the department.
- vi.) Traffic management in public roads.
- vii.) Safeguarding all county road reserves against encroachment.
- viii.) Establishing parking slots.

2. Directorate of Public works and Property management

- i.) Design, Development and supervision of county Government/Public/Institutional buildings.
- ii.) Maintenance of Government/Public/Institutional buildings.
- iii.) Firefighting Services and Disaster response management; Provision of an efficient and effective fire emergency response system
- iv.) Policy development

- v.) Design and construction of foot bridges
- vi.) Storm Water Management Systems in Built-Up Areas;
- vii.) Water and Sanitation Services.

3. Directorate of Mechanical and Transport

- i.) Procure county equipment and vehicles.
- ii.) Repair and Maintaining county vehicle equipment-Sourcing spare parts.
- iii.) Maintenance and operationalization of county fuel pump stations and workshop.
- iv.) Charged with safeguarding and fuel management of all fuel procured.

C.STAFFING

Table 11: Establishment for Department of Roads, Public Works and Transport

No.	DESIGNATION	JG	In-Post	REQ	VAR
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
	TOTAL		2	2	0
	DIRECTORATE OF ROADS				
	Road Engineers				
1	Senior Principal superintendent Engineer (Roads)	R	1	1	0
2	Principal superintendent Engineer (Roads)	Q	0	1	1
3	Chief superintendent Engineer (Roads)	P	1	1	0
4	Senior Superintendent Engineer (Roads)	N	0	1	1
5	Superintendent Engineer (Roads)	M	0	2	2
6	Assistant Engineer I (Roads)	L	0	2	2
7	Assistant Engineer II (Roads)	K	0	4	4
	TOTAL		2		
	Road Inspectors				
1	Principal Superintendent (Roads)	N	0	3	3
2	Chief Superintendent (Roads)	M	3	4	1
3	Senior Superintendent (Roads)	L	0	2	2
4	Superintendent (Roads)	K	0	2	2
5	Senior Inspector (roads)	J	9	12	3
6	Inspector (Roads)	H	0	2	2
	TOTAL		12		
	Roads Overseers				
1	Senior Road Overseer I	G	0	3	3

2	Road Overseer I	F	0	4	4
3	Road Overseer II	E	0	5	5
	TOTAL		0		
	DIRECTORATE OF MECHANICAL& TRANSPORT.				
	Mechanical and Energy				
1	Director of Mechanical& Transport	R	0	1	1
2	Deputy Director of Mechanical, Transport&	Q	0	1	1
3	Chief Superintending Engineer Electrical/Mechanical.	P	0	1	1
4	Senior Superintending Engineer Electrical/Mechanical.	N	0	1	1
5	Superintending Engineer Electrical/Mechanical.	M	0	1	1
6	Assistant Engineer Electrical/Mechanical.	L	0	1	1
7	Assistant Engineer II Engineer Electrical/Mechanical.	K	0	2	2
	TOTAL				
	Inspectors-Electrical (BS)				
1	Senior Principal superintendent (Electrical)	P	0	1	1
2	Principal superintendent engineer (Electrical)	N	0	1	1
3	Chief superintendent (Electrical)	M	0	2	2
4	Senior Superintendent(Electrical)	L	0	2	2
5	Superintendent(Electrical)	K	0	2	2
6	Senior Inspector(Electrical)	J	0	2	2
7	Inspector(Electrical)	H	0	6	6
	TOTAL		0		
	Inspectors –Mechanical				
1	Senior Principal superintendent (MVP)	P	0	1	1
2	Principal superintendent ((MVP)	N	0	1	1
3	Chief superintendent (MVP)	M	0	1	1
4	Senior Superintendent (MVP)	L	0	2	2
5	Superintendent (MVP)	K	0	3	3
6	Senior inspector ((MVP)	J	0	4	4
7	Inspector (MVP)	H	1	5	4
	TOTAL		1		
	DRIVERS				
1	Principal Driver	J	8	15	9
2	Chief Driver	H	11	20	9
3	Senior Driver	G	21	30	9
4	Driver I	F	8	12	5
5	Driver II	E	0	5	5
6	Driver III	D	1	5	4
	TOTAL		49		
	Plant Mechanics				
1	Senior Principal Plant Mechanic	M	0	1	1
2	Principal Mechanic	L	0	2	2

3	Chief Mechanic	K	0	3	3
4	Senior Mechanic	J	0	5	5
5	Plant Mechanic I	H	0	5	5
6	Plant Mechanic II	G	2	10	8
7	Plant Mechanic III	F	0	12	12
TOTAL			2		
Plant Operator					
1	Senior Principal Plant Operator	K	0	3	3
2	Principal Plant Operator	J	1	5	4
3	Chief Plant Operator	H	0	12	12
4	Senior Plant Operator	G	11	14	3
5	Plant Operator I	F	1	5	4
6	Plant Operator II	E	0	6	6
7	Plant Operator III	D	0	6	6
TOTAL			13		
Motor Vehicle Mechanics					
1	Senior Principal Motor Vehicle Mechanic	M	0	1	1
2	Principal Motor Vehicle Mechanic	L	0	2	2
3	Chief Motor Vehicle Mechanic	K	0	3	3
4	Senior Motor Vehicle Mechanic	J	0	3	3
5	Motor Vehicle Mechanic I	H	0	3	3
6	Motor Vehicle Mechanic II	G	0	4	3
7	Motor Vehicle Mechanic III	F	0	4	4
TOTAL					
DIRECTORATE OF PUBLIC WORKS AND PROPERTY MANAGEMENT					
Structural Engineers					
1	Senior Principal superintending Engineer (structural)	R	1	1	0
2	Principal superintending Engineer (structural)	Q	0	1	1
3	Chief superintending Engineer (structural)	P	0	1	1
4	Senior superintending Engineer (structural)	N	0	1	1
5	Superintending Engineer (structural)	M	1	2	1
6	Assistant Engineer I (structural)	L	0	2	2
7	Assistant Structural Engineer II (structural)	K	0	4	4
TOTAL			2		
Structural Assistants					
1	Senior Principal Structural assistant	P	0	1	1
2	Principal Structural assistant I	N	0	1	1
3	Chief Structural assistant II	M	0	1	1
4	Senior Structural assistant III	L	0	1	2
5	Structural assistant I	K	0	2	2

6	Structural assistant II	J	0	2	2
7	Structural assistant III	H	0	4	4
TOTAL			0		
Architects					
1	Senior Principal Superintending Architect	R	0	1	1
2	Principal Superintending architect	Q	0	1	1
3	Chief Superintending architect	P	0	1	1
4	Senior superintending architect	N	0	1	1
5	Superintending architect	M	1	1	0
6	Assistant architect	L	1	4	3
TOTAL			2		
Architectural Assistants					
1	Senior Principal Architectural Assistant	P	0	1	1
2	Principal Architectural Assistant	N	0	1	1
3	Chief Architectural Assistant	M	0	1	1
4	Senior Architectural Assistant	L	0	1	1
5	Architectural Assistant I	K	1	4	3
6	Architectural Assistant II	J	0	1	1
7	Architectural Assistant III	H	0	4	4
TOTAL			1		
Landscape Architects					
1	Senior Principal Superintending Landscape Architect	R	0	1	1
2	Principal Superintending Landscape Architect	Q	0	1	1
3	Chief Superintending Landscape Architect	P	0	2	2
4	senior Superintending Landscape Architect	N	0	3	3
5	Superintending Landscape Architect	M	0	4	4
6	Assistant Landscape Architect I	L	0	4	4
7	Assistant Landscape Architect II	K	0	6	6
TOTAL			0		
Building Officers					
1	Principal superintendent building	N	2	2	0
2	Chief superintendent building	M	0	1	1
3	Senior Superintendent building	L	0	1	1
4	Superintendent building	K	1	2	1
5	Senior Inspector	J	0	1	1
6	Building Inspector	H	2	4	2
TOTAL			5		
1	Senior charge hand	J	0	1	1
2	Charge hand	H	0	0	0
3	Artisan I	G	0	2	2
4	Artisan II	F	0	1	1
5	Artisan III	E	3	4	1

TOTAL			3		
	QUANTITY SURVEY PERSONNEL				
	Quantity Surveyors				
1	Senior Principal Superintending Quantity surveyor	R	0	1	1
2	Principal Superintending Quantity surveyor	Q	0	1	1
3	Chief Superintending Quantity surveyor	P	0	1	1
4	Senior Superintending Quantity surveyor	N	0	1	1
5	Superintending Quantity surveyor	M	1	1	0
6	Assistant Quantity Surveyor I	L	0	2	2
7	Assistant Quantity Surveyor II	K	0	2	2
	Quantity Survey Assistants				
1	Senior Principal Quantity Survey assistant	P	0	1	1
2	Principal Quantity Survey assistant	N	0	1	1
3	Chief Quantity Survey assistant	M	0	1	1
4	Senior Quantity Survey assistant	L	0	1	1
5	Quantity Survey assistant I	K	1	4	3
6	Quantity Survey assistant II	J	0	4	4
7	Quantity Survey assistant III	H	0	4	4
	TOTAL		2		
	Chainmen				
1	Chainman I	G	0	2	2
2	Chainman II	F	0	2	2
3	Chainman III	E	0	2	2
	TOTAL		0		
	Draughtsman				
4	Draughtsman I (survey)	H	0	2	2
5	Draughtsman II (survey)	G	1	2	1
6	Draughtsman III (survey)	F	0	2	2
	TOTAL		1		
	Building Services				
1	Principal Superintending Engineer(Electrical/Mechanical	Q	0	1	1
2	Chief Superintending Engineer(Electrical/Mechanical	P	0	1	1
3	Senior Superintending Engineer(Electrical/Mechanical	N	0	1	1
4	Superintending Engineer(Electrical/Mechanical	M	0	1	1
5	Assistant Engineer I Engineer Electrical/Mechanical.	L	0	1	1
6	Assistant Engineer II Engineer Electrical/Mechanical.	K	0	2	2
	TOTAL		0		
	FIRE OFFICERS				
	Firemen				
1	Senior Principal Superintending Fire Officer	R	0	1	1
2	Principal Superintending Fire Officer	Q	0	1	1
3	Chief Superintending Fire Officer	P	0	1	1

4	Senior Superintending Fire Officer	N	0	1	1
5	Senior Fire Officer	M	0	1	1
6	Fire Officer I	L	0	2	2
7	Fire Officer II	K	0	2	2
	TOTAL		0		
	Inspector (Fire Services)				
1	Senior Principal Superintending (Fire Services)	P	0	1	1
2	Principal Superintending (Fire Services)	N	0	1	1
3	Chief Superintending (Fire Services)	M	0	1	1
4	Senior Superintending (Fire Services)	L	0	1	1
5	Superintending (Fire Services)	K	0	1	1
6	Senior Inspectors (Fire Services)	J	0	1	1
7	Inspectors (Fire Services)	H	0	2	2
	TOTAL				
	Firemen				
1	Chief Fireman	J	0	2	2
2	Senior Fireman	H	0	2	2
3	Fireman I	G	0	2	2
4	Fireman II	F	0	5	5
5	Fireman III	E	0	10	10
	TOTAL				
	OFFICE ADMINISTRATIVE SERVICES PERSONNEL				
	Office Administrators				
1	Deputy Director, Office Administrative Services (County Director Administrative Services)	R	0	1	1
2	Senior Assistant Director, Office Administrative Services	Q	0	1	1
3	Assistant Director, Office Administrative Services	P	0	1	1
4	Principal Office Administrator	N	1	1	0
5	Chief Office Administrator	M	0	1	1
6	Senior Office Administrator	L	0	1	1
7	Office Administrator I	K	0	1	1
8	Office Administrator II	J	0	1	1
	Assistant Office Administrators			1	1
1	Principal Assistant Office Administrator	N	0	1	1
2	Chief Assistant Office Administrator	M	0	1	1
3	Senior Assistant Office Administrator	L	0	1	1
4	Assistant Office Administrator I	K	0	1	1
5	Assistant Office Administrator II	J	0	3	3
6	Assistant Office Administrator III	H	0	3	3
	Office Administrative Assistants				
1	Senior Office Administrative Assistant	K	0	1	1

2	Office Administrative Assistant I	J	0	2	1
3	Office Administrative Assistant II	H	0	3	2
4	Office Administrative Assistant III	G	0	4	4
	TOTAL		0		
	SUPPORT STAFF /OFFICE ASSISTANTS				
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	0	3	3
3	Office Assistant I/Support Staff I	F	0	2	1
4	Office Assistant II/Support Staff II	E	0	2	1
5	Office Assistant III/Support Staff III	D	4	5	1
	TOTAL		5		
	CLERICAL OFFICERS				
1	Chief Clerical Officer	J	0	2	2
2	Senior Clerical Officer	H	0	4	3
3	Clerical Officer I	G	0	6	6
4	Clerical Officer II	F	1	6	5
	TOTAL		1		
	GRAND TOTAL		103		

2.11 Department of Finance and Economic Planning

Department of Finance and Economic Planning is in charge of coordinating fiscal responsibility and economic development and is composed of Economic Planning Directorate; Finance and Budgeting Directorate; Accounting Service Directorate; Revenue Directorate ;Supplies Chain Management Directorate; and Internal Audit Directorate.

Vision

A leading sector in public finance management, economic policy formulation and coordination of development.

Mission

To provide overall leadership and policy direction in resource mobilization, management and accountability for quality public service delivery

Mandate of the Department

The Department is charged with the mandate of coordinating fiscal responsibility and economic development as provided for in the Constitution of Kenya 2010, Public Finance Management (PFM) Act 2012, County Government Act 2012 and in line with the country's' development blueprint of Vision 2030 third Medium term plan and the sustainable development goals (SDGs).

A.STRUCTURE

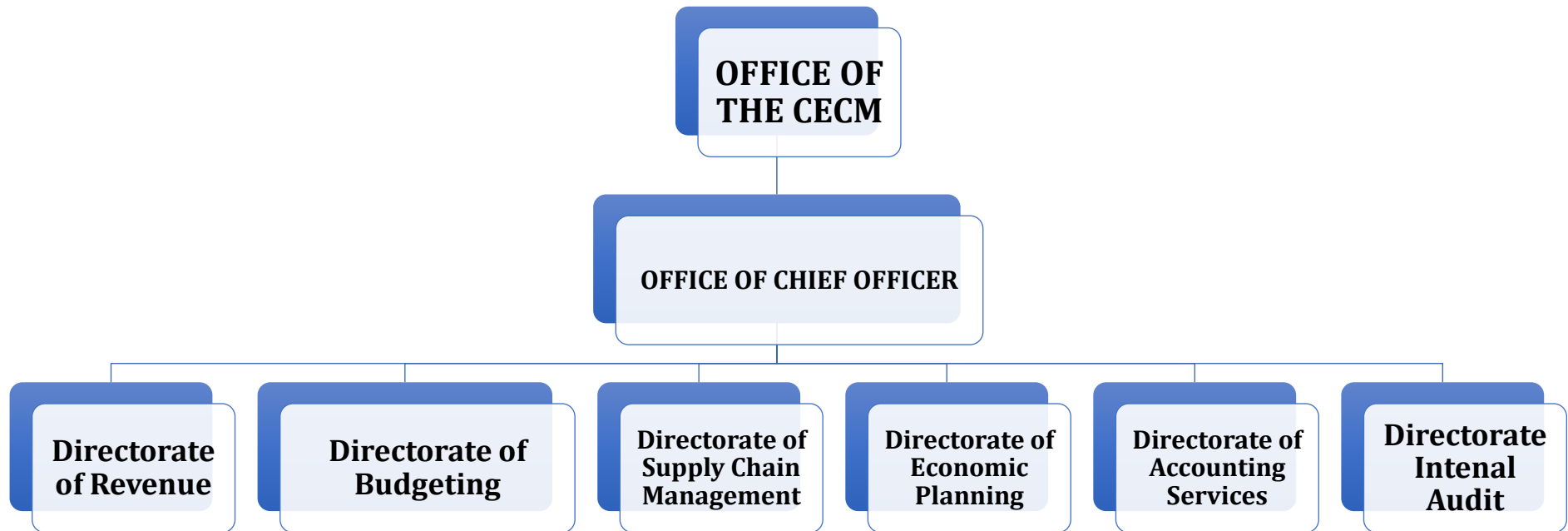


Figure 12: Structure for Department of Finance and Economic Planning

B.FUNCTIONS

1. Directorate of Economic Planning

Processing of departmental financial commitments; Generating financial reports and reconciliations to relevant Government institutions; Developing County development profiles and plans; Establishing Monitoring and evaluation framework for departments; Developing Key Performance indicators(KPIs) for performance management; Undertaking statistical surveys; Mainstreaming development cross-cutting issues; Enhance revenue collection to strengthen County's resource base; Provision of digital platform for payment of revenue by clients; supply chain management; and IPPD management

2. Directorate of Supply Chain Management

Maintaining and continually update standing lists of registered suppliers for the procuring entity under sections 57 and 71 of the Act; Liaising with the Authority in respect of the Authority's register of procuring agents; preparing tender and asset disposal documents to facilitate fair competition; preparing, publishing and distributing procurement and disposal opportunities including invitations to tender, request for quotations and proposals, pre-qualification documents and invitations for expressions of interest; coordinating the receiving and opening of tender documents; submitting a list of registered or prequalified suppliers or contractors or consultants to the accounting officer for approval; issuing procurement and asset disposal documents to candidates in accordance with the Act and Regulations; proposing the membership of relevant committees under the Act to the accounting officer for consideration and appointment; coordinating the evaluation of tenders, quotations and proposals; recommending consideration of the negotiation of a procurement by the evaluation committee where negotiations are allowed by the Act and these Regulations and participate in negotiations; preparing and publishing tender awards; preparing contract documents in line with the award decision; preparing contract variations and modifications documents; maintaining and archiving procurement and asset disposal

documents and records for the required period;providing information as required for any petition or investigation to debar a tenderer or contractor or any investigation under review procedures; implementing the decisions of the accounting officer including disposal committee and coordinating all procurement activities; Act as a secretariat to the evaluation, inspection and acceptance, and disposal committees; liaising with the National Treasury or relevant county treasury and the Authority on matters related to procurement and asset disposal; preparing and submitting to the National Treasury or relevant county treasury and the Authority reports required under the Act i.e regulations and guidelines of the Authority; monitoring contract management by user departments to ensure implementation of contracts in accordance with the terms and conditions of the contracts; reporting any significant departures from the terms and conditions of the contract to the head of the procuring entity 770 Kenya Subsidiary Legislation, 2020 or accounting officer; recommending transfer of a procurement or asset disposal responsibility to another procuring entity by the head of the procuring entity when need arises; preparing consolidated procurement and asset disposal plans; advising procuring entity on aggregation of procurement to promote economies of scale; coordinating internal monitoring and evaluation of the procurement and supply chain function; carrying out market surveys to inform the placing of orders or adjudication by the relevant awarding authority;conducting periodic and annual stock taking;certifying the invoices and vouchers to facilitate processing of payment to suppliers;recommending extension of the tender validity period;verifying availability of stock levels warrant initiating a procurement process; carrying out any other functions and duties as provided under the Act and Regulations .

3. Directorate of Budgeting

Processing of estimates for the Program Budget; prioritization of programs and activities for Results Based allocation of resources; expenditure monitoring and evaluation; oversight of absorption of funds and expenditure trends; performance measurement; budget planning, analysis, forecasting and reporting; reallocations within budget programmes; developing Budget Policy and Policy analysis ;and Overall financial management and control of voted funds.

4. Directorate of Accounting services

Implementation of National/County Policies; Organizing ,coordinating and administration of all accounting activities; Interpretation and implementation of financial regulations ,procedures, treasury circulars, letters and instructions; Maintenance of accurate accounting records and preparation of management and statutory financial reports ensuring conformity to the law; Reviewing the applications of accounting standards and systems including IFMIS and recommending changes and improvements; Overseeing cash management and exchequer operations both for expenditure and revenue; Production of management and stationary financial reports; Budgetary monitoring and reporting; Expenditure management and control; Cash office management; Management of accounting books, records and reporting; and Financial audit and reporting.

5. Directorate of Revenue

Revenue collection and management; provision of digital platform for payment of revenue by clients; developing and monitoring targets for entire County; training, developing ,motivating and deploying revenue staff within the County; generate and develop revenue bills, County by laws ,Policies and Regulations; implementing National and County Government Policies on Revenue manuals; developing effective, efficient and secure systems for revenue collection; adoption of modern technology in revenue collection and management; maximize all revenue collections; preparation of County budget; adopt Accounting practices for effective utilization of county resources; supervision of revenue collection in the County.

6. Directorate of Audit

Review and evaluate budgetary performance, financial management, transparency, accountability mechanisms and processes; improve effectiveness of risk management, control and governance processes; planning ,organizing ,directing, coordinating and controlling of Internal Audit services; development and issuance of internal audit manual and regulations; appraising the County economy; and reviewing of Audit plans and programmes.

C.STAFFING

Table 12: Establishment for Department of Finance and Economic Planning

No	DESIGNATION	JG	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
	TOTAL		2		
	1. Directorate of Economic Planning				
1	Chief Economist/Chief Statistician	R	1	1	0
2	Deputy Chief Economist/Deputy Chief Statisticians	Q	0	3	3
3	Principal Economist /Principal Statistician I	P	1	4	3
4	Senior Economist I /Senior Statistician I	N	3	4	1
5	Senior Economist II/Senior Statistician II	M	0	7	7
6	Economist/Statistician I	L	0	12	12
7	Economist/Statistician II	K	2	10	8
8	Office Assistant	G	1	1	0
	TOTAL		8		
	2. Directorate of Finance and Budgeting				
1	Chief Finance Officer /Deputy Director of Budget	R	1	1	0
2	Deputy Chief Finance Officer /Senior Assistant Director of Budget	Q	0	1	1
3	Senior Principal Finance Officer /Assistant Director, Budget	P	1	2	1

4	Principal Finance Officer /Principal Budget Officer	N	0	3	3
5	Senior Finance Officer /Senior Budget Officer	M	3	3	0
6	Finance Officer I	L	0	3	3
7	Finance Officer II	K	1	4	3
8	Finance Officer III	J	0	4	4
	TOTAL		6		
	3. Directorate of Accounting Services				
1	Deputy Accountant General	R	1	1	0
2	Senior Assistant Accountant General (Deputy Director Expenditure, Deputy Director Financial Reporting)	Q	1	2	1
4	Assistant Accountant General	P	0	5	5
5	Principal Accountant	N	2	6	4
6	Chief Accountant	M	5	8	3
7	Senior Accountant	L	1	12	11
8	Accountant I	K	12	18	6
9	Accountant II	J	6	13	7
	TOTAL		27		
	SUPPORT STAFF				
1	Office Assistant	F	1	1	0
2	Support Staff	D	1	1	0
	TOTAL		2		
	4. Directorate of Supply Chain Management				
	Supply Chain Management Officers				
1	Deputy Director, Supply Chain Management Services	R	0	1	1
2	Senior Assistant Director, Supply Chain Management Services	Q	0	1	1
3	Assistant Director, Supply Chain Management Service	P	2	2	0

4	Principal Supply Chain Management Officer	N	0	2	2
5	Chief Supply Chain Management Officer	M	0	2	2
6	Senior Supply Chain Management Officer	L	1	5	4
7	Supply Chain Management Officer I	K	1	9	8
8	Supply Chain Management Officer II	J	0	9	9
	TOTAL		4		
	Supply Chain Management Assistants				
1	Principal Supply Chain Management Assistant	N	0	2	2
2	Chief s Supply Chain Management Assistant	M	0	2	2
3	Senior Supply Chain Management Assistant	L	0	3	3
4	Supply Chain Management Assistant I	K	4	8	4
5	Supply Chain Management Assistant II	J	1	10	9
6	Supply Chain Management Assistant III	H	2	8	6
7	Supply Chain Management Assistant IV	G	4	8	4
8	Clerical Officers	F	0	8	8
	TOTAL		15		
	Directorate of Revenue Services				
1	Director Revenue	R	0	1	1
2	Deputy Director	Q	1	1	0
3	Assistant Directors	P	0	4	4
4	Principal Revenue Officer	N	0	4	4
5	Chief Revenue Officer	M	1	8	7
6	Senior Revenue Officer	L	1	16	15
7	Revenue Officer 1	K	4	18	14
8	Chief Clerical officer	J	1	21	20
9	Senior Clerical Officer	H	9	107	98
10	Clerical officer I	G	93	93	0
11	Clerical officer II	F	0	20	20
12	Revenue Clerk[2]	E	1	8	7

13	Revenue Clerk[3]	D	9	9	0
	TOTAL		120		
	Directorate of Internal Audit				
1	Deputy Internal Auditor General(County Director Internal)	R	0	1	1
2	Senior Assistant Internal Auditor General (Deputy County Director Internal Audit)	Q	1	1	0
3	Assistant Internal Auditor General	P	0	2	2
4	Principal Internal Auditor	N	0	2	2
5	Chief Internal Auditor	M	2	4	2
6	Senior Internal Auditor	L	0	5	5
7	Internal Auditor I	K	5	7	2
8	Internal Auditor II	J	1	5	4
9	Internal Auditor III	H	0	5	5
	TOTAL		9		
	GRAND TOTAL		190		

N/B: Sub County Revenue Officer, job group P is on study leave

2.12 Department of Water, Environment and Climate Change

The Department of Water Environment and Climate change is committed to provide high quality services to all their clients with dignity, professionalism and within the shortest time possible.

Vision

A water secure community living in a quality, habitable and sustainable environment.

Mission

To provide adequate and quality water, conserve and protect the natural environment for sustainability and climate change resilience.

Values

Professionalism, transparency & accountability, honesty, integrity and teamwork

STRUCTURE

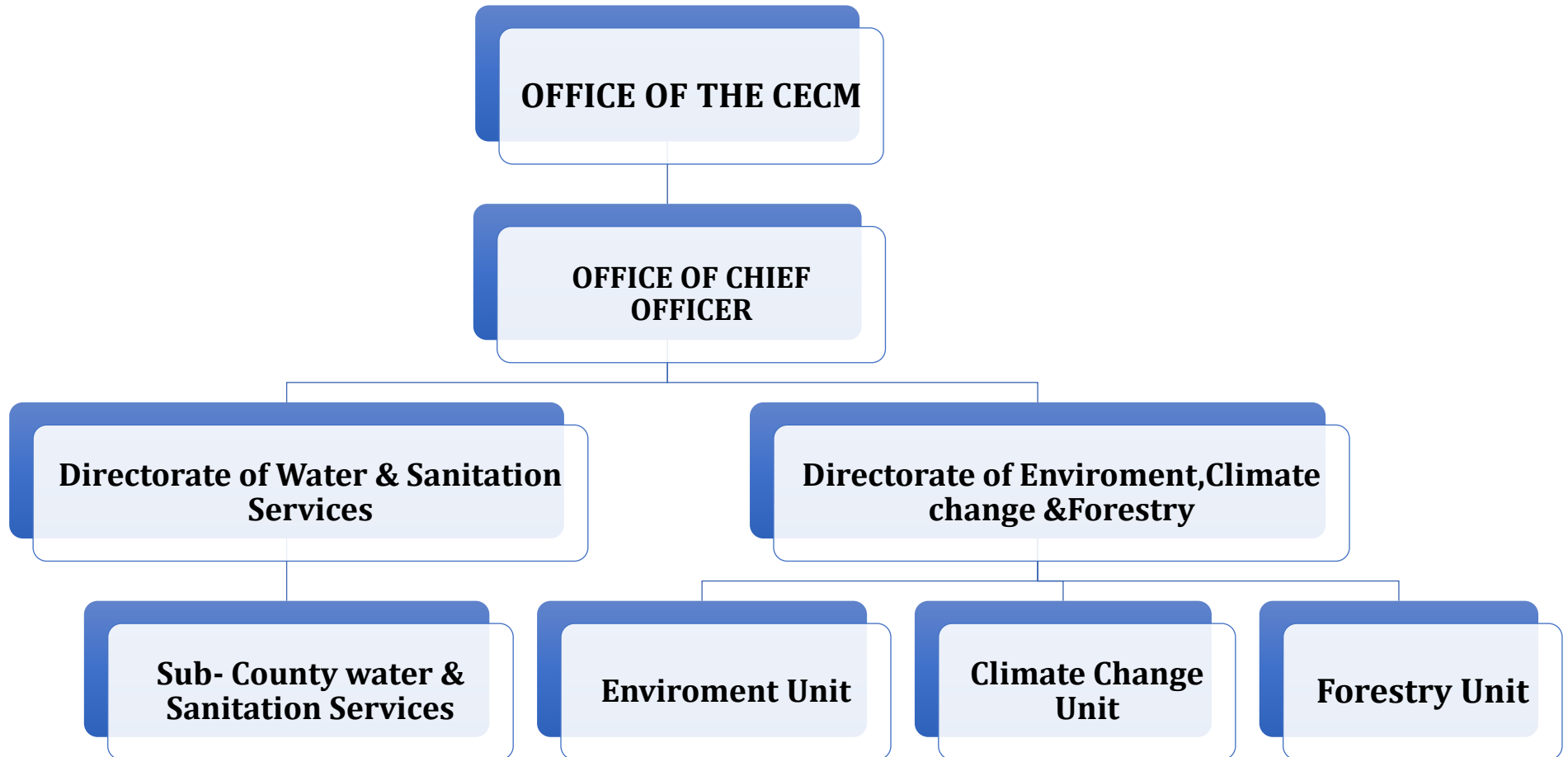


Figure 13: Structure for Department of Water, Environment and Climate Change

FUNCTIONS

1. Directorate of Environment, Climate Change & Forestry

- i. Implementation of specific national government policies on natural resources and environmental conservation, including soil and water conservation; and forestry.
- ii. County planning and development, including Statistics; Land survey and mapping; Boundaries and fencing;
- iii. Implementation of National Policies that is applicable to the county forests.
- iv. Formulation of County level specific by-laws and legislation.
- v. Development and implementation of county forest management plans
- vi. Identification and setting a part of lands for forest reservation, development and creation of county forests.
- vii. Monitor, control and issue alerts on existence of air pollutants.
- viii. Implement National Wetland Conservation and Management policy (2013) at the County Level.
- ix. Establish County parks, beaches, Arboretums and other recreation facilities.
- x. Control noise pollution, outdoor advertisement and any other public nuisance.
- xi. Representation in County Environmental Committee
- xii. Enforcement of Environmental laws, policies and ESIA/EA conditions.
- xiii. Coordination of climate change mitigation measures in all county departments.
- xiv. Coordination of climate change actors within the county.
- xv. Establish, Legislate and implement Climate change Policies, guideline and Action Plans in line with Climate Change Act, 2016.
- xvi. Resource mobilization, training, Capacity building on climate change mitigation measures.
- xvii. Enforcement of waste management policies, standards, and regulation.
- xviii. Refuse removal (garbage), including, provision of waste collection bins, segregation of waste at source and licensing of waste transporters.
- xix. Refuse dumps, including zoning waste operational areas, Conducting Environmental and Social Impact assessment for siting of dams, fencing, control of fires, monitoring waste characteristics and monitoring of waste water from the dumpsite (leachate).

- xx. Solid waste disposal including enforcement of national policies, standards and laws with respect to land filling, incineration with energy recovery, composting.
- xxi. solid waste disposal including enforcement of national waste management policies, standards and laws with respect to land filling , incineration with energy recovery, compositing, recycling and operation of transfer stations
- xxii. Refuse removal (Garbage) including, provision of waste collection bins, segregation of waste at source, licensing of waste transportation;
- xxiii. Refuse dumps including zoning waste operational areas, conducting environmental impact assessment for the siting of dumps, fencing of dumps, controlling fires, monitoring waste characteristics and monitoring of waste water from the dumpsite (leachate)

2. Directorate of Water Services

- i. Formulate water policy control guidelines in accordance with the provisions of the Water Act 2016
- ii. Review and initiate improvements in the water policy framework
- iii. Prepare, implement, monitor and evaluate water programs in the county
- iv. Spearhead implementation of water and sanitation policy in the county
- v. Coordinate and oversee different units and sections under the directorate
- vi. Design and coordinate mentorship programs in the department
- vii. Coordinate training needs assessment of staff as part of capacity enhancement and career progression
- viii. Coordination of staff appraisals
- ix. Leave management of staff in the directorate
- x. Coordinate mapping of water resources in the county and update data appropriately
- xi. Planning of water resource development through forecasting and monitoring of water demand
- xii. Engagement in strategic/planning meetings/forums for the department and execute plans based on departmental priorities and goals
- xiii. Coordinate design activities including preparation of specifications, preparation of tender documents and contracts
- xiv. Spearhead review process for all water Engineering specifications and drawings before approvals
- xv. Coordinate feasibility studies with a view to identifying viable development projects
- xvi. Coordination, monitoring, evaluation and implementation of county water development projects
- xvii. Coordinate water supply schemes operations and sanitation activities in the County
- xviii. Liaise with development partners, stakeholders and government agencies on key result areas in the water sector
- xix. Plan responses to specific weather conditions, such as droughts and floods, and assess the impacts of such events on water catchments and supplies
- xx. Preparation of monthly, quarterly and annual programme performance reports
- xxi. Development and implementation of departmental strategies and work plans

- xxii. Ensure proper planning, design, construction and maintenance of water works.
- xxiii. Coordinate capacity building for both staff and the water users.
- xxiv. Oversee and advise accordingly operations of water service providers in the county.

C.STAFFING

Table 13: Establishment for Department of Water, Environment & Climate Change

No	DESIGNATION	Job Group	In-Post	Required	Variance
1	CECM	T	1	1	0
2	Chief Officer	S	1	1	0
Total			2		
1	Directorate of Water & Sewerage.				
	Engineers (Water and Sewerage)				
1	Senior Principal Superintending Engineer (Water & Sewerage)(Director Water and Sewerage)	R	1	1	0
2	Principal Superintending Engineer (Water & Sewerage) (Deputy Director Water and Sewerage)	Q	0	1	1
3	Chief Superintending Engineer (Water & Sewerage) (Assistant Director water & sewerage)	P	0	1	1
3	Senior Superintending Engineer (Water & Sewerage)	N	0	4	4
4	Superintending Engineer (Water & Sewerage)	M	2	4	2
5	Assistant Engineer I(Water & Sewerage)	L	1	4	3
6	Assistant Engineer II (Water & Sewerage)	K	1	4	3
Total			5		
	Inspectors (Water and Sewerage)				
1	Senior Principal Superintendent (Water & Sewerage)	P	0	1	1
2	Principal Superintendent (Water & Sewerage)	N	0	4	4
3	Chief Superintendent (Water & Sewerage)	M	0	4	4
4	Senior Superintendent (Water & Sewerage)	L	0	4	4

5	Superintendent (Water & Sewerage)	K	0	4	4
6	Senior Inspector(Water & Sewerage)	J	0	4	4
7	Inspector(Water & Sewerage)	H	2	10	8
	Total		2		
Artisans					
1	Senior charge hand	K	1	6	5
2	Senior charge hand	J	2	4	2
3	Charge hand (Mechanical, Electrical and Building)	J	1	4	3
4	Charge hand (Mechanical, Electrical and Building)	H	1		
5	Artisan I	G	2	10	8
6	Artisan II	F	2	9	7
7	Artisan III	E	0	40	40
	Total		9		
Hydrologists					
1	Chief Hydrologist	R	0	0	0
2	Principal Superintending Hydrologist	Q	0	1	1
3	Chief Superintending Hydrologist	P	0	2	2
4	Senior Superintending Hydrologist	N	1	2	2
5	Superintending Hydrologist	M	0	3	2
6	Hydrologist I	L	0	4	4
7	Hydrologist II	K	0	4	4
8	Hydrologist III	J	0	4	4
	Total		1		
Geologists					
1	Chief Geologist	R	0	1	1
2	Chief Superintending Geologist	Q	0	2	2
3	Senior Superintending Geologist	P	0	2	2
4	Superintending Geologist	N	0	2	2

5	Geologist I	M	0	3	3
6	Geologist II	L	0	4	4
7	Assistant Geologist	K	0	4	4
	Total		0		
Inspectors-Electrical					
1	Senior Principal superintendent (Electrical)	P	0	1	1
2	Principal superintendent engineer (Electrical)	N	0	2	2
3	Chief superintendent (Electrical)	M	1	2	1
4	Senior Superintendent(Electrical)	L	0	2	2
5	Superintendent(Electrical)	K	0	3	3
6	Senior Inspector(Electrical)	J	0	4	4
7	Inspector(Electrical)	H	0	4	4
	Total		1		
Drilling Inspectors					
8	Senior Drilling Superintendent	L	0	1	1
9	Drilling Superintendent	K	0	1	1
10	Senior Drilling Inspector	J	0	2	2
11	Drilling Inspector	H	0	2	2
	Total		0		
Drilling Assistants					
12	Senior Drilling Assistant	H	0	4	4
13	Drilling Assistant I	G	0	4	4
14	Drilling Assistant II	F	0	4	4
15	Drilling Assistant III	E	0	4	4
	Total		0		
Grand Total for water directorate			20		
Directorate of Climate Change , Environment & Forestry					
1	(County Director Climate Change ,Environment & Forestry)	R	1	1	0

2	Deputy Director Climate Change ,Environment & Forestry	Q	0	1	1
3	Assistant Director Climate Change ,Environment & Forestry	P	0	1	1
4	Principal Environment Officer	N	0	1	1
6	Senior Environment Officer	M	0	1	1
7	Environment Officer I	K	0	8	8
8	Environment Officer II	J	0	8	8
9	Environment Assistant III	H	0	8	8
	Total		1		
	Foresters				
1	Principal Forester	N	0	8	8
2	Chief Forester	M	0	8	8
3	Senior Forester	L	0	8	8
4	Forester I	K	0	8	8
5	Forester II	J	0	8	8
6	Forester III	H	0	8	8
7	Nursery Attendants	C	0	40	40
	Total		0		
Office Administrative Services Personnel					
	Office Administrators				
1	Deputy Director, Office Administrative Services(County Director Administrative Services)	R	0	0	0
2	Senior Assistant Director, Office Administrative Services	Q	0	0	0
3	Assistant Director, Office Administrative Services	P	0	0	0
4	Principal Office Administrator	N	0	0	0
5	Chief Office Administrator	M	0	0	0
6	Senior Office Administrator	L	0	0	0
7	Office Administrator I	K	0	0	0
8	Office Administrator II	J	0	0	0

	Assistant Office Administrators		0	0	0
1	Principal Assistant Office Administrator	N	0	0	0
2	Chief Assistant Office Administrator	M	0	0	0
3	Senior Assistant Office Administrator	L	0	0	0
4	Assistant Office Administrator I	K	0	0	0
5	Assistant Office Administrator II	J	0	0	0
6	Assistant Office Administrator III	H	0	0	0
	Office Administrative Assistants		0	0	0
1	Senior Office Administrative Assistant	K	0	1	1
2	Office Administrative Assistant I	J	0	3	3
3	Office Administrative Assistant II	H	0	4	4
4	Office Administrative Assistant III	G	0	4	4
	TOTAL		0		
	Support Staff/Office Assistants				
1	Chief Office Assistant /Chief Support Staff	H	0	1	1
2	Senior Office Assistant /Senior Support Staff	G	3	3	0
3	Office Assistant I/Support Staff I	F	1	9	8
4	Office Assistant II/Support Staff II	E	3	10	7
5	Office Assistant III/Support Staff III	D	1	10	9
6	Support staff	C	1		
	TOTAL		9		
	Clerical Officers				
1	Chief Clerical Officer	J	0	1	1
2	Senior Clerical Officer	H	0	2	0
3	Clerical Officer I	G	0	3	3
4	Clerical Officer II	F	0	3	3
	TOTAL				
	Total for Environment Directorate		10		

	GRANT TOTAL		30		
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