

# COUNTY GOVERNMENT OF THARAKA NITTHI



## OFFICE OF THE MUNICIPAL MANAGER THE MUNICIPALITY OF KATHWANA

Email: [municipalityofkathwana@gmail.com](mailto:municipalityofkathwana@gmail.com)

Website: [www.tharakanthicounty.go.ke](http://www.tharakanthicounty.go.ke)

P. O. BOX 10-60406

KATHWANA

### KATHWANA MUNICIPALITY STAFF MEMBERS

S/No.	Name	Designation	Responsibilities	Status
1.	Patrick Kirimi Theophilus	Registered Professional Engineer (EBK)	<ol style="list-style-type: none"><li>1. Ensuring that statutory regulations and safety rules are fully implemented and followed.</li><li>2. Coming up with technical drawings as per work request.</li><li>3. Verifying accuracy of materials and equipment.</li><li>4. Maintaining tools and equipment inventory.</li><li>5. Planning and carrying out scheduled and non-scheduled maintenance on cooling towers, roads, building and other civil structures.</li><li>6. Ensuring housekeeping and maintenance of work areas adhere to set safety standards.</li><li>7. Making sure the equipment and tools are serviced and maintained to operating standards.</li><li>8. Raising purchase requests in the plant maintenance and management system.</li></ol>	Full Time

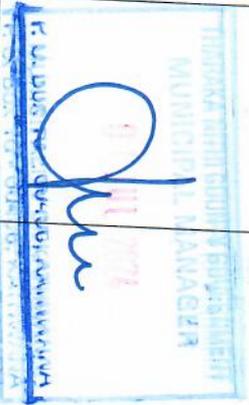
2.	Duncan Kithinji Mwenda	Registered Physical Planner (KIP)	<ol style="list-style-type: none"> <li>9. Raising notifications, creating, confirming, and completing work orders in the plant maintenance management system.</li> <li>10. Complying with relevant ISO standards</li> <li>11. Maintaining all civil as-built drawings and manuals in good order</li> <li>12. Reviewing internal project blueprints and structural specifications to determine dimensions of structure or system and material requirements.</li> <li>13. Any other duties as may be assigned from time to time</li> </ol>	Full Time
----	------------------------	-----------------------------------	--	-----------



<p>3.</p> <p>Purity Mwendwa Murithi</p>	<p>Environment Officer - Registered with NEMA</p>	<ol style="list-style-type: none"> <li>1. Solid waste management within the municipality.</li> <li>2. Prepare work plans for all environmental activities within the municipality and supervise their implementation.</li> <li>3. Conduct environmental education and awareness campaigns including clean up days within the municipality.</li> <li>4. Prepare quality periodic reports on environmental issues.</li> <li>5. Facilitate and promote citizen participation in the management of environmental affairs in the municipality.</li> <li>6. Receive and resolve all environmental complaints within the municipality.</li> <li>7. Coordinate with external stakeholders including development partners and donors on environmental issues and projects.</li> <li>8. Participate in the planning, management, implementation, and monitoring of all environmental projects in the municipality.</li> <li>9. Facilitate citizen forums and dialogues on all environmental issues within the municipality.</li> <li>10. Any other duties as may be assigned from time to time</li> </ol>	<p>Full Time</p>
---	---	---	------------------

THARAKA NITHI COUNTY GOVERNMENT  
MUNICIPAL MANAGER  
01 JUL 2024  
F. U. DUKITILE, GOVERNOR, NAROK COUNTY  
P. O. BOX 112 - BODERA, NAROK COUNTY

4.	Elosy Karithi Mati	Social Development Officer	<ol style="list-style-type: none"> <li>1. Working with communities to identify and mobilize local resources for the implementation of development projects.</li> <li>2. Guiding communities to develop Community Action Plans (CAPs)</li> <li>3. Liaising with local communities and other development agencies in implementing community development programs</li> <li>4. Identifying self-help groups and community-based organizations for registration</li> <li>5. Collecting social development related data for planning</li> <li>6. Guiding communities and self-help groups to identify their social economic needs.</li> <li>7. Mobilizing communities to implement their development projects.</li> <li>8. Develop a work plan on inter and intra municipal youth involvement.</li> <li>9. Any other duties as may be assigned from time to time</li> </ol>	Full Time
5.	Eijah Kiarie Nduati	Finance Officer registered with ICPAK	<ol style="list-style-type: none"> <li>1. Manage the system of accounting and reporting.</li> <li>2. Provide internal controls to ensure that the transactions are properly authorized and recorded.</li> <li>3. Make reports and recommendations to the Manager about the needs of the Municipality.</li> <li>4. Prepare the annual Municipality budget.</li> <li>5. Prepare annual financial reports for the municipality.</li> <li>6. Record financial transactions of the municipality.</li> <li>10. Any other duties as may be assigned from time to time</li> </ol>	Full Time



6.	Stephen Kimathi Mwangangi	Procurement Officer Registered by KISM	<ol style="list-style-type: none"> <li>1. To provide overall policy and strategic direction for the transformation of the Municipality.</li> <li>2. Create and maintain relationships with vendors/suppliers.</li> <li>3. Estimate and establish budget for purchase.</li> <li>4. Estimate and establish budgets for purchases.</li> <li>5. Make professional decisions in a fast-paced environment.</li> <li>6. Review all vendors and suppliers.</li> <li>7. Maintain purchase records and other important data.</li> <li>8. Negotiate pricing and supply contracts.</li> <li>9. Develop plans for purchasing services, and supplies.</li> <li>10. Ensure that the products and supplies meet quality standards.</li> <li>11. Work with team members to complete duties as needed.</li> <li>12. Maintain and update a list of suppliers</li> <li>13. Any other duties as may be assigned from time to time</li> </ol>	Full Time
7.	Lucy Kangai Muriithi	Human Resource Officer	<ol style="list-style-type: none"> <li>1. Providing technical guidance and advice on human resource matters at the municipality.</li> <li>2. Assist in co-ordination of human resource management activities in areas of recruitment, appointments, placements, promotions, and disciplinary matters.</li> <li>3. Assist in preparation of municipal papers in areas of HRM matters.</li> <li>4. Supervision, guidance, counseling, mentoring, training, and development of staff.</li> <li>5. Assist in administrative tasks at the municipal</li> <li>6. Any other duties as may be assigned from time to time</li> </ol>	Shared in the Department

