



REPUBLIC OF KENYA



GOVERNMENT OF BUSIA COUNTY

# ORGANIZATION STRUCTURE AND STAFF ESTABLISHMENT FOR COUNTY GOVERNMENT OF BUSIA (THE EXECUTIVE)

SEPTEMBER, 2025.



This Is A True And Certified Copy Of The Original  
Signed: \_\_\_\_\_  
SECRETARY / CRO BUSIA COUNTY  
PUBLIC SERVICE BOARD

**PREFACE**

The County Government of Busia Staff Establishment Document is designed to provide a comprehensive framework for the organization's human resource structure. This document outlines the authorized positions, grading systems, and organizational setup necessary for the efficient and effective delivery of services to the Busia citizens.

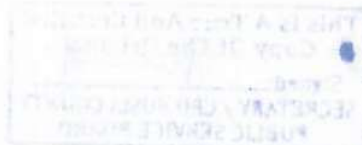
This establishment is aligned with our strategic plan and adheres to the principles of the Human Resource Manual Policy and the Public Service guidelines. It aims to ensure that the organization maintains the right mix of staff with the necessary skills, knowledge, and abilities to fulfill its mandate.

The structure contained herein has been developed through a rigorous process of functional analysis to ensure that every role contributes directly to our core objectives while promoting accountability, transparency, and optimal utilization of human resources.

I commend the Board Members, county departments and the Secretariat for their dedicated efforts in developing this foundational document, which will guide recruitment, promotion, and staff development, ultimately enhancing the productivity of the County.

**HON. MICHAEL A. ONYURA**  
**CHAIRPERSON COUNTY PUBLIC SERVICE BOARD**

Signature:  .....



## FOREWORD

The County Public Service Board is entrusted with the crucial responsibility of overseeing and coordinating human resource matters within County Government of Busia. In this capacity, the office recognizes the essential role that effective Human Resource Manual and Staff Establishment play in ensuring the optimal functioning of our organization.

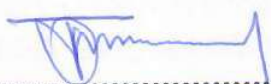
This document is designed to provide clarity on our organizational structure and functional roles, ensuring that every team member understands their roles efficiently and effectively that contributes to our overall success in terms of public service delivery. It is more than just an administrative tool, it is a strategic blueprint that defines our workforce capabilities.

There is therefore need to have a clear forecasting on the human resource demands and supply per department to ensure informed staffing plans. Succession management planning plays a critical role in the long-term success and sustainability of the organization.

We have designed this establishment to foster productivity, innovation, and career development. I look forward to working with all of you to build a stronger, more efficient organization.

In conclusion, I extend my sincere appreciation to all who have contributed to the development of this document. It is through the dedication of human resource professionalism, the Board Members and the Secretariat, whose collective commitment and collaboration have contributed towards development of Staff Establishment.

**CS. CHRP, TRUPHENAH AKIDE,**  
**Secretary/ CEO**  
**Busia County Public Service Board**

Signature: 

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Signed:   
SECRETARY / CEO BUSIA COUNTY  
PUBLIC SERVICE BOARD

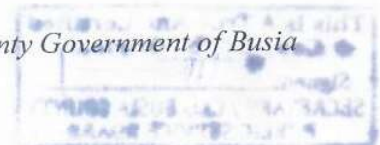
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## ACRONYMS

CIDP :	County Integrated Development Plan
CECM :	County Executive Committee Member
C.O :	Chief Officer
COK :	Constitution of Kenya
CPSB :	County Public Service Board
ECDE :	Early Childhood Development Education
HR :	Human Resource
HRM :	Human Resource Management
HRMO:	Human Resource Management Officer
ICT :	Information Communication Technology
JG :	Job Group
M&E :	Monitoring and Evaluation
SACCO:	Savings and Credit Cooperative Organization
SAGA :	Semi-Autonomous Government Agency
SPIDE :	Strategic Partnership, ICT and Digital Economy
ToR :	Terms of Reference
VTC :	Vocational Training Centre
PWC :	People Work and Culture
PSC :	Public Service Commission
PWD :	People Living With Disability
ATC :	Agricultural Training Centre
YEDF :	Youth Enterprise Development Fund
ADF :	Agricultural Development Fund
AMC :	Agricultural Machinery Centre



## CHAPTER ONE

### 1.0 INTRODUCTION

#### 1.1 Background

The Constitution of Kenya, 2010 provides for two levels of government; at national and county levels. It also provides for a total of 47 counties as distinct geographic units of governance with a clear delineation of boundaries [COK, 2010, First Schedule (Article 6 9(i)). Under the Fourth Schedule of the Constitution, a formal distribution of governance and development functions for the two levels of government is provided for [COK, 2010, Fourth Schedule, Article 185 (2), 186(1) and 187(2)].

Busia is one of the forty-seven (47) counties of Kenya, and it is situated at the extreme western region of the country. The County borders three other counties which include: Bungoma to the north, Kakamega to the east and Siaya to the south-west. Part of Lake Victoria is in the County on the South-East and borders the Lake with the Republic of Uganda to the west

The County covers an area of 1,694.5 km<sup>2</sup> and falls within the Lake Victoria basin. The altitude rises to about 1,130 to 1,500 meters above sea level. The County is drained by River Malakisi, River Malaba, River Sio and River Nzoia. Previously the County comprised of 10 divisions, 60 locations and 181 sub-locations based on the previous administrative arrangement as well as the following local authorities;

- (i) Busia Municipal Council;
- (ii) Funyula Municipal Council;
- (iii) Nambale Town Council;
- (iv) Port Victoria Town Council; and
- (v) Busia County Council.

However with the promulgation of the new Constitution in 2010, the new administrative units were formed and cover 8 sub- counties, 35 wards and 181 villages. The County has 7 constituencies.



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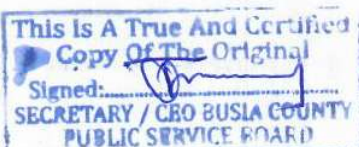
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 PUBLIC SERVICE BOARD

## ACKNOWLEDGMENT

The Team wish to extend our heartfelt gratitude to HE. Dr. Paul Nyongesa Otwoma Governor of Busia County Government for his unwavering support in the completion of this report on organization structure and staff establishment for the County Government staff.

Special thanks to the Public Service Commission team for their invaluable technical assistance throughout this process. Our sincere appreciation goes to the County Public Service Board and the Commissioners represented by Chair of Human Resource Committee Commissioner Ofafa for providing profound insights into the County's functions. We are grateful to the Chief Executive Officer Madam Truphenah for exceptional coordination of the assignment and provision of various primary and secondary data.

Finally, we express our deepest thanks to all who participated, including the County Executive Committee Members, Chief Officers and members of staff whose contributions were vital to the successful completion of this report.



## 1.2 Rationale for the staff establishment

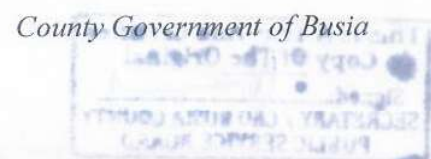
The increasing demand for better and quality services by the citizens has set the stage for a new order in the management and accountability of governments and hence the need for a County public service that delivers services to the citizen efficiently and effectively.

The County's wage bill currently constitutes 40% against the recommended 35% of the county government's expenditure. This poses a serious threat to the funding of important development projects and has the potential to severely affect the county's economic prospects. There is therefore need to rationalize the staff establishment and ensure appropriate deployment of skills and competencies in the county for effect utilization of the human capital.

The County Government of Busia is currently operating with a staff establishment developed in 2014 during the transition period. This has been reviewed over the years based on the workload analysis, conducted in 2017, Public Service Commission (PSC) circulars, Salary and Remuneration Commission (SRC) guidelines and Executive Orders from the Governor. Due to emerging dynamics and efficiency demands, the County government of Busia has re-organized its governance structure, rendering the current staff establishment out of date and inadequate.

Over the last 10 years, a comprehensive review and development of new staff establishment has been necessitated by the following:

1. **Rationalization and restructuring:** The need for enhanced service delivery for citizens has created the demand for organizational realignment and restructuring across all sectors. Our current establishment lacks flexibility to accommodate the changing dynamics of the county.
2. **Former Local Government Employees:** During the transition period, staff previously working for the defunct municipal, urban and town councils were assimilated into the County Government of Busia. Majority of them lacked requisite skills and flexibility needed for re-training and redeployment. Additionally, the terms of engagement, including job groups and salaries for these staff members were often different from those of their counterparts employed in the County, creating disparities in remuneration, career progression, and overall staff morale.
3. **Changes in the Organizational Structure:** The County Government of Busia focused on an improved, efficient and human resource-based approach to service delivery finds the current staff establishment inadequate, insufficient and unable to allow it to respond efficiently to address the changing needs of its population and improve



service delivery. This has created an urgent need to review and improve the staff establishment and the organizational structure, ensuring that it supports the realization of the county's strategic goals and objectives.

4. **Alignment with County Integrated Development Plan (CIDP):** The current staff establishment does not adequately support the realization of the strategic goals and objectives outlined in the County Integrated Development Plan (CIDP). The CIDP requires an efficient and capable workforce that can effectively contribute to the achievement of these goals. The existing staff establishment needs to be revised to ensure that it is fit for purpose, fully aligned with the CIDP, and able to meet the evolving demands of the county.
5. **Adherence to Legal and Regulatory Frameworks:** Policies and regulations developed by Public Service Commission (PSC) and the Salary and Remuneration Commission (SRC) have evolved since 2014, and new circulars have been issued to guide staffing decisions. The revised staff establishment will ensure compliance with these guidelines.
6. Need to achieve the goals of Vision 2030, sustainable development goals, Governor's manifestos among others.

In conclusion, well-conceived and properly aligned organizational structures hold the key to making the County Government of Busia meet the expectations of the residents. This will include compliance with constitutional/legal requirements on devolution of portfolios and decentralization of service delivery; addressing significant lessons gained since the last approved staff establishment.

### 1.3 Objectives of this exercise

The overall objective of the exercise was to ensure that the County Government functions are properly structured and staffed to facilitate transformation of the County Public Service for efficient and effective service delivery.

#### The specific objectives include:

- i) To ensure optimal staffing levels across the departments;
- ii) To control arbitrary filling of vacant posts;
- iii) To address challenges of bloated workforce and spiraling wage bill;
- iv) To align staffing levels with service delivery;
- v) To ensure the County organization structure is harmonized across similar or related departments and Agencies;
- vi) To achieve effective workflow and clear lines of communication.



- vii) To ensure compliance with the provisions of the Constitution, CGA 2012 and other relevant legislations and policies on staffing of County Governments.
- viii) To entrench a healthy organization culture

### **Guiding Principles of Organization Structure Review**

While undertaking the review framework, the team PSC, BCPSB and County Departments adhered to the process of reviewing organization structures through specific basic principles, some of which are:

#### **a) Legal and regulatory framework**

The development of these staff establishment is anchored on the following:

- I. Article 235 of the Constitution and Section 5(2)(f) of the County Governments Act No. 17 of 2012 both of which provide for the legal framework for the establishment and staffing of County Public Service;
- II. The Public Finance Management Act, 2012 Section 107 and Section 25(1) (b) of the Public Finance Management Act (County Governments) Regulations, 2015 which sets limits for wage bill sustainability;
- III. Urban Areas and Cities Act, 2011, Section 57 on staffing of Cities and Municipalities;
- IV. The Office of the County Attorneys Act 2020, Section 4 on establishment of various offices;
- V. The Public Service Commission Act 2017, Public Service Commission Regulations 2020 and Guidelines which provide standards and principles of Human Resource Management to the National government and which may be customized to apply at the County Government; and
- VI. Salaries and Remuneration Commission guidelines on salaries and remuneration in the public service, including County Governments.

#### **b) Span of control**

Consideration of the following in order to achieve the appropriate span of control:

- i) The number of staff supervised
- ii) The nature of work being performed
- iii) The capability of supervisors' vis-a-vis subordinates
- iv) The leadership style;
- v) The nature of interpersonal relationships.



- vi) Lines of authority and responsibility to the supervisor
  - vii) Chain and Unit of command
- c) The need to have a lean organization structure and optimal staffing levels, for efficient and effective service delivery, within an affordable and sustainable wage bill (not exceeding the 35% set limit).
  - d) Interrelated Functions. Related activities are grouped together in one functional area in order to maximize coordination of activities.
  - e) Commensurate Authority and Responsibility
    - i. Proportionate authority and responsibility being delegated to staff to undertake the tasks allocated to them and for accountability.
    - ii. Supervisors being held accountable for the outcomes of their subordinates.
  - f) **Work Assignment**
    - i. Work assignment being commensurate to the employees' ability, talents, special strengths and competencies. This helps to ensure that each person's work assignment is consistent with his/her ability and interest.
    - ii. Clearly defined duties and responsibilities being developed to ensure employees are accountable for performance.

**g) Employee Participation**

All employees would be involved in decision making in their areas of operation.

**h) Other factors included as follows:**

- The use of the PwC (People work and Culture) Structure as the basis and justification of any deviations
- Involvement of stakeholders – Departments provided initial proposals for discussion and eventual consensus.
- Minimal duplication and overlap of functions and roles, within and across Departments, to ensure optimal utilization of resources



#### 1.4 Terms of Reference (ToR)

The Terms of Reference for the assignment as agreed between the County Government of Busia and team from Public Service Commission (PSC) were to:

- (i) Carry out a needs analysis on staff and HR related issues;
- (ii) Provide for well-organized and functional structures that are based on given mandates and functions;
- (iii) Establish the existing human resource capacity at the County and make recommendations on the optimal staffing levels based on the aligned structures;
- (iv) To develop sound organizational structures for the Departments; and
- (v) To come up with proper Departmental staff establishments.

#### 1.5 Summary of Expected Deliverables

- a) Approved staff establishments for County Government.
- b) An appropriate organizational structure(s) with recommended optimal staffing levels for each functional area.
- c) Controlled and ethical recruitment processes aligned with the staff establishment.
- d) A lean, efficient, effective and responsive county public service.
- e) Entrenched culture of fair employment practices that adhere to the principles of merit, professionalism, equity, and representation in recruitment and staffing.

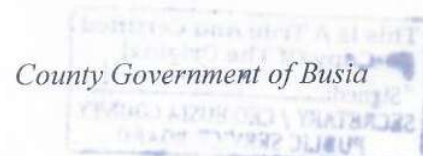
#### Scope of Application

This organization structure will apply to the Busia County departments and agencies.

#### 1.6 Methodology

- (a) Establishment of the need to review the existing organization structure
- (b) Communication with all the Departments, on the Board's intention to review the structure and expectations.
- (c) Communication from the CPSB to departments to consolidate and submit the organization structure proposals to the Board;
- (d) **Approach to the exercise**

Following discussions with representatives and heads of departments, led by the Chief Officers, the Board rationalized the proposals and agreed on the way forward



**(e) Data Collection**

The Team used conventional data collection methods such as literature review, observation, interview, and focus group discussion to gather data to support proposals for the organization structure, and staffing levels.

*Literature review*

The Team reviewed the Constitution, policy and legislation documentation governing the functioning of County Governments; the strategic plans; Recommendations by the task force report (2022) and previous studies on the organization and staffing of the County Government of Busia. The Team also benchmarked with other County Governments (Kakamega and Nakuru Counties).

*Interview/Discussion*

The Team held interviews with a sample of staff currently within the County Departments to get a real picture of the functional areas and how staff are placed and the numbers in every functional area; what the job holders really do in their work – duties, activities and responsibilities on a job or position and the effect they have on them (job holders). Getting first hand data from the job holders assisted the Team in the definition of work activities and requirements.

**(f) Data Analysis**

The data collected was analyzed, synthesized and recommendations arising incorporated into the document.



## CHAPTER TWO

### 2.0 CURRENT ORGANIZATION STRUCTURE AND STAFFING

#### 2.1 INTRODUCTION

The County Government of Busia (Executive Arm) is currently organized into the Office of the Governor, eleven (11) County Departments, Office of the County Attorney and County Public Service Board as enumerated below and depicted in figure 1.

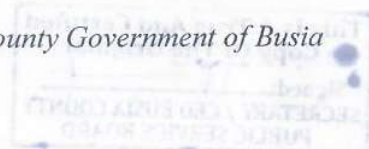
#### The Office of the Governor

##### County Departments

1. Strategic Partnership, ICT and Digital Economy
2. County Treasury and Economic Planning
3. Public Service Management and Governance
4. Transport, Roads and Public Works
5. Health Services and Sanitation
6. Water, Environment, Irrigation, Natural Resources and Climate Change
7. Trade, Investment, Industrialization, Cooperatives, Small and Micro Enterprises
8. Education and Industrial Skills Development
9. Smart Agriculture, Livestock, Fisheries, Blue Economy and Agribusiness
10. Lands, Housing and Urban Development
11. Youth, Sports, Culture, Gender and Creative Arts

#### Office of County Attorney

#### County Public Service Board

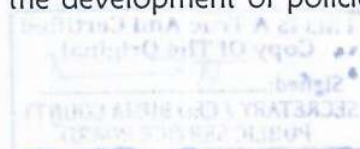


## **FUNCTIONS AND STAFFING**

### **2.2 OFFICE OF THE GOVERNOR**

The following are the functions of the **Office of the Governor** as provided in the County Governments Act, No 17 of 2012, and Section 30:

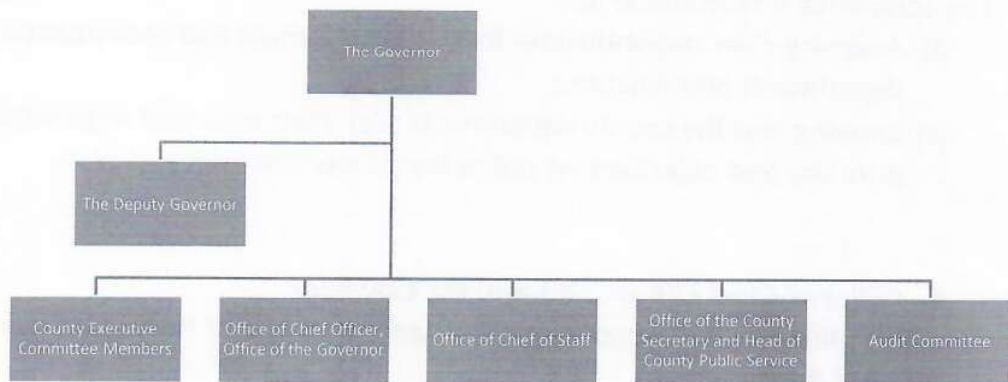
- (i) Diligently execute the functions and exercise the authority provided for in the Constitution and legislation
- (ii) Perform such state functions within the county as the President may from time to time assign on the basis of mutual consultations
- (iii) Represent the county in national and international fora and 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
- (xix) Promote and facilitate citizen participation in the development of policies and plans and delivery of services in the county



The following Offices and units are domiciled in the Office the Governor

- (a) The Governor
- (b) The Deputy Governor
- (c) County Executive Committee Members
- (d) Office of Chief Officer, Office of the Governor
- (e) Office of Chief of Staff
- (f) Office of the County Secretary and Head of County Public Service
- (g) Audit Committee

Figure 2.2 : Current Organization Structure – Office of the Governor



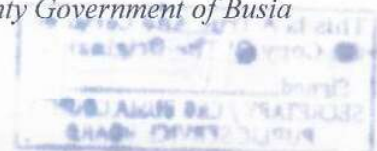
### 1. Office of the Deputy Governor

The office of the Deputy Governor is responsible for the following functions:

- (i) Deputize the Governor in the execution of the Governor's functions;
- (ii) Serve as Acting Governor in the absence of the Governor; and
- (iii) Any other function as may be assigned by the Governor.

### 2. Office of Chief of Staff

The office of the Chief of Staff is headed by a Chief of Staff Job Group 'S' who is private secretary to the Governor. The functions of the Office of the Chief of Staff entails: -



- (i) Advising the Governor on emerging events;
- (ii) Managing the Governor's diary;
- (iii) Managing the Governor's Press Unit and Protocol;
- (iv) Representing the Governor on personal issues;
- (v) Management of the Governor's personal staff; and
- (vi) Managing the Service Delivery Unit.

### **3. County Executive Committee Members**

The committee is responsible for:

- (i) Assigning clear responsibilities for the management and coordination of departments and functions
- (ii) Ensuring that the county departments align their roles and responsibilities with the priorities and objectives set out in the county's policies and plans

### **4. Office of Chief Officer, Office of the Governor**

The Chief Officer is the Accounting officer and in charge of the general administration in the office of the Governor.

### **5. Office of the County Secretary and Head of County Public Service.**

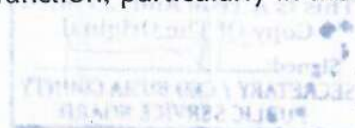
The office is responsible for the following:

- (i) Head of County Public Service,
- (ii) Responsible for arranging the business, and keeping the minutes, of the CEC subject to the directions of the executive committee,
- (iii) Convey the decisions of the CEC to the appropriate persons or authorities,
- (iv) Perform any other functions as directed by the county executive committee.

### **6. Audit Committee**

The functions of the committee entails:

- (i) Evaluating the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended;
- (ii) Performing an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process; and
- (iii) Evaluating the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting.

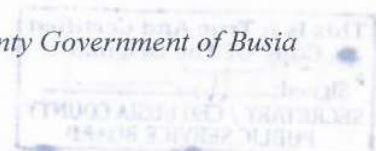


## Staffing

The following is the current staff establishment for the Office of the Governor:

*Table 2.1 : Staff Establishment - Office of the Governor*

Designation	Job Group	Authorized Establishment	In Post
H.E. The Governor	V	1	1
H.E. The Deputy Governor	U	1	1
Chief Officer, Office of the Deputy/ Governor	S	2	1
Gender Advisor	R	0	1
Political Advisor	R	1	1
Legal Advisor	R	1	1
Economic Advisor	R	1	1
Personal Assistant	M	2	2
<b>Sub Total</b>		<b>9</b>	<b>9</b>
<b>Chief Officer Office of the Governor</b>			
Chief Officer Governorship	S	1	11
Special Aide to Governor	N	1	1
Office Administrator II/I/Senior	J/K/L	0	3
Liaison Officers	M	1	35
Senior Secretary	J	1	1
Secretary	H	1	1
Chief Driver	H	1	1
Driver III/II/I/Senior	D/E/F/G	2	6
Support Staff II/I/Senior	C/D/E	0	60
<b>Sub Total</b>		<b>8</b>	<b>119</b>
<b>Disaster Management</b>			
Director, Disaster Management	R	1	1
Deputy Director, Disaster Management Officer	Q	0	1
Principal, Disaster Management Officer	N	1	1
Chief Disaster Management Officer	M	0	1
Disaster Management Officer	J/K/L/M	3	3
Fireman II	E	2	1
Fireman III	E	0	2
Fireman III	D	0	2
<b>Sub Total</b>		<b>7</b>	<b>12</b>
<b>Office of Chief of Staff</b>			
Chief of Staff	S	1	1
Director Service Delivery	R	0	1



<b>Sub Total</b>			<b>1</b>	<b>2</b>
<b>Protocol</b>				
Senior protocol Officer		<b>P</b>	1	<b>0</b>
Chief of Protocol		<b>N</b>	0	1
Protocol Officer II/I		<b>M/N</b>	1	2
Receptionist II/I		<b>G/H</b>	2	2
<b>Sub Total</b>			<b>4</b>	<b>5</b>
<b>Governors Press Unit</b>				
Director Communication		<b>R</b>	0	1
Principal Communication Officer		<b>Q</b>	1	0
Chief Communication Officer		<b>M</b>	0	1
Senior Principal Communication		<b>L</b>	0	4
Communication Officer II/Editor/Camera		<b>G/H</b>	1	3
Graphic Designer		<b>H/J</b>	1	2
Senior ICT Officer		<b>L</b>	0	2
ICT Officer I		<b>K</b>	0	2
ICT Officer II		<b>J</b>	0	2
Public Communication/ Information Officer I		<b>G</b>	1	0
<b>Sub Total</b>			<b>4</b>	<b>17</b>
<b>Office of County Secretary</b>				
County Secretary		<b>T</b>	1	1
Deputy County Secretary		<b>S</b>	1	1
Personal Assistant		<b>M/N</b>	1	2
Principal Driver/Chief		<b>H/J</b>	0	1
Administrative Officer II/I senior		<b>K/L/M</b>	2	3
Secretary/Senior		<b>J/K</b>	1	1
Office Assistant		<b>A/B/C/D/E/F</b>	1	1
Driver		<b>D/E/F/G</b>	1	0
<b>Sub Total</b>			<b>8</b>	<b>10</b>
<b>Grand Total</b>			<b>41</b>	<b>172</b>

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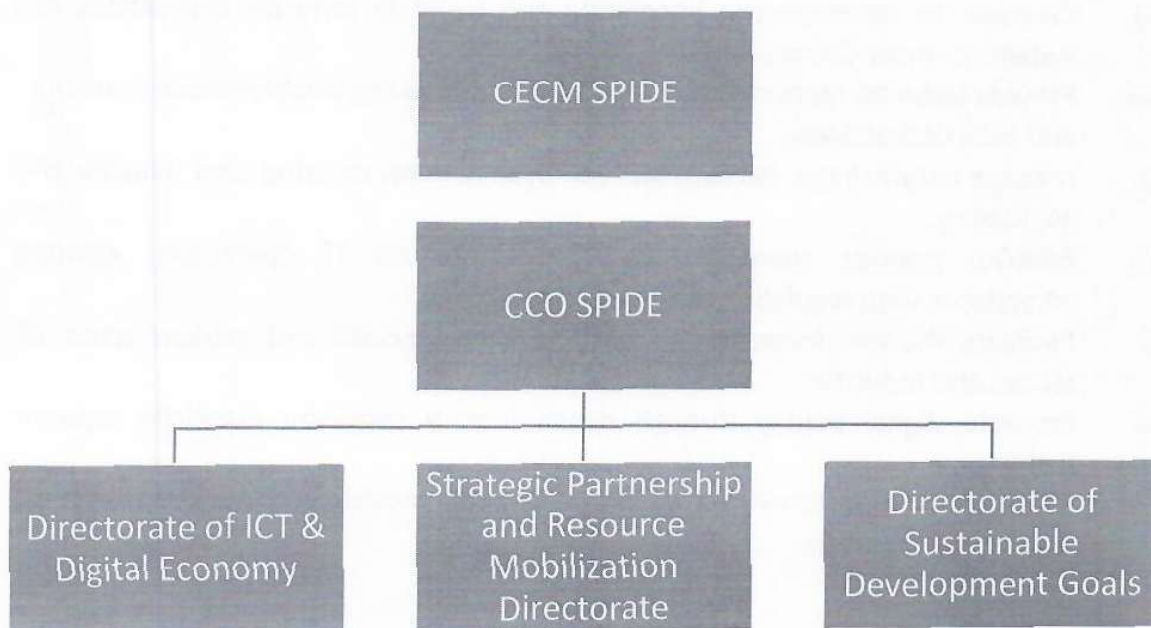
### 2.3 DEPARTMENT OF STRATEGIC PARTNERSHIP, ICT AND DIGITAL ECONOMY

The Department is headed by the County Executive Committee Member (CECM) Strategic Partnership, ICT and Digital Economy who will be the policy head. The CEC member is assisted by one (1) Chief Officer who will be Accounting and Authorized Officer.

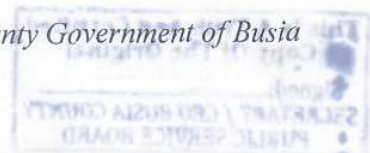
The Department will be organized into three (3) Directorates as enumerated below and depicted in figure 3.

- (i) ICT Directorate;
- (ii) Digital Economy Directorate;
- (iii) Strategic Partnership and SDG /RM Directorate.

*Figure 2.3 : Proposed Organization Structure - Department of Strategic Partnership, ICT and Digital Economy*



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**a) Directorate of ICT and Digital Economy**

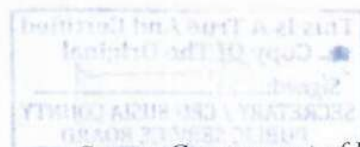
The Directorate will be headed by Director, ICT and Digital Economy who will be responsible to the Chief Officer for coordinating ICT functions in the County.

Functions of the Directorate:

- (i) Develop and implement ICT policies and strategies
- (ii) Coordinate the training of users on ICT applications;
- (iii) Manage, maintain and upgrade of ICT systems and infrastructure,
- (iv) Manage the county's website and ICT networks;
- (v) Oversee the development, implementation, and maintenance of IT infrastructure, including hardware, software and networks
- (vi) Implement and manage security measures to protect county data and systems from cyber threats.
- (vii) Oversee the development, integration and maintain software applications and systems to meet County needs.
- (viii) Provide technical support and services to users, including troubleshooting, training, and help desk services.
- (ix) Manage data storage, backup, and retrieval systems, ensuring data integrity and availability.
- (x) Establish policies, standards, and procedures for IT operations, ensuring compliance with regulations and best practices.
- (xi) Facilitate the transformation to digital business models and markets across all sectors and industries
- (xii) Promote digital society through digital literacy programs especially capacity building
- (xiii) Facilitate the transformation to digital business models and markets across all sectors and industries

**b) Directorate of Partnership and Resource Mobilization.**

The Directorate will be headed by Director, Partnership and Resource Mobilization who will be responsible to the Chief Officer for coordinating partnership and resource mobilization functions in the County.



Functions of the Directorate:

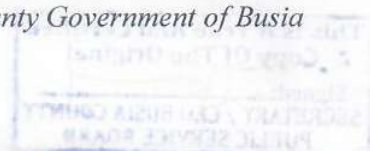
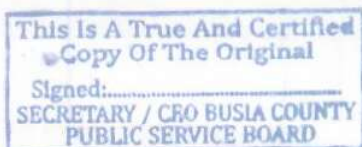
- (i) Initiate and oversee development of policies, procedures, regulations, guidelines, and strategies for resource mobilization and partnership development.
- (ii) Foster collaboration with external stakeholders, ensuring that partnerships lead to joint initiatives, programs, or projects that create greater impact than if undertaken alone.
- (iii) Facilitate networking and collaborative opportunities to address common goals or issues.
- (iv) Advocate for the organization's interests within the context of its partnerships. This includes influencing public policies, fostering shared agendas, and strengthening the organization's role in key networks or sectors.
- (v) Ensure existing partnerships at the County are managed effectively, with clear agreements, roles, and expectations in place. It is responsible for the coordination of activities between the County Government of Busia and its partners.
- (vi) Regular monitoring and reporting on the outcomes of partnerships to ensure they are delivering on agreed objectives and have a tangible impact.
- (vii) Assess potential partners to ensure alignment in terms of values, objectives, and organizational culture. This reduces the risk of misalignment and ensures that partnerships contribute positively to the County Government's mission and plans.
- (viii) Conduct due diligence on potential partners to assess their financial health, reputation, and capacity to deliver on commitments.

**c) Directorate of Sustainable Development Goals (SDG)**

The Directorate will be headed by **Director, SDG** who will be responsible to the Chief Officer for coordinating SDG functions in the County.

Functions of the Directorate:

- (i) Preparation of development plans, planning and analysis of government policies, and providing advice on planning and economic policy issues to the executive.
- (ii) Mobilize domestic and external resources to finance county budgetary requirements.
- (iii) Collect and analyze data related to productive sectors and maintaining an inventory of development and investment programs at the county.
- (iv) Monitor and evaluate development projects and programs, conducting prefeasibility and feasibility studies, and reviewing development policy strategies and programs.




- (v) Assist in the formulation of economic and statistical development activities and coordinating sectoral and regional development plans.
- (vi) Initiate, implement, monitor, and evaluate policy and other budgetary processes to provide the requisite information for decision-making.

In order to perform the above functions, the directorates will be staffed as follows:

**Table 2.2 : Proposed Staff Establishment**

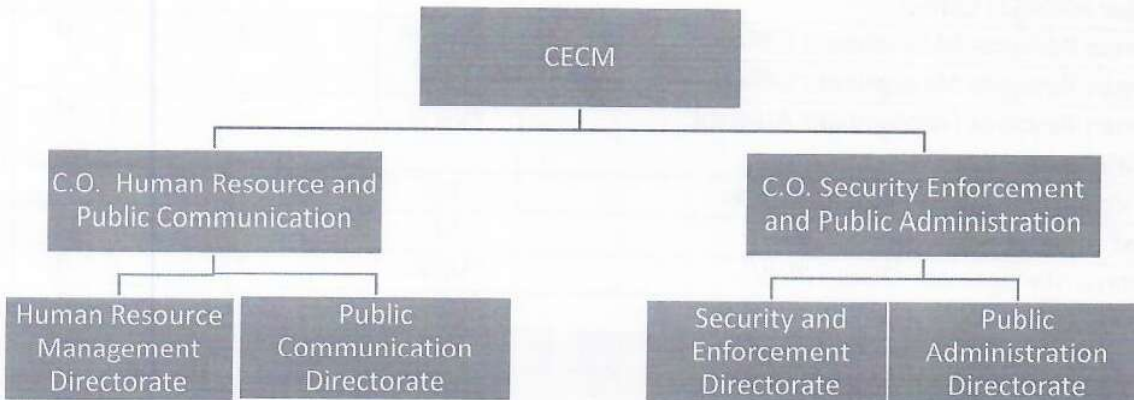
Designation	Job Group	Authorized Establishment	In Post
CECM- SPIDE	T	0	1
County Chief Officer-SPIDE	S	0	0
<b>Directorate of ICT and Digital Economy</b>			
Director, Information Communication Technology	R	1	1
Deputy Director, Information Communication Technology	Q	1	1
Assistant Director, Information Communication Technology	P	1	1
Principal Information Communication Technology Officer	N	1	2
Principal Data Protection officer	N	0	1
Chief Data Protection officer (Compliance and Audit)		0	3
Chief Information Communication Technology Officer	M	2	6
Senior Information Communication Technology Officer	L	3	8
Information Communication Technology Officer II/I	J/K	5	13
Information Communication Technology Officer III	H	2	14
<b>Sub Total</b>		<b>16</b>	<b>51</b>
<b>Directorate of Strategic Partnership/RM</b>			
Director, Administration (Resource Mobilization)	R	1	1
Deputy Director, Administration (Resource Mobilization)	Q	0	1
Principal Resource Mobilization officer	N	0	2
Chief Partnership and Resource Mobilization Officer	M	0	2
Senior Partnership and Resource Mobilization Officer	L	0	7
Partnership and Resource Mobilization Officer II/I	J/K	0	2
<b>Sub Total</b>		<b>1</b>	<b>15</b>
<b>Grand Total</b>		<b>17</b>	<b>66</b>

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## 2.4 DEPARTMENT OF PUBLIC SERVICE MANAGEMENT AND GOVERNANCE

The Department is headed by the County Executive Committee Member (CECM) Public Service Management and Governance who is the policy head. The CEC member is assisted by two (2) Chief Officer; one responsible for Human Resource and Public Communication and the other one responsible for Security Enforcement and Public Administration. The Chief Officers are the Accounting and Authorized Officers.

*Figure 2.3 : Current Organization Structure - Department of Public Service Management and Governance*



### 1. Human Resource and Public Communication

The Human Resource and Public Communication functional is headed by Chief Officer, who is responsible to the County Executive Committee Member (CECM) Public Service Management and Governance.

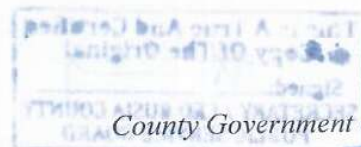
The Human Resource and Public Communication will be organized into two (2) Directorates namely:

- (i) Human Resource Management Directorate; and
- (ii) Public Communications Directorate.



**Table 2.3 : Current Staff Establishment - Human Resource and Public Communication**

DESIGNATION	JOB GROUP	AUTHORIZED ESTABLISHMENT	IN POST
Chief Officer, Human Resource and Public Communication	S	2	2
<b>Human Resource Management Directorate</b>			
Director, HRM&D	R	1	0
Deputy Director, HRM&D	Q	0	1
Principal HRM&D Officer	N	1	0
Chief HRM&D Officer	M	0	1
Senior HRM&D Officer	L	0	3
Human Resource Management Officer I	J/K/L/M	3	0
Human Resource Management Officer II	J		
Human Resource Management Assistant III/II/I/Senior	H/J/K	2	0
Principal Record Management Officer	N	1	0
Chief Records Management Officer	M	0	1
Records Management Officer III/II/I	H/J/K	2	0
Clerical Officer II/I	F/G/H	0	4
<b>Sub Total</b>		<b>10</b>	<b>10</b>
<b>Public Communication Directorate</b>			
Director, Public Communications	R	1	0
Deputy Director, Public Communications	Q	0	1
Principal Public Communication Officer	N	1	0
Senior Public Communications Officer	L	0	0
Public Communications Officer III/II/I	J/K/L	2	0
Camera Video Operator III/II/I	G/H/J	2	0
Public Communications Assistant III	G	0	1
<b>Sub Total</b>		<b>6</b>	<b>2</b>
<b>TOTAL</b>		<b>18</b>	<b>14</b>



## 2. SECURITY ENFORCEMENT AND PUBLIC ADMINISTRATION

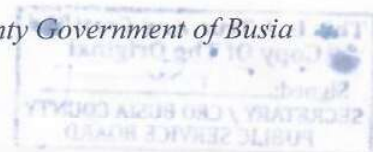
The Security Enforcement and Public Service is headed by Chief Officer, who is responsible to the County Executive Committee Member (CECM) Public Service Management and Governance.

The Security Enforcement and Public Administration is organized into two (2) Directorates namely:

- (i) Security and Enforcement Directorate; and
- (ii) Public Administration Directorate.

**Table 2.4 : Current Staff Establishment - Security Enforcement and Public Administration**

DESIGNATION	JOB GROUP	APPROVED ESTABLISHMENT	IN POST
<b>Chief Officer, Security Enforcement and Public Administration</b>	S	1	1
<b>Security and Enforcement Directorate</b>			
Director, Security and Enforcement	R	0	1
Deputy Directors	Q	0	1
Commandant	Q	1	0
Senior County Security Enforcement officer	P	1	0
Senior Superintendent	N	0	2
Superintendent	M	2	0
Inspector	K	0	4
Assistant Inspector	J	0	5
Senior Sergeant	H	1	4
Sergeants/Senior Sergeant	J/K	6	13
Corporals	H	8	16
Constables	F	14	91
Watchman II	E	1	0
Inspector/Senior Inspector	L/M	4	0
Enforcement Assistant	E	1	0
Inspector III	J	1	0
Enforcement Officer	F	6	0
Security Officer	E	1	0



Askari III	F	4	0
Market Askari	F	12	0
<b>Sub Total</b>		<b>64</b>	<b>138</b>
<b>Public Administration Directorate</b>			
<b>County Headquarters</b>			
Director Public Administration	R	0	1
Principal Administration Officer	N	1	0
Chief Administration officer	M	0	1
Administration Officer II/I Senior	J/K/L	2	2
Administrative Assistant	H	2	1
Personal Secretary II/I	J/K/L	4	3
Secretarial Assistant I/II/Senior	G/H/J	6	6
Clerical officer II/I/Senior	F/G/H	7	4
Drivers III/II/I Senior	F/G/H	10	10
Support staff III/II/I/Supervisor	A/B/C/D/E/F	8	13
<b>Sub Total</b>		<b>40</b>	<b>41</b>
<b>Sub-County Administration</b>			
Sub County Administrator	Q	7	7
Secretarial Assistant II/I Senior	G/H/J	7	0
Clerical officer II/I/Senior	F/G/H	7	0
Support staff III/II/I/Supervisor	A - F	7	0
<b>Sub Total</b>		<b>28</b>	<b>7</b>
<b>Ward Administration</b>			
Principal Ward Administrator	N	35	35
Clerical Officer II/I/Senior	F/G/H	35	0
Support staff III/II/I/Supervisor	A/B/C/D/E/F	35	0
<b>Sub Total</b>		<b>105</b>	<b>35</b>
<b>Village Administration</b>			
Village Administrator III /II	H/J	181	120
<b>Sub Total</b>		<b>181</b>	<b>120</b>
<b>TOTAL</b>		<b>418</b>	<b>341</b>



## 2.5 THE DEPARTMENT OF COUNTY TREASURY AND ECONOMIC PLANNING

The Department is currently headed by Chief Executive Committee Member (CECM) who is responsible for overseeing the functions of County Treasury and Economic Planning in the County.

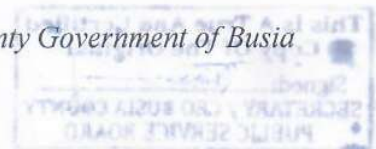
### Functions of the Department

- (i) Developing and implementing financial and economic policies in the County;
- (ii) Preparing the annual budget for the County and coordinating the preparation of estimates of revenue and expenditure of the County Government;
- (iii) Coordinating the implementation of the budget of the County Government;
- (iv) Mobilizing resources for funding the budgetary requirements;
- (v) Managing the County Government's public debt and other obligations and developing a framework of debt control for the County;
- (vi) Consolidating the annual appropriation accounts and other financial statements of the County Government in a format determined by the Accounting Standards Board;
- (vii) Acting as custodian of the inventory of the County Government's assets except where provided otherwise by other legislation or the Constitution;
- (viii) Ensuring proper management and accounting for the finances of the County Government and its entities in order to promote efficient and effective use of the County's budgetary resources; and
- (ix) Maintaining proper accounts and other records in respect of the County Revenue Fund, the County Emergencies Fund and other public funds administered by the County Government

The Department is comprised of the following two (2) portfolios (functional areas) each under a Chief Officer who is the accounting and authorized officer;-

- (i) County Treasury; and
- (ii) Economic Planning.

Each of the above functional areas is subdivided into directorates as enumerated below and depicted in figure 2.4



**(a) County Treasury**

The County Treasury portfolio is headed by Chief Officer who is answerable to the CECM for overall coordination of Accounting Services, Supply Chain Management, Revenue and Budget functions in the County.

The portfolio is organized into the following Directorates:

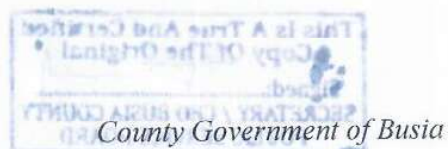
- (i) Accounting Services;
- (ii) Revenue;
- (iii) Supply Chain Management Services; and
- (iv) Budget.

**(b) Economic Planning**

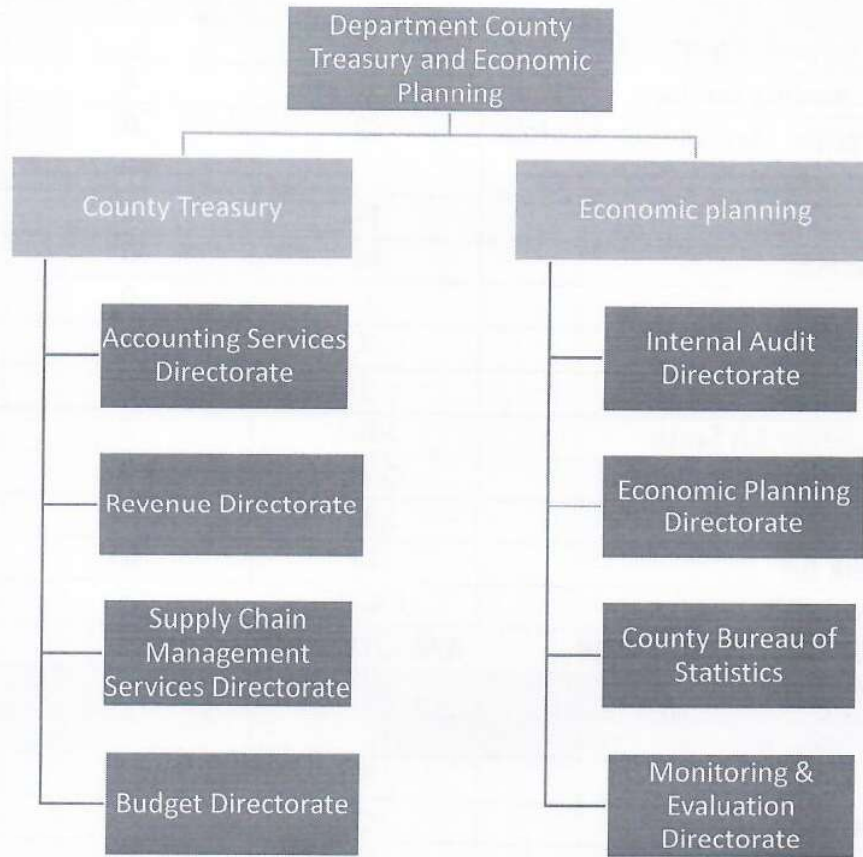
The Economic Planning portfolio is headed by Chief Officer who is responsible to the CECM for overall coordination of Economic Planning, County Bureau of Statistics, M&E & Internal Audit function in the County Government of Busia.

The portfolio is organized into the following Directorates:

- (i) Internal Audit;
- (ii) Economic Planning;
- (iii) County Bureau of Statistics; and
- (iv) Monitoring and Evaluation.



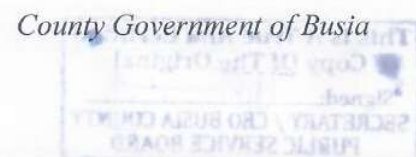
**Figure 2.4 : Current Organization Structure – Department of County Treasury and Economic Planning**



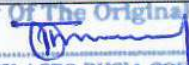
The Department of County Treasury and Economic Planning is currently staffed as indicated in table 5 below.

**Table 2.5 : Staff Establishment - Department of County Treasury and Economic Planning**

Designation	Job Group	Authorized Establishment	In Post
<b>County Treasury</b>			
Chief Officer-Finance	S	1	1
Director General	R	1	1
Town Treasurer	N	1	1



<b>Sub Total</b>		<b>3</b>	<b>3</b>
<b>Accounting Services Directorate</b>			
Director Accounting Services	R	1	2
Deputy Director (Accounting Services, Financial Reporting)	Q	0	1
Principal Accountant	N	2	5
Chief Accountant	M	0	1
Senior Accountant	L	0	6
Accountant I	K	7	14
Accountant II	J	10	47
Personal secretary II/I Senior	J/K/L	2	0
Secretarial Assistant II/I Senior	G/H/J	2	0
Account Assistant	J/K/L	10	3
Account Clerk II/I	12	10	1
Clerical officers II/I	F/G/H	7	3
Support staff III/II/I Senior IIA/IIB	A/B/C/D/E/F/G	2	0
<b>Sub Total</b>		<b>51</b>	<b>83</b>
<b>Revenue Directorate</b>			
Director of Revenue	R	0	1
Deputy Director Revenue	Q	0	2
Principal Revenue Officer	N	0	1
Senior Revenue Officer	L	0	1
Revenue Officer III/II/I	H/J/K	11	230
Clerical officers II/I Senior	F/G/H	5	0
Market Attendant	F	53	43
<b>Sub Total</b>		<b>69</b>	<b>278</b>
<b>Budget Directorate</b>			
Director Budget	R	1	1
Deputy Director Budget	Q	1	1
Assistant Director Budget	P	1	0
Principal Budget Officer	N	1	0
Chief Budget Officer	M	1	0
Senior Budget Officer	K/L	1	0
Budget Officer I	J/K	5	5
Budget Officer II	J/K	1	2
Budget Officer III	H/J	29	28
Budget Clerk	F/G/ H/ J	5	0
<b>Sub Total</b>		<b>46</b>	<b>37</b>

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## 2.6 DEPARTMENT OF TRANSPORT, FLEET MANAGEMENT, ROADS AND PUBLIC WORKS

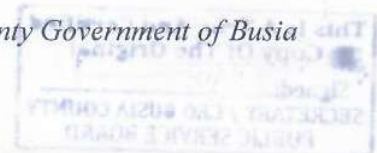
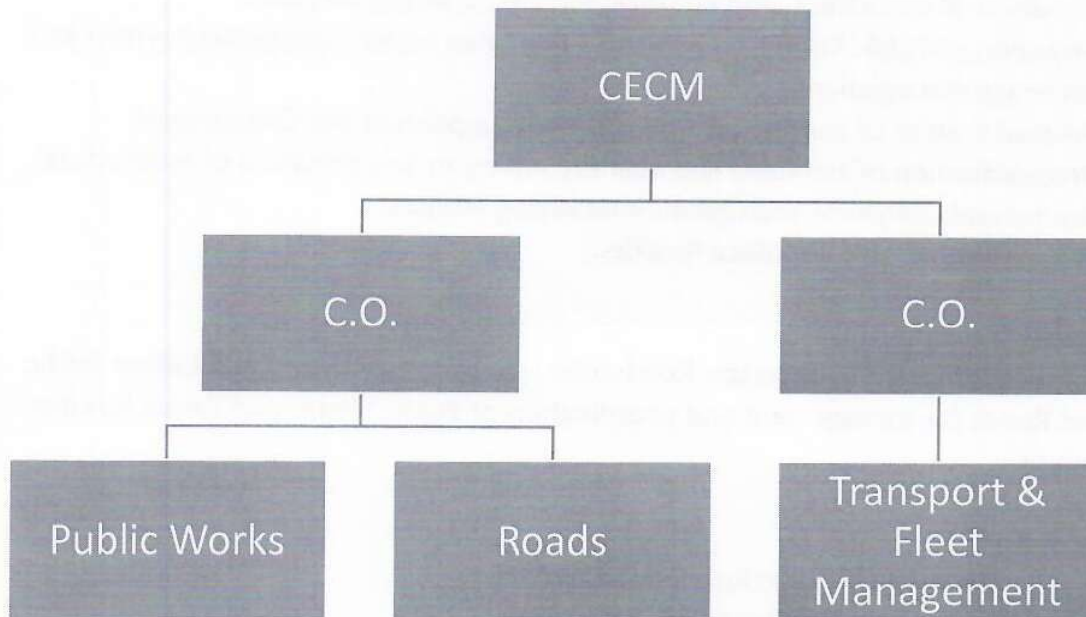
The mandate of the Department is to carry out Transport, Fleet Management, Roads and Public Works services in the County. The Department is headed by the County Executive Committee Member who provides Strategic Leadership and Policy direction.

The Department is organized into two (2) functional areas headed by Chief Officers who are responsible to the CECM. They include:

- (i) Public Works and Roads; and
- (ii) Transport and Fleet Management.

The Chief Officer(s) will manage and coordinate all activities of the Department and will be the Accounting and Authorized officer of the Department.

*Figure 2.5 : Current Organization Structure – Department of Transport, Fleet Management, Roads and Public Works services*



## 1. Public Works and Roads

The Public Works and Roads Directorate is headed by Chief Officer who is functionally responsible to the CECM for overall coordination of Public works and Roads function in the County Government of Busia.

The Public Works and Roads portfolio is organized into two (2) Directorates namely:

- (i) Public Works; and
- (ii) Roads.

### (a) Public Works

The Directorate is headed by Director, Public Works who is responsible to the Chief Officer Public Works and Roads for management and coordination of Public Works and Roads function in the County.

Functions of the Directorate

- (i) Provision of Public Works planning Services
- (ii) Development and Maintenance of County Public buildings
- (iii) Maintenance of inventory of County Government property
- (iv) Provision of mechanical and Electrical services (building Services)
- (v) Provision of Public Works Services including town water management system and sewerage management
- (vi) Prequalification of contractors and materials suppliers at the County level.
- (vii) Prequalification of architects and quantity surveyors and provision of architectural, mechanical, structural and Quantity surveying services.
- (viii) Proper Maintenance of office facilities.

### (b) Roads

This Directorate is headed by Director, Roads who is responsible to the Chief Officer Public Works and Roads for management and coordination of Public Works and Roads function in the County.

Functions of the Directorate

- (i) Implementation of Public Roads transport Policy
- (ii) Material testing and advice on usage
- (iii) Protection of road reserves; and
- (iv) Development and Maintenance of County roads



<b>Supply Chain Management Directorate</b>			
Director Supply Chain Management	R	0	1
Assistant Director Supply Chain Management	P	0	1
Principal Supply Chain Management	N	0	1
Chief Supply Chain Management	M	0	1
Senior Supply Chain Management Officer	L	0	2
Supply Chain Management Officer II/I	J/K /L	1	2
Supply Chain Management Assistant III/II	H/J	2	18
Stores clerk II/I	16	4	0
<b>Sub Total</b>		<b>7</b>	<b>26</b>
<b>Economic Planning</b>			
Chief Officer, Economic Planning	S	0	1
<b>Economic Planning Directorate</b>			
Director Economic Planning	R	0	1
Deputy Director Economic Planning	Q	0	1
Senior Economist	M	0	1
Economist II/I	K/L/M	3	5
<b>SUPPORT SERVICE</b>			
Library Assistant III/II/I	H/J/K	0	1
Clerical Officers	F/G/H/J	0	4
Office Administrative Assistant	G/H/J	0	1
Cleaning Supervisor / Support Staff	D/E/F	0	1
<b>Sub Total</b>		<b>3</b>	<b>16</b>
<b>Monitoring &amp; Evaluation Directorate</b>			
<b>County Statistics Directorate</b>			
Statistician II/I	K/L	0	2
<b>Sub Total</b>		<b>0</b>	<b>2</b>
<b>Internal Audit Directorate</b>			
Director of Audit	R	0	1
Deputy Director – Audit	Q	0	1
Principal Internal Auditor	N	1	0
Chief Internal Auditor	M	1	0
Senior Auditor	L	2	0
Internal Auditor II/I	J/K	4	16

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Internal Auditor III	H	4	11
Interim Internal County Auditor I	TA	1	0
Audit Clerk	G	1	0
<b>Sub Total</b>		<b>14</b>	<b>29</b>
<b>GRAND TOTAL</b>		<b>193</b>	<b>474</b>

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 COUNTY GOVERNMENT OF BUSIA

## 2. Transport and Fleet Management

The Transport and Fleet Management is headed by Chief Officer who is functionally responsible to the CECM for overall coordination of Transport and fleet management function in the County Government of Busia.

The Transport and Fleet Management is organized into two (2) Directorates namely:

- (i) Transport; and
- (ii) Fleet Management.

### a) Transport

The Directorate is headed by Director, Transport who is responsible to the Chief Officer Transport and Fleet Management for the management and coordination of Transport function in the County.

Functions of the Directorate

- (i) Implementation of the Transport policy
- (ii) Promotion of Road Safety Initiatives
- (iii) Transport Licensing Services
- (iv) Development and Management of airstrips
- (v) Regulation of Public roads, transport services and
- (vi) Management of water ways transport and safety
- (vii) Logistics during functions at the decentralized levels.

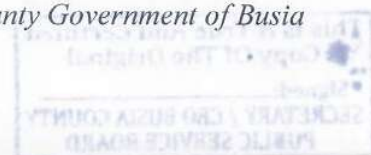
### b) Fleet Management

The Directorate is headed by Director, Fleet Management who is responsible to the Chief Officer Transport and Fleet Management for the management and coordination of Fleet function in the County.

Functions of the Directorate

- (i) Implementation of comprehensive, fleet management Policy
- (ii) Management of fleet management software
- (iii) Motor Vehicle Inspection Services
- (i) Provision of Mechanical and Transport Services
- (ii) Provision of water way Transport Services – Boats
- (iii) Provision of insurance services to County Fleet

In order to perform the above functions, the Department of Transport, Fleet Management, Roads and Public Works is staffed as follows:



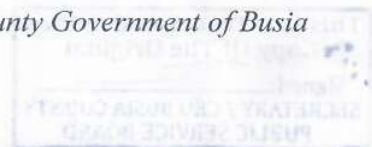
**Table 2.6 : Staff Establishment - Department of Transport, Fleet Management, Roads and Public Works**

Designation	Job Group	Approved Establishment	In - Post
<b>PUBLIC WORKS AND ROADS</b>			
CCEM	T	1	1
Chief Officer	S	1	1
<b>Public Works Directorate</b>			
Director, Public Works	R	1	1
Deputy Director, Public Works	Q	0	1
Assistant Director, Public Works	P	1	0
Architectural Assistant II/I Senior	N	2	3
Accountant/Senior	L/M/N	1	1
Engineer Mechanical II/I/Senior (Building)	L/M/N	3	2
Electrical Engineer II/I/Senior	L/M/N	3	1
Structural Engineer II/I/Senior	L/M/N	3	0
Quantity Surveyor II/I/Senior	L/M/N	3	3
Quantity Surveyor III/II/I	J/K/L	0	2
Administrative Officers/Senior	L/M/N	2	1
Secretary/Office Administrator II/I/Senior	G/H/J	5	2
HR II/I/Senior	J/K/L	0	1
Draughtsman II/I	H/J	2	0
Building Inspector II/I	H/J	2	7
Mechanical Technician (Building)II/I	H/J	2	1
Electrical Technician II/I	H/J	2	1
Charge Hand/Senior	G/H/J	2	1
Drivers/II/I/Senior	F/G/H	2	5
<b>Sub Total</b>		<b>38</b>	<b>35</b>
<b>Roads Directorate</b>			
Director Roads	R	1	1
Deputy Director	Q	0	1
Principle Roads Officer	P	2	0
Material Engineer II/I Senior	L/M/N	3	0
Accountant/Senior	L/M/N	1	1
Roads Engineer II/I/Senior	L/M/N	3	1
Structural Engineer II/I/Senior	L/M/N	3	0
Surveyor II/I	K/L	1	0
Roads Inspector II/I	H/J	7	7
Draughtsman II/I	H/J	1	1
Materials Technologist II/I	H/J	1	0
Materials Technician II/I	H/J	1	0

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Secretary/ Office Administrator II/I/Senior	G/H/J	1	1
Roads Technologists II/I	H/J	1	0
Roads Technician II/I	H/J	1	0
Drivers II/I/Senior	F/G/H/J	4	5
<b>Sub Total</b>		<b>31</b>	<b>18</b>
<b>TRANSPORT AND FLEET MANAGEMENT</b>			
Chief Officer	S	1	1
<b>Transport Directorate</b>			
Director Transport (Engineer)	R	1	0
Principal Transport (Engineer)	P	2	0
Mechanical Engineer II/I Senior (Plant & Machinery)	L/M/N	3	0
Workshop Technician II/I	G/H	2	0
Transport Technician II/I	G/H	2	0
Plant Operator III/II/I	E/F/G/H	2	0
Electrical Artisans III/II/I	E/F/G	2	0
Mechanical Artisans III/II/I	E/F/G	2	0
Administrative Officer/Senior	K/L	1	1
Accountant II/I	H/J	1	1
Secretary	H/J	1	1
Office Messenger	D/E/F	2	2
Diver III/II/I/Senior	G/H/J	4	4
<b>Sub Total</b>		<b>26</b>	<b>10</b>
<b>Fleet Management Directorate</b>			
Mechanical Eng. II/I/Senior	L/M/N	0	1
Administrative Officer II/I/Senior	H/J/K	0	2
Clerical Officer II/I/Senior	G/H/J	2	2
Secretary/ Senior	G/H/J	2	1
<b>Sub Total</b>		<b>4</b>	<b>6</b>
<b>GRAND TOTAL</b>		<b>99</b>	<b>69</b>



## 2.7 DEPARTMENT OF HEALTH SERVICES AND SANITATION

The Department is headed by the County Executive Committee Member (CECM) Health Services and Sanitation. The CEC member is assisted by two (2) Chief Officer; one in charge of Medical Services and UHC Projects and the other one in charge of Public Health and Sanitation.

The Department is organized into three Directorates;

### I. Medical Services Directorate

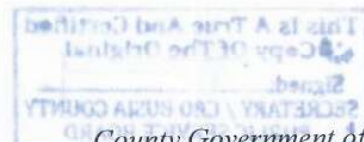
- (i) Promotion of primary health care
- (ii) Provision of clinical services
- (iii) Maternal and child health
- (iv) Management of health facilities and pharmacies
- (v) Diagnostic services including radiology and laboratory services
- (vi) Provision of nursing services
- (vii) Provision of rehabilitative services
- (viii) Provision of medicines and medical related commodities and suppliers
- (ix) Provision of mortuary services, funeral parlors and crematoria
- (x) Training of health personnel through internship, clinical practical and attachment
- (xi) Ambulance services
- (xii) Health planning, monitoring and evaluation
- (xiii) Undertaking research

### II. Universal Health Coverage (UHC) Projects

- (i) Ensure universal health coverage

### III. Public Health and Sanitation Directorate

- (i) Carrying out health promotion and education activities
- (ii) Provide technical advice on promotive and preventive health
- (iii) Campaign and creation of awareness on diseases of public interest
- (iv) Provision of community health services through community strategy
- (v) Disease surveillance and investigation;



- (vi) Inspection and licensing of undertakings that sell food to the public (food quality and hygiene)
- (vii) Oversee the development and management of public and private mortuaries, cemeteries and crematoria
- (viii) Port health including quarantine administration
- (ix) Oversight over public health and sanitation
- (x) Plan and implement promotive and preventive health programs
- (xi) Planning, monitoring and evaluating public health projects and programs.
- (xii) Promote innovation and modern technology in the provision of public health services
- (xiii) Undertake research on public health, trends and other emerging issues
- (xiv) Health information management systems;
- (xv) Sanitation
- (xvi) HIV and AIDS
- (xvii) Control of air and noise pollution
- (xviii) Public nuisance

*Figure 2.6 : Current Organization Structure – Department of Health and Sanitation.*



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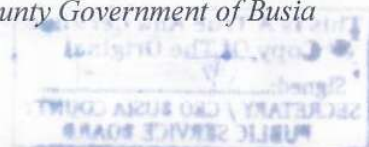
Table 2.7 : Current Staff Establishment - Department of Health and Sanitation

Cadres By Type	Designation	Jo Group	Authorized Establishment	In Post
Leadership and Governance	C.E.C.M	T	10	1
	Chief Officer	S	1	2
	County Director	R	1	0
	Deputy Director Of Medical Services /Senior Medical Specialist I	R	1	2
	Gynaecologist/Obstetrician	P/Q	20	3
	Pediatrician			2
	Specialist Physician (Internist)			0
	General Surgeon			3
	Orthopaedic & Trauma Surgeon			1
	Public Health Specialist (Mph)			1
	Radiologists			1
	Anaesthesiologist			0
	Ear, Nose And Throat (Ent) Surgeon			0
	Neuro-Surgeon			0
	General Parthologist			0
	Oromaxillofical Anaesthesiologist			0
	Dermatologists			1
	Psychiatrist			0
	Family Physician (Family Medicine)			0
	Urologist (Urological Surgeon)			0
	Ophthalmologist			0
	Optimetrist			0
	Oncologist			0
	Cardiologist			0
	Public Health Physician	0		
	Ocupational Health Specialist	0		
	Diabetologist	0		
Dental Radiologist	0			
Critical Care Physician	0			


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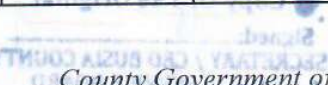
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	Cardiothoracic Surgeon			0
	Gastroenterologist			0
	Palliative Care Specialist			0
	Neonatologist			0
	Nephrologist			0
	Neurologist			0
	Plastic Surgeon/Reconstructive Surgeon			0
	Paediatric Endocrinologist			0
	Paediatric Nephrologist			0
	Paediatric Neurologist			0
	Paediatric Surgeon			0
	Rheumatologist			0
	Medical Endocrinologist			0
	Child And Adolescent Psychiatrist			0
	Community Psychiatrist			0
	Forensic Psychiatrist			0
	Pathologist			0
	Assistant Director of Medical Services/Medical Specialist II			10
	Senior Medical Officer	N/M	64	13
	Medical Officers			23
<b>Dental Officers</b>	Dentist	L/M/N	10	1
	Dental Technologists	J/K/L	18	2
	Community Oral Health Officers III/II/I	J/K/L	32	5
<b>Medical Social Worker</b>	Medical Social Worker I	K	0	3
	Medical Social Worker II	J	0	3
	Medical Social Worker III	H	0	8
	Medical Social Worker IV	G	0	1
<b>Public Health Officer (Bachelor Holders)</b>	Senior Assistant Director, Public Health	Q	0	1
	Assistant Director, Public Health	P	0	1
	Principal Public Health Officer	N	0	3
	Chief Public Health Officer	M	0	6
	Senior Public Health Officer	L	0	6

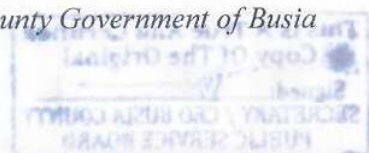


	Public Health Officer	J/K	0	13
<b>Diploma Holders</b>	Principal Assistant Public Health Officer	N	0	1
	Chief Assistant Public Health Officer	M	0	4
	Senior Assistant-Public Health Officer	L	0	5
	Assistant Public Health Officer I	K	0	14
	Assistant Public Health Officer II	J	0	5
	Assistant Public Health Officer III	H	0	20
<b>Certificate Holders</b>	Public Health Assistant III/II/I	H/J/K	132	13
	Public Health Assistant III	G	0	1
<b>Community Health Officers</b>	Chief Community Health Officer	M	0	2
	Community Health Officer I	K	0	1
	Community Health Officer II	J	0	8
	Principal Assistant Community Health Officer	N	0	0
	Assistant Community Health Officer I	K	0	5
<b>Diploma Holders</b>	Assistant Community Health Officer III	H	0	0
	Community Health Assistant I	J	0	10
	Community Health Assistant II	H	0	25
	Community Health Assistant III	G	0	33
<b>Pharmacists</b>	Snr Assistant Director Of Pharmaceutical Service/Pharmaceutical Specialist I	Q	0	3
	Ass Director Of Pharmaceutical Services/Pharmaceutical Specialist II	P	0	10
	Pharmacist	L/M/N	23	8
	Pharmacy Technologist III/II/I	J/K/L	48	45
<b>Medical Laboratory Services (Bachelor Holders)</b>	Principal Medical Laboratory Officer	N	0	2
	Chief Medical Laboratory Officer	M	0	2

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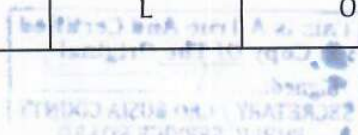
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	Senior Medical Laboratory Officer	L	0	2
	Medical Laboratory Officer	K	0	3
	Chief Medical Laboratory Technologist	M	0	5
	Medical Laboratory Technologist /II/I	J/K/L	48	47
	Medical Laboratory Technologist III	H/J/K	92	33
<b>Certificate Holders</b>	Senior Medical Laboratory Technician I	L	0	2
	Senior Medical Laboratory Technician II	K	0	2
	Medical Laboratory Technician I	J	0	0
	Medical Laboratory Technician III	G	0	2
<b>Nutrition And Dietetics Officer</b>	Principal Nutrition And Dietetics Officer	N	0	2
	Chief Nutrition and Dietetics Officer	M	0	2
	Senior Nutrition and Dietetics Officer	L	0	3
	Nutrition And Dietetics Officer	K	0	6
<b>Diploma Holders</b>	Principal Nutrition And Dietetics Technologist I	P		
	Nutrition And Dietetics Technologist III/II/I	H/J/K	111	13
<b>Radiographers</b>	Principal Radiographer	N	0	1
	Chief Radiographer	M	0	0
	Senior Radiographer	L	0	2
	Radiographers III/II/I	J/K/L	22	9
<b>Physiotherapists</b>	Assistant Director, Physiotherapy Services	P	0	1
	Principal Physiotherapist	N	0	1
	Chief Physiotherapist	M	0	1
<b>Diploma Holders</b>	Senior Assistant Physiotherapist	L	0	4
	Assistant Physiotherapist III/II/I	H/J/K	24	8

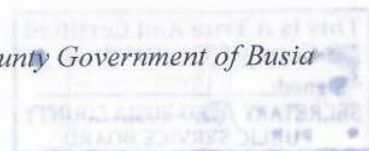


<b>Diploma Holders</b>	Senior Assistant Occupational Therapist	L	0	1
	Assistant Occupational Therapist	K	0	1
	Occupation Therapists III/II/ I	H/J/K	22	11
<b>Orthopedic Officers</b>	Orthopedic Officer I	K	0	1
	Orthopedic Officer II	J	0	2
	Orthopedic Officer III	H	0	3
<b>Diploma Holders</b>	Orthopaedic Trauma Technologist II	J	0	2
<b>Certificate Holders</b>	Senior Orthopaedic Trauma Technicians	K	0	4
	Orthopedic Trauma Technicians III/II/I	G/H/J	18	7
<b>Health Records And Information Management Officers</b>	Health Records and Information Management Officers	J/K/L	45	7
	Assistant Chief Health Records and Information Management Officer	M	0	1
	Assistant Health Records and Information Management Officer I	K	0	1
	Assistant Health Records and Information Management Officer II	J	0	9
	Assistant Health Records and Information Management Officer III	H	0	22
<b>Certificate Holders</b>	Senior Health Records and Information Assistant	H/J/K	45	2
	Health Records and Information Assistant III	G	0	6
<b>Medical Engineering Officers</b>	Principal Medical Engineer	N	0	1
<b>Diploma Holders</b>	Chief Medical Engineering Technologist	M	0	1
	Senior Medical Engineering Technologist	L	0	3

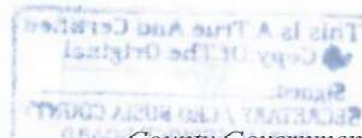
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	Medical Engineering Technologist III/II/I	J/K/L	23	4
<b>Certificate Holders</b>	Senior Medical Engineering Technician	K	3	0
	Medical Engineering Technician III/II/I	H/J/K	26	0
<b>Mortuary Attendants/ Morticians</b>	Mortician III/II/I	E/F/G	21	8
<b>Clinical Officers</b>	Director Clinical Services	R	0	0
	Clinical Officers (Specialist)	H/J/K/L	102	48
	Clinical Officers (General)	G/H/J/K	238	156
<b>Diploma Holders</b>	Principal Registered Clinical Officer I	P	0	1
<b>Nursing Officers</b>	Principal Nursing Officer	N	0	6
	Chief Nursing Officer	M	0	5
	Senior Nursing Officer	L	0	5
<b>Bachelors Holder</b>	Nursing Officer (Intern)	K	0	18
<b>Hnd Holders</b>	Registered Midwives/Nurse	P	0	0
<b>Diploma Holders (Basic Registered Nurse/ Midwifery)</b>	Principal Registered Nurse	N	0	2
	Chief Registered Nurse	M	0	29
	Senior Registered Nurse	L	1192	35
	Registered Nurse I	K		71
	Registered Nurse II	J		87
	Registered Nurse III	H		202
<b>Certificate Holders</b>	Senior Enrolled Nurse I	L	0	19
	Senior Enrolled Nurse II	K	659	14
	Enrolled Nurse I	J		11
	Enrolled Nurse II	H		11
	Enrolled Nurse III	G		12
<b>Health Administrative Officers</b>	Deputy Chief Health Administrative Officer	N	0	2
	Assistant Chief Health Administrative Officer	M	0	1
	Health Administrative Officer III/II/I	H/J/K	13	9
<b>Accountants</b>	Chief Accountant	M	0	1
	Accountant II/I	J/K/L	20	8



<b>Office Administrator/ Secretaries</b>	Principal Office Administrative Officer	N	0	1
	Office Administrative Officer III/II/I	H/J/K	17	3
<b>Clerical Officers</b>	Chief Clerical Officer	J	0	3
	Senior Clerical Officers	H	0	3
	Clerical Officers III/II/I	E/F/G	101	5
<b>Cooks</b>	Cooks	E/F/G	35	0
<b>Subordinate Staff</b>	Cleaning Supervisor I	G	297	2
	Cleaning Supervisor IIA	F		2
	Cleaning Supervisor II B	E		1
<b>Cateresses</b>	Cateresses	G/H/J	7	0
<b>Procurement Officers/ Supply Chain Management Officer</b>	Supply Chain Management Assistant II	J	0	1
	Supply Chain Management Assistant III	H	0	5
	Supply Chain Management Officer III/II/I	J/K/L	0	1
<b>Drivers</b>	Principal Driver	J	0	0
	Senior Driver	G	0	5
	Driver III/II/ I	D/E/F	9	18
<b>Human Resource Management Officers</b>	Human Resource Management Officers	K	0	1
<b>Economists</b>	Economist	K/L/M	1	0
<b>Hts Providers</b>	HTS Providers	H	0	1
	HTS Providers	G	0	6
<b>Totals</b>			<b>3,542</b>	<b>1389</b>

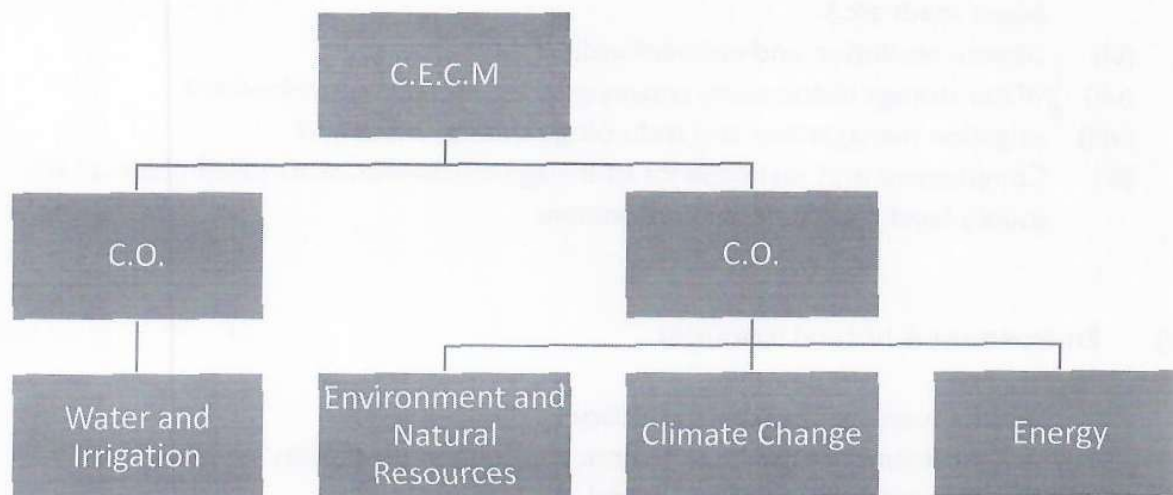


## 2.8 DEPARTMENT OF WATER, ENVIRONMENT, IRRIGATION, NATURAL RESOURCES AND CLIMATE CHANGE

The Department is headed by the County Executive Committee Member. The CEC member is assisted by two (2) Chief Officers one in charge of Water and Irrigation while the other Chief Officer will be in charge of Environment, Natural Resources, Climate Change and Energy Portfolio.

The Department is organized into the following Directorates

*Figure 2.7 : Current Organization Structure - Department Of Water, Environment, Irrigation, Natural Resources and Climate Change*



### (a) Water Directorate

- (i) Implementation of water resources & management policy
- (ii) County water and sewerage services
- (iii) Water quality and pollution control
- (iv) Implementation of water sewerage policy
- (v) Implementation of waste water treatment and disposal policy
- (vi) Flood control & land reclamation
- (vii) Implementation of national irrigation policy
- (viii) Busia water and sewerage company
- (ix) Establishment of public water schemes and community water projects

- (x) Water services infrastructure
- (xi) Dam management & development

**(b) Irrigation Directorate**

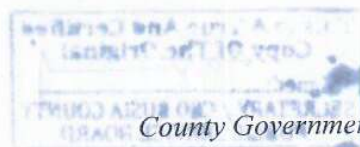
- (i) County irrigation development program
- (ii) Development & management of small holder/community irrigation schemes
- (iii) Capacity building and development of IWUAs for irrigation schemes
- (iv) Resource mobilization and funding for community irrigation schemes
- (v) Provision of irrigation and support services (e.g. power, transport and rural access roads etc.)
- (vi) Dispute resolution and enforcement;
- (vii) Water storage distribution, conveyance for irrigation development
- (viii) Irrigation management and technology transfer issues and
- (ix) Complement and maintenance of linkage mechanism with stakeholders at the county level and National Government

**(c) Environment & Natural Resources**

- (i) Development of environment policy
- (ii) Water catchment area conservation, control and protection
- (iii) Environmental air pollution control
- (iv) Environmental noise pollution control
- (v) Soil and water conservation
- (vi) Implementation of forestry development policy
- (vii) Development of forests, reforestation and agro forestry
- (viii) Collaboration with Kenya Forest Service
- (ix) Management of agro/forestry products
- (x) Management of parks and sanctuaries
- (xi) Implementation of wildlife conservation policy;
- (xii) Mining services and
- (xiii) Implementation of Government policies on Natural resources and environmental conservation

**(d) Climate Change Directorate**

- (i) Implement policies and administrative codes for adoption of climate change interventions



- (ii) Coordinate implementation of practices that promote sustainable natural resource management
- (iii) Promote the adoption of sustainable climate smart agricultural practices and systems including irrigation, tree farming and agroforestry.
- (iv) Adopt and promote technological enhanced sustainable integrated environmental management systems in both urban and rural landscapes.
- (v) Promote adoption of green technologies in buildings and settlements.
- (vi) Management plan and systems.
- (vii) Assessment, evaluation and participation in climate change issues

**(e) Energy Directorate**

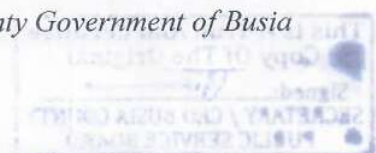
- (i) Development of energy for the county
- (ii) Planning and implementation of energy distribution
- (iii) Rural electrification and associated national policy
- (iv) Planning and implementation of energy policy
- (v) Green Energy initiatives
- (vi) Power innovation
- (vii) Energy Reticulation

**Staff Establishment**

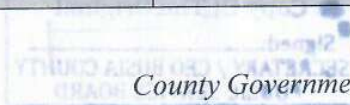
The following is the current staff establishment for the department of Natural Resources, Water, Environment, Energy and Climate Change

*Table 2.8 : Current Staff Establishment - Department of Water, Environment, Irrigation, Natural Resources and Climate Change.*

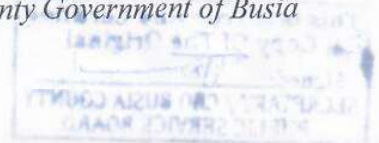
Designation	Job Group	Authorized Establishment	In Post
CECM	T	1	1
<b>Water And Irrigation</b>			
Chief Officer Water and Irrigation	S	1	1
<b>Water Directorate</b>			
Director Of Water	R	1	1
Deputy Director Of Water	Q	0	1
Chief Principal Superintendent Engineer (Water)	P	0	1
Senior Superintending Engineer(Water and Sewerage)	L	9	1



Superintending Engineer (Water)	K/L/M	7	1
Geologist II/I	K/L	1	1
Hydrologist II/I	K/L	1	0
Chemist II/I	K/L	1	0
Assistant Engineer II (Water)	K	0	4
Assistant Engineer II (Electrical)	K	0	3
Senior Inspector (Water Engineer) III/II/I	G/H/J/K	16	0
Charge Hand II/I Senior	H/J	16	2
Artisan/Plumbers III/II/I (Plumbers)	E/F/G	10	13
Water Supply Operators	E/F/G/H	16	0
<b>Sub Total</b>		<b>80</b>	<b>30</b>
<b>Irrigation Directorate</b>			
Director, Irrigation	R	0	1
Deputy Director Irrigation	Q	1	1
Specialist (Irrigation)	N	3	0
Principle irrigation Officer	N	7	1
Irrigation officer II/Senior chief	K/L/M	15	0
Chief Agricultural Engineer	M	0	1
Senior Supretendant Water	L	1	0
Assistant Engineer II	K	0	2
Artisan	F	1	0
Plant Operator III/II/I	D/E/F/G	5	0
<b>Sub Total</b>		<b>33</b>	<b>6</b>
<b>Environment, Natural Resource And Energy</b>			
Chief Officer Environment, Natural Resource, Energy and Climate Change	S	0	1
<b>Environment Directorate</b>		0	1
Director, Environment	R	1	1
Deputy Director, Environment	Q	0	1
Principal Environment officer	P	2	0
Environmental Management Officer II/I Senior	J/K/L	8	7
Assistant Environment Management Officers	H	4	0
Pest Control Manager	J	2	0
Slaughter Manager	J	2	0
<b>Sub Total</b>		<b>19</b>	<b>11</b>
<b>Natural Resources</b>			



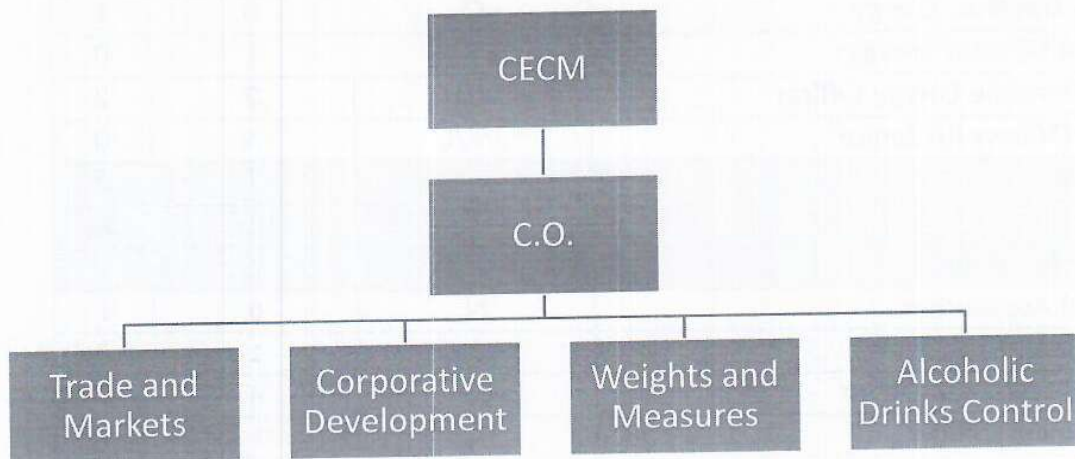
Director, Natural Resources	R	1	1
Deputy Director Forest Management	Q	0	1
Assistant Director Forest Management	p	1	0
Principle Forest Management Officer	N	2	
Forest Management Officers III/II/I	K/L/M	7	0
Assistant Forest Management Officers II/I (Forest compliance enforces)	G/H	7	0
Support Staff (Town Cleaners)	A/B/C/D/E/F/G	30	0
<b>Sub Total</b>		<b>48</b>	<b>2</b>
<b>Climate Change Directorate</b>			
Director, Climate Change	R	0	1
<b>Energy Directorate</b>			
Director, Energy	R	0	1
Deputy Director, Energy	Q	0	1
Assistant Director Energy	P	1	0
Chief /Principle Energy Officer	M/N	2	2
Energy Officers II/I Senior	J/K/L	4	0
<b>Sub Total</b>		<b>7</b>	<b>5</b>
<b>TOTAL</b>		<b>187</b>	<b>54</b>
<b>Support Personnel</b>			
Principal Accountant	N	0	1
Accountant II	J	1	2
Personal Secretary II/I/Snr	J/K/L	4	0
Procurement Officer	L	1	1
Economist	J	2	1
Budget Officers	J	1	4
Internal Auditors	J	2	1
Human Resource Officer	J	1	0
Office Administrative Assistants	K/L	2	2
Office Administrative Assistants	F/G/H	11	7
Clerical Officer II/I	F/G/H	9	1
Revenue Collector	D/E/F	4	0
Drivers III/II/I/Senior/Chief/Principal	D/E/F/G/J	12	17
Support Staff	D/E/F	14	2
Telephone Operator I	H/H	2	0
<b>Sub Total</b>		<b>66</b>	<b>39</b>
<b>Totals</b>		<b>253</b>	<b>93</b>



## 2.9 DEPARTMENT OF TRADE, INVESTMENT, INDUSTRIALIZATION, COOPERATIVES, SMALL AND MICRO ENTERPRISES

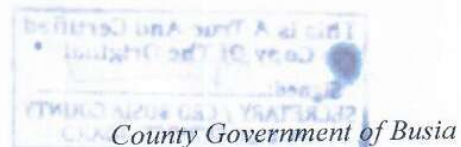
The department is headed by a County Executive Committee Member (CECM). The CEC Member is assisted by one chief officer responsible for the following Directorates.

*Figure 2.8 : Current Organization Structure – Department of Trade, Investment, Industrialization, Cooperatives, Small and Micro Enterprises.*



### Trade and Markets Directorate

- (i) Savings, micro-finance & investment schemes & funds
- (ii) Initiate industrialization programs with emphasis in value addition of primary products
- (iii) Complement constituency industrial development centres
- (iv) Provide support for the development of micro and small industries
- (v) Formulate county private sector development strategy
- (vi) Undertake small scale traders training/business development services
- (vii) Promote application of appropriate industrial technology
- (viii) Industrial promotion
- (ix) Development of county physical markets and regulation of hawking activities



- (x) Development of Micro & Small Business enterprises, financial support schemes & funds
- (xi) Encouragement and development of entrepreneurs
- (xii) Promotion & development of retail and wholesale markets
- (xiii) Trade license

**Weights and Measures unit**

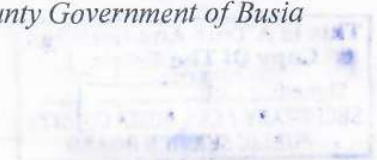
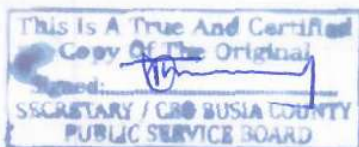
- (i) Establish fair trade infrastructure
- (ii) Promotion of fair trade practices and consumer protection
- (iii) Combat counterfeiting trade and other dealings in counterfeit goods
- (iv) Co-ordination of Multi-Agency Taskforce and
- (v) Elimination of Illicit Trade and Counterfeits
- (vi) Arbitration of Disputes
- (vii) Implementation of Weights and Measures Act, the
- (viii) Trade Description Act and other related Acts

**Corporative Development Directorate**

- (i) Implementation of cooperative development policy
- (ii) Formulating county cooperative legislation and support services
- (iii) Providing cooperative education and training
- (iv) Ensuring good cooperative governance
- (v) Development of agricultural, business, dairy etc cooperative societies
- (vi) Marketing cooperatives movement
- (vii) Promotion of cooperative societies/ventures
- (viii) Provision of market information and advisory services
- (ix) Provide investment advisory services
- (x) Conduct inspection and inquiries

**Alcoholic Drinks Control Directorate**

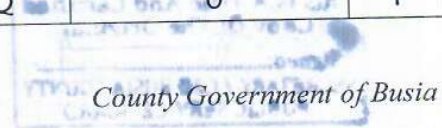
- (i) Licensing and regulation of the production, sale, distribution, consumption and outdoor advertising of alcoholic drinks
- (ii) Carry out public education on alcoholic drinks control in the county directly and in collaboration with other public or private bodies and institutions



- (iii) Facilitate citizens participation in matters related to alcoholic drinks control
- (iv) Facilitate and promote the establishment of treatment and rehabilitation facilities and programmes in collaboration with other county and national government institutions
- (v) Carry out research directly or in collaboration with other institutions Advice on county policy and laws to be adopted in regard to production, manufacture, sale and consumption of alcoholic drinks
- (vi) sale and consumption of alcoholic drinks

**Table 2.9 : Current Staff Establishment - Department of Trade, Industry, Investment and Cooperatives**

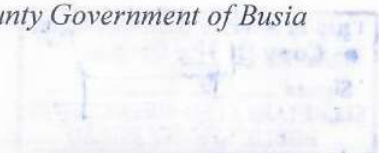
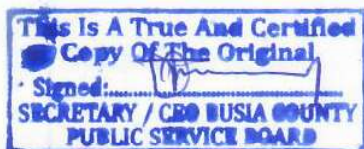
Designation	Job Group	Approved Establishment	In post
<b>Chief Officer, Trade, Industry, Investment and Cooperatives</b>	<b>S</b>	<b>1</b>	<b>1</b>
<b>Trade &amp; Markets Directorate</b>			
Director, Trade & Markets	R	1	1
Deputy Director, Trade	Q	0	1
Deputy Director, Markets	Q	0	1
Principal Trade Development Officers	N	2	1
Principal Weights & Measures Officer	N	2	0
Trade Development Officer II/I/Senior/Chief	J/K/L/M	7	3
Assistant Trade Development Officer II/I	H/J	3	0
Business Training Officer II/I Senior	J/K/L	4	0
Measures Officer II/I/Senior	J/K/L	7	3
Weight & Measures Assistant II/I	H/J	3	0
<b>Sub-Total</b>		<b>30</b>	<b>11</b>
<b>Industrialization Directorate</b>			
Director, Industrialization	R	1	1
Deputy Director, Industrialization	Q	0	1
<b>Sub-Total</b>		<b>1</b>	<b>2</b>
<b>Alcoholics Drinks and Drug Abuse Control</b>			
Director, Alcoholics Drinks and Drug Abuse	R	1	1
Deputy Director, Alcoholics Drinks and Drug Abuse	Q	0	1
<b>Sub-Total</b>		<b>1</b>	<b>2</b>
<b>Co-operative Audit</b>			
Director, Co-operative Audit	R	0	1
Deputy Director, Co-operative Audit	Q	0	1



<b>Sub-Total</b>		<b>0</b>	<b>2</b>
<b>Co-operative Entreprise Fund</b>			
Director, Co-operative Entreprise Fund	R	1	1
Deputy Director, Co-operative Entreprise Fund	Q	0	1
Finance Officer II/I (Loans Officer)	J/K	0	3
<b>TOTALS</b>		<b>1</b>	<b>5</b>
<b>Co-operative Development</b>			
Director, Co-operative Development	R	1	1
Deputy Director, Co-operative Development	Q	0	1
Principle Co-operative Development Officer	N	2	0
Senior/Chief Co-operative Officer II/I	J/K/L/M	7	2
Co-operative Officer	J/K/L	3	5
Loans Officer/Credit officer – COOP FUND	J/K/L	3	0
Records Officer – COOP FUND	J/K/L	1	0
Accounts Clerk COOP FUND	G/H	1	0
<b>TOTALS</b>		<b>18</b>	<b>9</b>
<b>Grand Total</b>		<b>51</b>	<b>31</b>

#### SHARED SERVICES

Designation	Job Group	Approved Establishment	In post
Human Resource Officer	K/L/M	0	1
Procurement Officer	K/L/M	0	1
ICT	K	0	1
Office Administration Officer	J	0	1
Accountant II	J/K/L	0	1
Economist	K	0	1
Support staff	D/E/F/g	6	1
Driver III/II/i/Senior	D/E/F/G	3	0
Clerical Officer	H	2	0
<b>TOTAL</b>		<b>5</b>	<b>7</b>
<b>GRAND TOTAL</b>		<b>56</b>	<b>38</b>



## 2.10 DEPARTMENT OF EDUCATION AND INDUSTRIAL SKILLS DEVELOPMENT

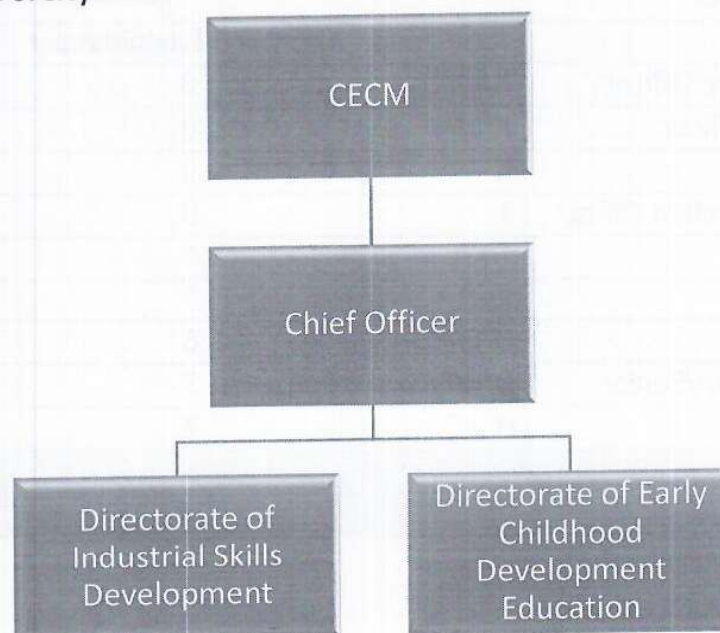
The Department of Education and Industrial Skills Development is headed by County Executive Committee Member (CECM) who is responsible to the Governor for providing policy and strategic leadership on issues of technical training including Vocational Training Centres and Early Childhood Development Education (ECDE). The CECM is assisted by a Chief Officer who is the authorized and accounting officer for the department.

The Department is organized into the following two directorates each headed at the level of a Director:

- (i) Industrial Skills Development; and
- (ii) Early Childhood Development Education.

The following organogram indicates the current organization structure for the department.

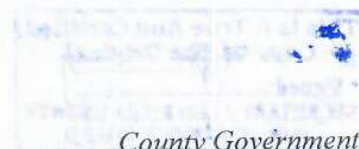
*Figure 2.9 : Current Organization Structure - Department of Education and Industrial Skills Development*



### 1. Directorate of Early Childhood Development Education (ECDE)

The directorate is headed by ECDC Director, Job Group 'R' who reports to the Chief Officer, Education and Industrial Skills Development.

The functions of the Directorate:



- (i) Planning and supervision of ECDE programmes and activities;
- (ii) Oversee curriculum implementation and supervision for pre-schools;
- (iii) Provide linkage between ECDE teachers, stakeholders and the county government;
- (iv) Provide professional guidance to human resource in the directorate;
- (v) Implementing county departmental policies, legal and institutional framework;
- (vi) Interpreting and applying national laws and other related statutes in the relevant division in line with the county goals and objectives;
- (vii) Assisting in the preparation of annual work plans and budgets;
- (viii) Oversee infrastructure development in the county;
- (ix) Advising and sensitizing the community on ECDE matters; and
- (x) Identification and appropriate referral of children with special needs as well as advising their parents and guardians.

## 2. Directorate of Industrial Skills Development

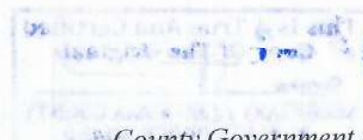
The Directorate is headed by a Director, Vocational Training & Skills Development, Job Group 'R' who reports to the Chief Officer, Education and Industrial Skills Development. The functions of the division entail:

- (i) Adoption and implementation of national policies, policy guidelines, rules and regulations for Youth Polytechnics and Vocational Training Centres;
- (ii) Equipping the youth with the right attitudes and appropriate skills for creating personal, county and national wealth (Talent development);
- (iii) Supervision, administration, management and development of Youth Polytechnic Training Staff (recruitment, promotion, transfers, discipline and training) in line with public service guidelines and the county public service boards;
- (iv) Registration of Youth Polytechnics and constitution of boards of management;
- (v) Construction and equipping of Youth Polytechnics (Physical and Material development).



*Table 2.10 : Current Staff Establishment - Department of Education and Industrial Skills Development*

Designation	Job Group	Approved Establishment	In post
Chief Officer- Education and Industrial Skills Development	S	1	1
<b>Sub-Total</b>		<b>1</b>	<b>1</b>
<b>Industrial Skills Development Directorate</b>			
Director, Vocational Training & Skills Development	R	0	1
Deputy Director, Vocational Training & Skills Development	Q	0	1
Senior Vocational Training & Skills Development Officer	H/J/K/L	181	3
Home Craft Centre Officers	J/K	3	0
<b>Sub-Total</b>		<b>185</b>	<b>6</b>
<b>Early Childhood Development Education Directorate</b>			
Chief Officer		1	0
Director ECDE	R	1	1
Deputy Director ECDE	Q	0	1
Assistant Director, ECDE	P	1	0
Principal ECDE Officer	N	0	1
County Quality Management Officer	N	1	0
Quality Assurance Education Officer II/I/Senior	J/K/L	2	0
Research and Training II/I/Senior	J/K/L	2	0
Staffing Officer II/I/Senior	J/K/	2	0
Examination Officer II/I/Senior	J/K/	2	0
Early Childhood Development Officer II/I	J/K	35	0
Early Childhood Development Teacher III/II/I	E/F/G	400	0
Sub County (ECDE Coordinators)	M	0	8
Assistant ECDE Teacher III/II/I/Senior	E/F/G/H	0	972
<b>Sub-Total</b>		<b>447</b>	<b>983</b>
<b>Grand Total</b>		<b>632</b>	<b>989</b>



**SHARED SERVICES**

Designation	Job Group	Approved Establishment	In post
Support staff III/II/II/Supervisor II/I	D/E/F/G	4	1
Clerical Officer/Senior	G/H	4	0
Personal Secretary II/I/Senior	J/K/L	3	0
Secretarial Assistant II/I/Senior	G/H/J	4	1
Driver II/I/Senior	E/F/G	4	3
<b>Sub-Total</b>		<b>19</b>	<b>5</b>

This is A True And Certified  
Copy of The Original  
Signed:   
SECRETARY / CBO BUSIA COUNTY  
PUBLIC SERVICE BOARD

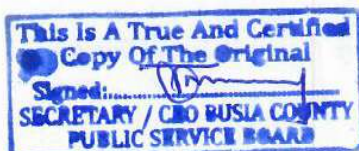
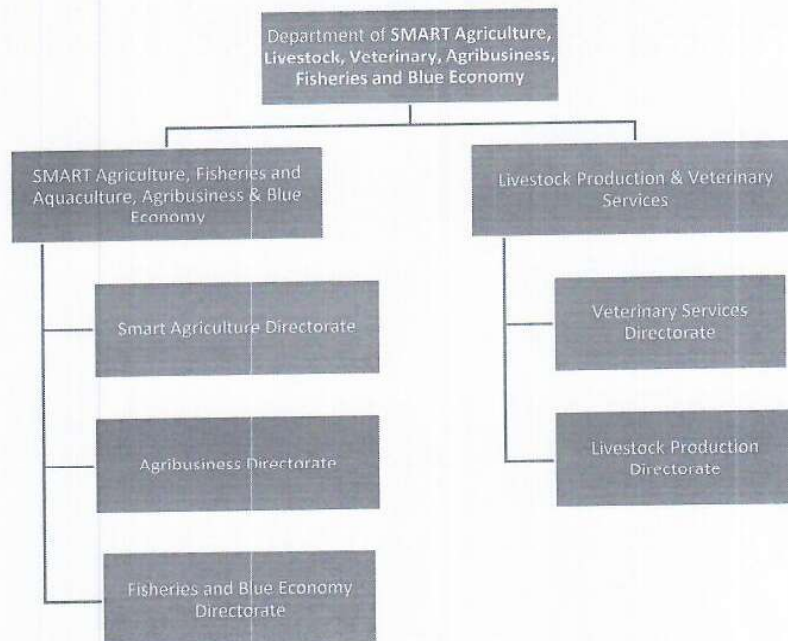
## 2.11 DEPARTMENT OF SMART AGRICULTURE, LIVESTOCK, FISHERIES, BLUE ECONOMY AND AGRIBUSINESS

The Department is headed by the County Executive Committee Member (CECM) SMART Agriculture, Livestock, Fisheries and Blue Economy and, Agribusiness. The CEC member will be assisted by two (2) Chief Officer; one responsible for SMART Agriculture, Fisheries and Aquaculture, Agribusiness & Blue Economy and the other one responsible for Livestock Production and Veterinary.

The Department is organized into two portfolios each headed by a Chief Officer as detailed below and depicted in figure ..

- (i) SMART Agriculture, Fisheries and Aquaculture, Agribusiness & Blue Economy
- (ii) Livestock Production and Veterinary

*Figure 2.10 : Current Organization Structure - Department of Smart Agriculture, Livestock, Fisheries, Blue Economy and Agribusiness*



## 2.12.1 SMART Agriculture, Fisheries and Aquaculture, Agribusiness & Blue Economy portfolio

The portfolio is responsible for the following functions:

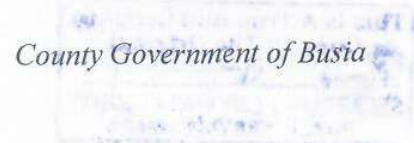
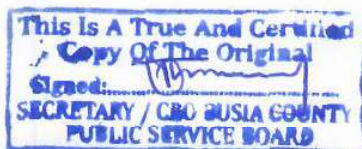
- (i) Coordinate the provision of agricultural extension services
- (ii) Support the development of sustainable agribusiness and Agro-trade strategies that identify key local market opportunities for County Supported Value Chains;
- (iii) Co-ordinate development of County blue economy strategy and policy;
- (iv) Oversee Fisheries extension services;
- (v) Facilitate County fish seed bulking units;
- (vi) Drive sustainable transformation and diversification of the County's circular economy by promoting research and innovation.
- (vii) Continuously monitor market trends and other analyses of the market system to support decision making; and
- (viii) Spearhead the enforcement of regulations and standards on quality control of inputs, produce and products from the agricultural sector.

It is organized into the following Directorates:

- (i) SMART Agriculture Directorate
- (ii) Agriculture Directorate
- (iii) Blue Economy Directorate
- (iv) Fisheries Development and Aquaculture Directorate

### (a) SMART Agriculture Directorate

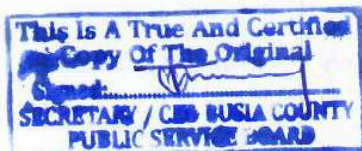
- (i) Provision of agricultural extension services
- (ii) Development implementation programmes in the agricultural sector to address food security in the county;
- (iii) Construction of grain storage structures;
- (iv) Enforcement of regulations and standards on quality control of inputs, produce and products from the agricultural sector;



- (v) Availing farm inputs to farmers;
- (vi) Development of programmes to intervene on soil and water management and conservation of the natural resource base for agriculture;
- (vii) promotion of market access for agricultural products
- (viii) Provision of infrastructure to promote agricultural production and marketing as well as agro-processing and value chains;
- (ix) Enhancing accessibility to affordable credit and insurance packages for farmers
- (x) Management of agricultural training centres and agricultural mechanization stations;
- (xi) Land development services such as construction of water pans for horticultural production for food security;

**(b) Agriculture Directorate**

- (i) Support the development of sustainable agribusiness and agro-trade strategies that identify key local market opportunities for County Supported Value Chains.
- (ii) Develop and maintain a database of key market actors that can be used to further the County Agribusiness objectives, particularly related to strengthening and expanding markets and market opportunities for locally grown fresh and processed produce;
- (iii) Continuously monitor market trends and other analyses of the market system to support decision making;
- (iv) Facilitate market-driven linkages between relevant National and County government agencies, agribusiness producers, consolidators, processors, exporters and other market actors to ensure effective partnerships and collaborations on agri-business and investment opportunities;
- (v) Support liaison with key regulators and supporting service providers that will enhance the effective operation of county market systems;
- (vi) Support the Monitoring, Evaluation and Learning (MEL) framework of the department specifically as it relates to agribusiness and marketing;
- (vii) Facilitate capacity building support to effectively mobilize and develop agribusiness opportunities for beneficiaries through agribusiness incubation strategies

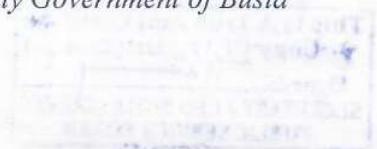


**(c) Blue Economy Directorate**

- (i) Co-ordinate development of County blue economy strategy and policy;
- (ii) Co-ordination of Development of County Regulatory and Institutional Framework for the Blue Economy;
- (iii) Drive sustainable transformation and diversification of the County's circular economy by promoting research and innovation;
- (iv) Increase community participation and investment in the blue economy through private sector engagement and partnerships;
- (v) Coordinating spatial planning and integrated water bodies management
- (vi) Protection and regulation of water ecosystems and biodiversity resources
- (vii) Overall policy for exploitation of agro-based water resources
- (viii) Capacity building for sustainable exploitation of agro-based water resources

**(d) Fisheries Development and Aquaculture Directorate**

- (i) Implementation of fisheries policy, fisheries management measures; regulation and limiting access to fishing;
- (ii) Fisheries extension services
- (iii) County fish seed bulking units;
- (iv) On-farm trials;
- (v) Fish health certification;
- (vi) Development and maintenance of fish landing stations and jetties,
- (vii) Fish auction centers and fish landing fees;
- (viii) Demarcation of all fish breeding areas and fencing of fish landing stations;
- (ix) Fish trade licensing and fish movement permits;
- (x) Collection of fish production statistics;
- (xi) Enforcement of fisheries regulations and compliance with management measures;
- (xii) Fisheries monitoring, control and surveillance.
- (xiii) Zonation for aquaculture-county specific disease control



## **2.12.2 Livestock Production and Veterinary portfolio:**

The portfolio is responsible for the following functions:

- (i) Oversee the Implementation of veterinary and livestock policy, standards,
- (ii) Implementation of livestock policy
- (iii) Development of County Livestock industry
- (iv) Promotion of livestock-based enterprises
- (v) Reproductive health management; excluding regulation of the profession

It is organized into the following Directorates:

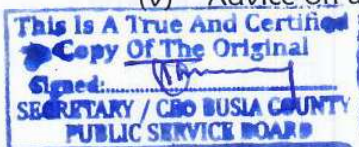
- (i) Veterinary Services; and
- (ii) Livestock Production.

### **(a) Veterinary Services Directorate**

- (i) Implementation of veterinary policy
- (ii) Coordinate and oversee veterinary services including clinical services,
- (iii) livestock disease control
- (iv) Facilitate Artificial insemination.
- (v) Reproductive health management; excluding regulation of the profession
- (vi) Meat inspection
- (vii) Treatment and inspection of hides and skins
- (viii) Development of slaughterhouses and abattoirs

### **(b) Livestock Production Directorate**

- (i) Implementation of livestock policy
- (ii) Development of County Livestock industry
- (iii) Animal husbandry
- (iv) Development of livestock marketing system and sale yards
- (v) Advice on animal pest and disease control

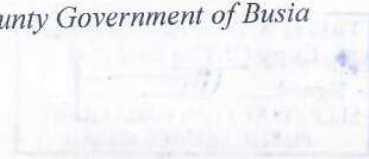
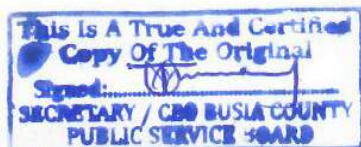


- (vi) Development of dairy; milk production, processing and marketing policy
- (vii) Promotion of livestock-based enterprises

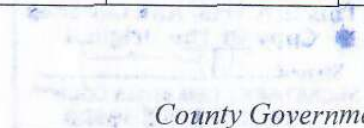
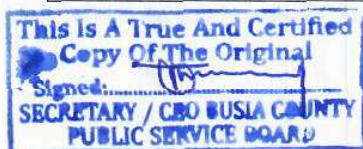
In order to perform the above functions, the directorates are staffed as follows:

**Table 11: Current Staff Establishment - Department of Smart Agriculture, Livestock, Fisheries, Blue Economy and Agribusiness**

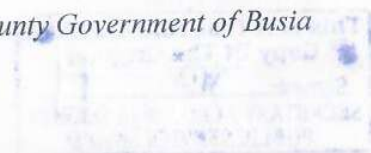
Designation	Job Group	Approved Establishment	In Post
Chief Officer	S	2	2
<b>SMART Agriculture Directorate</b>			
Director	R	1	1
Deputy Director/Irrigation	Q	1	0
Deputy Director, Agricultural Development Fund	Q	1	0
Assistant Director	P	2	7
Specialist (Agricultural Engineer, Cartography, Survey)	N	3	0
Principal Agricultural Officer	N	15	15
Chief Agricultural Officer	K/L/M	17	17
Assistant Agricultural Officer III/II/I Senior	H/J/K/L	38	38
Principal Assistant Agricultural Officer	N	0	0
Senior Assistant Agricultural Officer	L	6	6
Assistant Agricultural Office I	K	9	5
Assistant Agricultural Office II	J	10	2
Assistant Director Food Technologist Officer (Agriculture)	P	0	0
Principal Food Technologist Officer (Agriculture)	N	0	0
Chief Food Technologist Officer (Agriculture)	M	0	0
Senior Food Technologist Officer (Agriculture)	L	0	0
Food Technologist Officer (Agriculture)	K	0	0
Principal Assistant Food Technologist Officer (Agriculture)	N	0	0



Chief Assistant Food Technologist Officer (Agriculture)	M	0	0
Senior Assistant Food Technologist Officer (Agriculture)	L	0	0
Assistant Food Technologist Officer I (Agriculture)	K	0	0
Assistant Food Technologist Officer II (Agriculture)	J	0	0
Assistant Food Technologist Officer III (Agriculture)	H	0	0
Principal Superintending Engineer	Q	0	0
Chief Superintending Engineer (Agriculture)	P	1	1
Senior Superintending Engineer (Agriculture)	N	0	0
Superintending Engineer (Agriculture)	M	2	1
Engineer I (Agriculture)	L	0	0
Engineer II (Agriculture)	K	0	1
Principal Superintending Engineer	N	0	0
Chief Superintending (Agriculture)	M	0	1
Senior Superintending (Agriculture)	L	6	6
Superintending (Agriculture)	K	0	1
Agricultural Assistant	G	1	1
Junior Agricultural Assistant	E	1	1
Senior Inspector (Agriculture)	J	0	0
Inspector (Agriculture)	H	0	0
Senior Principal Superintendent	N	0	0
Principal Superintendent (Agriculture)	M	0	0
Chief Superintendent (Agriculture)	L	0	0
<b>TOTAL</b>		<b>116</b>	<b>105</b>
<b>Directorate of Agribusiness</b>			
Director	R	0	1
Deputy Director	Q	0	1
Assistant Director	P	0	0
Principal Agribusiness Officer	N	0	0
Chief Agribusiness Officer	M	0	0
Senior Agribusiness Officer	L	0	0
Agribusiness Officer II/I	J/K	0	0




<b>TOTAL</b>		<b>0</b>	<b>2</b>
<b>Directorate of Fisheries and Blue Economy</b>			
<b>Degree level</b>			
Director of Fisheries	R	1	1
Deputy Director of Fisheries	Q	1	1
Specialists(Aquaculture, Natural Resource Management, Quality Assurance, Marketing and Value Addition)	N	3	0
Principal Fisheries Officer	N	5	5
Chief Fisheries Officer	M	9	3
Senior Fisheries Officer	K/L/M	5	5
Fisheries Officer II/I	H/J	15	8
<b>TOTAL</b>		<b>39</b>	<b>23</b>
<b>Diploma Level</b>			
Principal Assistant Fisheries Officer	N	1	0
Chief Assistant Fisheries Officer	M	4	0
Senior Assistant Fisheries Officer	H/J	14	0
Assistant Fisheries Officer II/ I	K	10	0
<b>TOTAL</b>		<b>29</b>	<b>0</b>
<b>Certificate level</b>			
Chief Fisheries Assistant	K	2	1
Senior Fisheries Assistant	J	3	1
Fisheries Assistant I	H	5	3
Ship Crew	D	6	6
Coxwain	E/F/G	2	5
<b>Sub Totals</b>		<b>18</b>	<b>16</b>
<b>TOTAL</b>		<b>202</b>	<b>33</b>
<b>Directorate of Livestock Production</b>			
Director	R	1	1
Deputy Director	Q	1	1
Assistant Director Livestock Production	P	3	1
Specialist (Dairy/small ruminants, noon ruminants./poultry and bee keeping, conventional livestock, value addition and livestock marketing)	N	3	0
Principal Livestock Production Officer	N	6	6



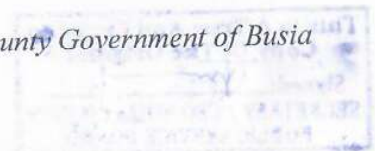
Chief Livestock Production Officer	M	1	2
Senior Assistant Livestock Production Officer	L	6	6
Livestock Production Officer II/I/Senior	K/L/M	6	6
Assistant Livestock Production Officer III/ II/I/Senior/Chief	H/J/K/L	12	17
Livestock Production Assistant II/I	F/G	2	2
<b>TOTAL</b>		<b>41</b>	<b>42</b>
<b>Directorate Of Veterinary Services</b>			
Director Veterinary Services	R	1	1
Deputy Director Veterinary Services	Q	1	1
Assistant Director of Veterinary Services	P	1	1
Specialist (Animal breeding, Laboratory services, Veterinary , Public health, disease and pest control.	N	3	0
Chief Veterinary Officer	N	3	0
Veterinary Officer /Senior	L/M/N	5	4
Animal Health Assistant II/I/Senior/Chief	G/H/J/K	34	23
Junior Livestock Health Assistant II/I/Senior	F/G/H	4	4
Assistant Animal Health Officer II/I/Senior/Chief/Principal	J/K/L/M /N	22	3
Leather development assistant III/II	G/H	0	1
Zoologist II/I/Senior	L/M/N	2	2
Laboratory Technologist II/I	J/K	1	0
<b>TOTAL</b>		<b>77</b>	<b>40</b>

### SHARED SERVICES


Designation	Job Group	Approved Establishment	In Post
Principal Operator	J	0	0
Chief Plant Operator	H	0	0
Plant Operator I/II/III/Senior	D/E/F/G	5	21
Senior Chargehand Building	J	1	1
Assistant Chef	F	1	1

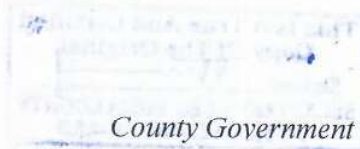
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Cook III	E	1	1
Supply Chain Management Assistant I	K	1	1
Supply Chain Management Assistant II	J	0	1
Supply Chain Management Assistant III	H	1	0
Principal Driver I	K	0	0
Principal Driver II	J	0	0
Chief Driver	H	3	0
Senior driver	G	4	1
Driver I	F	4	6
Driver II	E	4	2
Driver III	D	0	1
Principal Assistant Office Administrator	L	0	0
Senior Assistant Office Administrator	J	0	1
Assistant Office Administrator II	G	0	0
Assistant Office Administrator III	F	0	0
Principal Assistant Clerical Officer	L	0	0
Chief Assistant Clerical Officer	K	0	1
Senior Assistant Clerical Officer	J	0	2
Clerical Officer Assistant II/I Senior	F/G/H	7	4
Records Management Officer III	H	1	1
Artisan I	G	1	1
Artisan II	F	1	1
Principal Support Staff	F	1	0
Chief Support Staff	E	1	0
Senior Support Staff	D	1	2
Support Staff I	C	4	3
Support Staff II	B	4	0
Support Staff III	A	6	0
Cleaning Supervisor I	G	2	3
Clerical Officer II/I/Senior	F/G	5	3
Driver III/II/I/Senior	E/F/G/H	15	5
Support Staff III/II/I/Senior/Supervisor	A/B/C/D /E/F/G	19	19
Secretarial Assistant II/I/senior	G/H	4	4
Driver III/II/I	E	2	1
Senior Support staff/Supervisor III/II/I	D/E	8	10
Accountant I	K	0	1



Budget officer II/I	J/K	0	2
Revenue officer	J	0	1
Chief Human Resource Management Officer	M	0	1
Information officer III	J	0	1
<b>TOTAL</b>		<b>107</b>	<b>103</b>

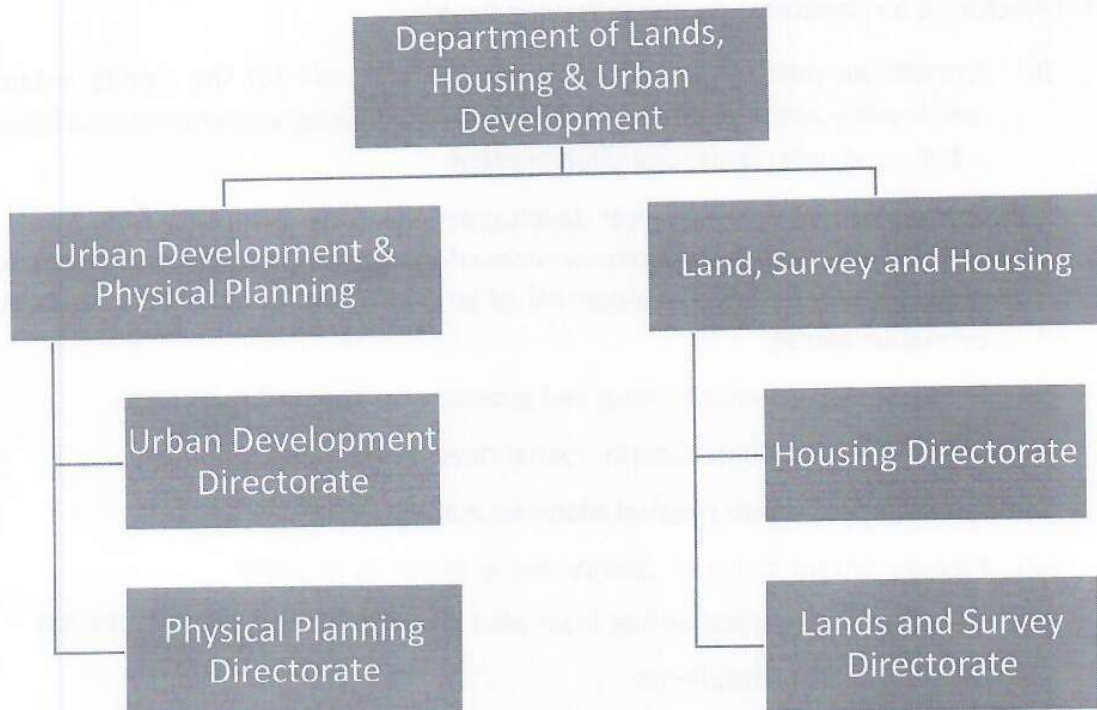
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## 2.12 DEPARTMENT OF LANDS, HOUSING AND URBAN DEVELOPMENT

The Department is headed by the County Executive Committee Member (CECM) Lands, Housing and Urban Development. The CEC member is assisted by two (2) Chief Officers; one responsible for Urban Development and Physical Planning and the other one responsible for Lands, Survey and Housing.

*Figure 2.11 : Current Organization Structure – Department of Lands, Housing and Urban Development*

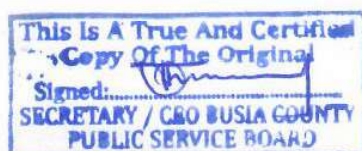


Urban Development and Physical Planning portfolio will coordinate the following directorate:

### **Urban Development Directorate**

The Directorate is responsible for the following functions;

- (i) Coordination and management of urban centres, towns, and municipalities as per the relevant Acts



- (ii) Development control and enforcement of compliance
- (iii) Refuse removal, refuse dumps and solid waste disposal in non-designated urban and market areas.
- (iv) Advertisement.

### **Physical Planning Directorate**

The Directorate is responsible for the following functions;

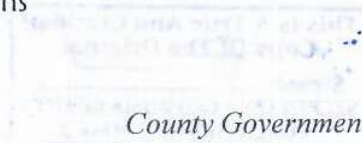
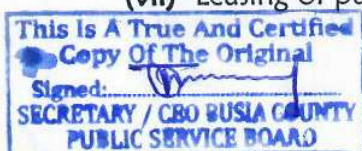
- (i) Provide an overall spatial development framework for the county, interpret and localize national and regional policies and strategies and provide a basis for a balanced urban and rural development.
- (ii) Preparation of Local physical development plans to provide a framework for development, redevelopment or renewal, guide development of infrastructure, regulates the use and development of land in a city, municipality, town, rural or market center.
- (iii) Regulate the orderly planning and growth of urban and rural areas.
- (iv) Monitor and evaluate County spatial development and planning.
- (v) Research on County physical planning matters
- (vi) Prepare current status of County spatial planning response
- (vii) Resolution of conflicts arising from plan preparation and implementation
- (viii) Enforcement of compliance

Lands, Survey and Housing portfolio will coordinate the following directorate:

### **Housing Directorate**

The Directorate is responsible for the following functions;

- (i) Implementation of housing development and management policy
- (ii) Shelter and slum upgrading
- (iii) Appropriate building and construction technologies
- (iv) Housing for County-Public Services
- (v) Development and promotion of low cost housing
- (vi) Management of County government housing
- (vii) Leasing of public offices and administrations



## Land and Survey Directorate

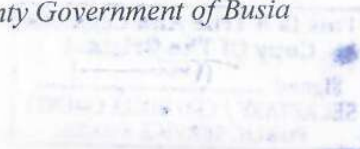
The Directorate is responsible for the following functions;

- (i) Lands management services
- (ii) Land survey and mapping
- (iii) Boundaries and fencing
- (iv) Land information systems
- (v) Land registry services
- (vi) Land purchase for county development use

In order to perform the above functions, the directorate is staffed as follows:

*Table 2.12 : Current Staff Establishment for Department of Lands, Housing and Urban Development.*

Designation	Job Group	Approved	In post
Chief Officer- Urban Development and Physical Planning	S	0	1
<b>Urban Development Directorate</b>			
Director Urban Development	R	0	1
Chief Administrative Officer	M	0	1
Senior Building Inspector	L	0	1
Administrative Officer I	K	0	1
Draftsman	G	0	1
<b>Sub-Total</b>		<b>0</b>	<b>6</b>
<b>Physical Planning Directorate</b>			
Director Physical Planning	R	1	1
Assistant Director	P	1	0
Principal Physical Planner	N	1	0
Chief Physical Planner	M	1	1
Senior Physical Planner	L		
Physical Planner II/I	J/K	1	0
Assistant Physical Planner	H/J		
Senior Physical Planning Assistant	L	0	1
Physical Planning Assistant I	K		0
Physical Planning Assistant III/II	H/J		0
<b>Sub-Total</b>		<b>5</b>	<b>3</b>
<b>Land and Survey Directorate</b>			



Director Land and Survey	R	1	1
Lands Registration Officer II/I/Senior	J/K/L	1	0
Valuation Officer II/I/Senior	J/K/L	1	0
Lands adjudication and settlement Officer II/I/Senior	J/K/L	1	0
Chief Officer- Lands, Survey and Housing	S	0	1
Land Surveyor II/I/Senior	J/K/L	1	2
Assistant Valuation Officer	H/J	1	0
Assistant Lands Cartographer II/I	H/J	1	0
Assistant Photo-lithographer II/I	H/J	1	0
Assistant Geospatial Data Management Officer II/I	H/J	1	0
Rates Officer I	K	0	1
<b>Sub-Totals</b>		<b>9</b>	<b>5</b>
<b>SUPPORT PERSONNEL</b>			
Clerical Officers II/I/Senior/Chief	F/G/H/J	8	7
Town manager	D	0	3
Administrative Officer II/I/Senior	J/K/L	3	0
Droughts man	J	3	0
Personal Secretary II/I	J/K	4	0
Secretarial Assistant II/I/Senior	G/H	3	0
Senior Accounts clerk	G	1	0
Charge hand mechanical	H/J	2	0
Artisan III/II/I	E/F/G	2	0
Driver II/II/I/Senior	F/F/G	4	0
Office Assistant IV/III/II/I	D	4	0
<b>TOTAL</b>	<b>R</b>	<b>34</b>	<b>10</b>
<b>Housing Directorate</b>			
Director Housing	R	1	1
Assistant Director	P	1	0
Principal Housing Officer	N	1	0
Estates Management Officer II/I/Senior	J/K/L	2	0
Housing Officer II/I/Senior/Chief	J/K/L/M	2	0
Rent Inspector II/I	H/J	2	0
Assistant Estate Management Officer II/I	H/J	1	0
Charge hand mechanical	H/J	2	0
Artisan III/II/I	E/F/G	2	0
<b>TOTAL</b>		<b>14</b>	<b>1</b>
<b>Busia Municipality</b>			
Municipal Manager	R	1	1



Deputy Manager	N	0	1
<b>Planning, Development Control and Environment Unit</b>			
Town Planner	K	0	1
Building Inspector	H	0	1
<b>Community Services Unit</b>			
Social Development Officer	K	0	1
Community Development Assistant	H	0	2
<b>Corporate Services Unit</b>			
Revenue Officer	E	0	10
Administrative Officer	K	0	2
Budget Officer	J	0	1
Accountant I	K	0	1
Office Administrative Assistant II	H	0	1
<b>TOTAL</b>		<b>1</b>	<b>22</b>
<b>Malaba Municipality</b>			
Municipal Manager	R	0	1
<b>TOTAL</b>		<b>0</b>	<b>1</b>
<b>GRAND TOTALS</b>		<b>63</b>	<b>48</b>

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## 2.13 DEPARTMENT OF YOUTH, SPORTS, TOURISM, CULTURE, GENDER AND SOCIAL SERVICES

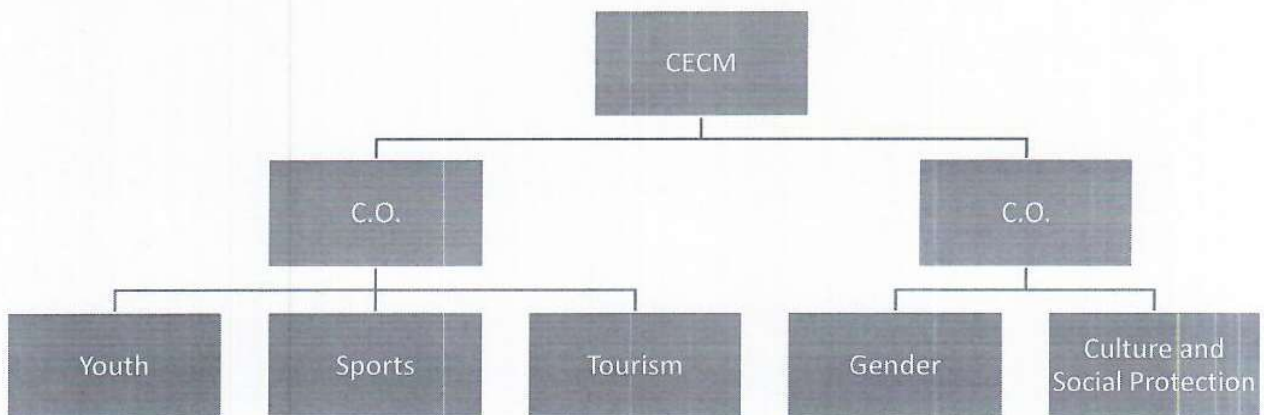
The Department of Youth, Sports, Tourism, Culture, Gender and Social services is headed by a County Executive Committee Member and is assisted by two Chief Officers, one in charge of Youth, Sports and Tourism, and the other Gender, Culture and Social Protection. The Chief Officers are the administrative heads of the Department and deal with policy implementation and day to day management of the Department. The Chief Officers are also the authorized and accounting officers for the Department and report directly to the CEC member.

It is organized into two dockets:

- (i) Youth, Sports and Tourism; and
- (ii) Gender, Culture and Social Services

The following is the current organization structure of the department:

*Figure 2.12 : Current Organization Structure – Department of Youth, Sports, Tourism, Culture, Gender and Social services.*



### a) Youth, Sports and Tourism

The docket is headed by the Chief Officer, Youth, Sports and Tourism and is organized into Three (3) directorates:

- (i) Youth.
- (ii) Sports.
- (iii) Tourism

The Three (3) Directorates of are headed by a Director, Job Group 'R', each, who are responsible to the Chief Officer, Gender, Culture and Social protection, for the execution of their assigned functions.

### b) Gender, Culture and Social Services

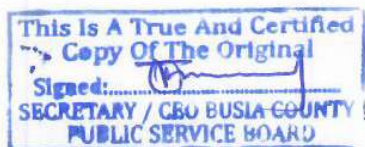
The docket is headed by the Chief Officer, Gender, Culture and Social Services, and is organized into two directorates:

- (i) Gender;
- (ii) Culture and Social Services.

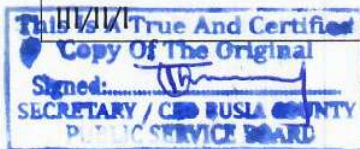
The Two (2) Directorates are headed by Directors, Job Group 'R', each, who are responsible to the Chief Officer, Gender, Culture and Social Services, for the execution of their assigned functions.

*Table 2.13 : Current Staff Establishment for Department of Youth, Sports, Tourism, Culture, Gender and Social services.*

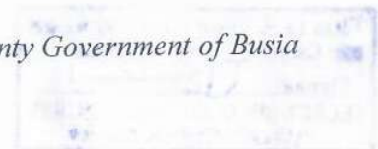
Designation	Job Group	Approved Establishment	In Post
County Executive Committee Member	T	1	1
<b>Sports, Youth and Tourism</b>			
Chief Officer Sports, Youth and Tourism	S	1	1
<b>Youth Affairs</b>			
Director Youth Affairs	R	1	1
Deputy Director Youth Affairs	Q	0	1
Assistant Director Youth Development	p	1	1
Principal youth officer	N	2	1
Youth Officer II/I/senior/Chief	J/K/L/M	14	8
Personal secretary II/I/senior	J/K/L	1	0
Secretarial Assistant II/I/Senior	G/H/J	4	0
Clerical officer II/I/senior	G/H/L	4	0



Designation	Job Group	Approved Establishment	In Post
Support Staff III/II/I/Supervisor II/I	D/E/F/G	8	4
Security Warden II/I/senior	D/E/F/G	2	1
<b>Sub-Totals</b>		<b>39</b>	<b>19</b>
<b>Sports</b>			
Director Sports	R	1	1
Deputy Director Sports	Q	0	1
Assistant Deputy Director	P	1	0
Principal Sports Officer	N	0	1
County Sports Officer	M	1	0
Senior Sports Officer	L	7	0
Sports Officer I	K	0	1
Sports Technician I	G	3	0
Personal Secretary II/I/Senior	J/K/L	1	0
Secretarial Assistant II/I/Senior	G/H/J	2	0
Support Staff III/II/I/Supervisor II/I	D/E/F/G	4	0
Clerical Officer II/I/Senior	F/G/H	4	0
<b>Sub-Totals</b>		<b>24</b>	<b>4</b>
<b>Tourism</b>			
Director Tourism	R	1	1
Deputy Director Tourism	Q	0	1
Principal Tourism Development Officer	N	2	0
Tourism Development Officer II/I and Senior/Chief	J/K/L/M	7	0
<b>Sub-Totals</b>		<b>10</b>	<b>2</b>
<b>Gender, Culture and Social Services</b>			
Chief Officer Gender, Culture and Social Services	S	1	1
<b>Gender</b>			
Director Gender Affairs	R	0	1
Deputy Director Gender Affairs	Q	0	1
Principal Gender Officer	N	1	1
Gender and Social Development officer II/I/Senior/Chief	J/K/L/M	7	35
Instructor II/I	H/J	9	3
Supply Chain management Assistant	G/H/J	2	1



Designation	Job Group	Approved Establishment	In Post
Hospitality III/II/I	G/H/J	2	1
House Keeping Assistant III/II/I	E/F/G	4	2
Artisan III/II/I	E/F/G	2	1
Gender and Social Development Assistant II/I	G	7	1
Cook III/II/I	E/F/G	3	1
Personal Secretary II/I/Senior	J/K/L	1	0
Secretarial Assistant II/I/Senior	G/H/J	4	2
Clerical Officer II/I/Senior	F/G/H	8	5
Support Staff III/II/I/Supervisor II/I	D/E/F/G	6	3
Driver III/II/I/Senior	D/E/F/G	2	1
<b>Sub-Totals</b>		<b>69</b>	<b>63</b>
<b>Culture and Social Services</b>			
Director Culture/Social Service	R	0	1
Deputy Director Culture/Social Service	Q	0	1
Assistant Director Culture/Social service	p	2	0
Principal Culture	M	2	0
Cultural Officer III/II/Senior/Chief	J/K/L/M	14	0
Personal Secretary II/I/Senior	J/K/L	1	0
Secretarial Assistant II/I/Senior	G/H/J	4	0
Clerical Officer II/I/Senior	F/G/H	4	0
Support Staff III/II/I/Supervisor II/I	D/E/F/G	4	0
<b>Sub-Totals</b>		<b>31</b>	<b>2</b>
<b>Children Services</b>			
Principal Children's Officer	N	1	1
Children's Officer II/I/Senior/Chief	J/K/L/M	35	9
Personal Secretary III/II/I	J/K/L	1	0
Secretarial Assistant II/I/Senior	G/H/J	2	0
Clerical Officer II/I/Senior	F/G/H	7	3
Driver III/II/I/Senior	D/E/F/G	2	1
Senior Support Staff /Supervisor II	D/E/F/G	3	3
<b>Sub-Totals</b>		<b>51</b>	<b>17</b>
<b>GRAND TOTAL</b>		<b>225</b>	<b>108</b>



## **CHALLENGES FACED BY THE DIRECTORATE OF CULTURE, SOCIAL SERVICES AND GENDER AFFAIRS.**

The Directorate is not adequately funded to accomplish and diligently deliver expected services to the citizens across the County services

The Directorate has limited number of staff to effectively deliver the mandates assigned to the directorate.

The Directorate has limited resources i.e. vehicles and other working machineries to realize the key agendas of the directorate.

The Directorate of Gender has limited number of projects and programs and not captured in the County integrated development plan.

The Directorate is not adequately funded to finance policy development and strategic plans for effective service delivery.

## **INTERVENTIONS MEASURES TO BE TAKEN BY THE DIRECTORATE**

The County government of Busia to consider increasing the allocation funds to prioritized projects and programs through identifying revenue streams and enhancement

Employ skilled staff to champion departmental projects and programs.

The recurrent expenditure to be enhanced to allow the directorate procure vehicles and other machineries.

The County to consider reviewing the County integrated development plan to incorporate programs and projects under Gender.

The recurrent expenditure to be enhanced to allow the directorate to deal with urgent concerns of PWDs, Elderly, Children and other vulnerable groups.



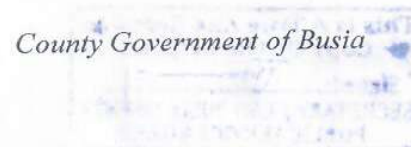
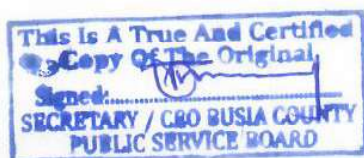
## 2.14 OFFICE OF COUNTY ATTORNEY

The functions of the office of County Attorney entails:


- (i) Be the principal legal advisor of the County Government;
- (ii) Represent the County Government in court or any other legal proceedings to which the County Government is a party;
- (iii) Promote the rule of law and defender of the public interest in the county;
- (iv) Spearhead policy, legal and institutional reforms, governance and empowerment;
- (v) Promotion, fulfillment and protection of human rights;
- (vi) Undertake administrative management; capacity building; and enhance access to justice.
- (vii) Be responsible for legislative drafting on devolved function;
- (viii) Undertake legal aid, pro bono services and civic education in the county;
- (ix) Oversee operations of the county court;
- (x) Undertake litigation in all matters affecting the county government;
- (xi) Revise existing county laws, policies, regulation and orders;
- (xii) Carry out legal research, maintaining legal resource center and advising on development in law;
- (xiii) Defend public servants in selected offences committed in the course of duty that are likely to give raise to vicarious liability;
- (xiv) Undertake conveyancing and other commercial transactions.

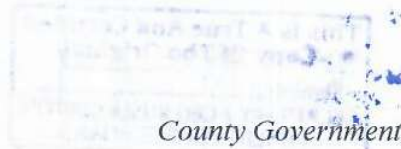
**Table 2.14 : Current Staff Establishment for the County Law Office.**

Designation	Job Group	Approved Establishment	In Post
County Attorney	T	1	1
Solicitor General	S	0	0
Director Legal Services	R	0	0
Senior Legal Officer (Counsels)	P/Q	1	0



Legal Officer (Counsels) II/I	M/N	1	0
Secretarial Assistant/Senior Secretarial Assistant	H/J	1	0
Office Administrator	H/J	1	0
<b>Total</b>		<b>5</b>	<b>1</b>

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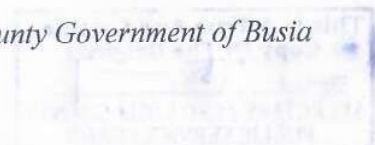
## 2.15 THE COUNTY PUBLIC SERVICE BOARD

The County Public Service Board is headed by the Chairperson. The Board is assisted by a Secretariat which is headed by the Board Secretary who is also the CEO and the Authorized and accounting Officer.

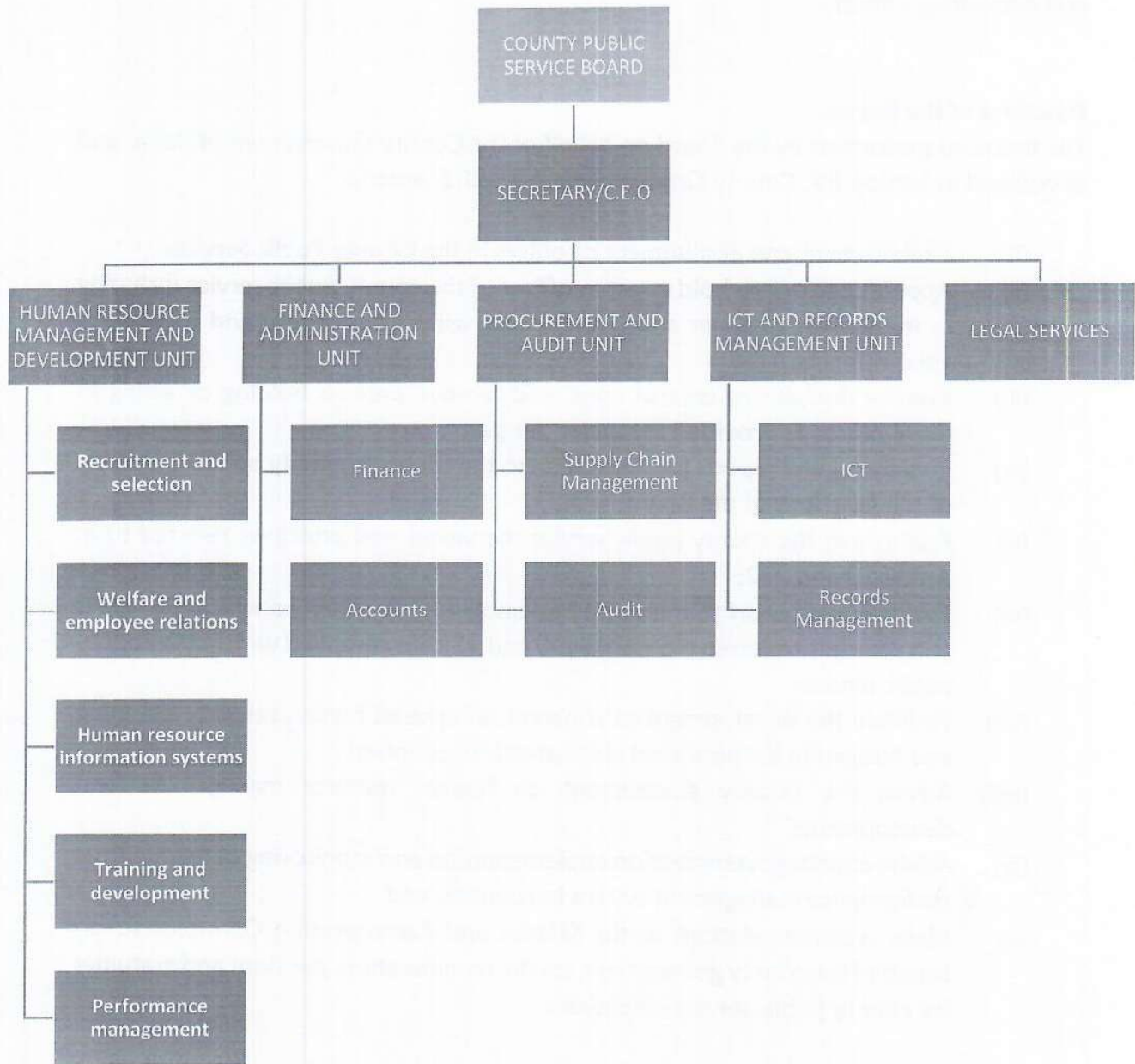
### Functions of the Board

The functions performed by the Board on behalf of the County Government of Busia, and as outlined in Section 59, County Governments Act, 2012, entails:

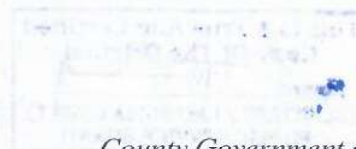
- (i) Establishment and abolishment of offices in the County Public Service;
- (ii) Appoint persons to hold or act in offices of the county public service including in the Boards of Cities and Urban Areas within the county and to confirm appointments;
- (iii) Exercise disciplinary control over, and remove persons holding or acting in those offices as provided for under this part;
- (iv) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board;
- (v) Promote in the county public service the values and principles referred to in Article 10 and 232;
- (vi) Evaluate and report to the county assembly on the extent to which the values and principles referred to in Article 10 and 232 are complied with in the county public service;
- (vii) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties;
- (viii) Advise the County government on human resource management and development;
- (ix) Advise county government on implementation and monitoring of the national performance management system in counties; and
- (x) Make recommendations to the Salaries and Remuneration Commission, on behalf of the county government, on the remuneration, pensions and gratuities for county public service employees.



**Figure 2.13 : Current Organization Structure – County Public Service Board**



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**Table 2.13 : Current Staff Establishment - County Public Service Board.**

Designation	Job Group	Approved	In post
Chairperson	T	1	1
Board Members	S	5	5
CEO/Secretary	S	1	1
Public Relations/Communications Officer	L/M	1	1
Office Administrator II/I/Senior	J/K/L	0	1
Record Management Officer II/I	J/K	1	1
PA/Secretary/Administrative Assistant	L/M/N	0	1
Internal Auditor II/I Senior	J/K/L	1	0
Economist II/I/Senior	M/N	1	1
Senior Legal Officer	P	1	0
<b>Sub Total</b>		<b>12</b>	<b>12</b>

**SUPPORT SERVICES**

**HUMAN RESOURCE FUNCTION (SECONDED)**

DESIGNATION	JG	APPROVED	IN POST
Human Resource Officers	J/K/L	14	1
<b>Sub Total</b>		<b>14</b>	<b>1</b>

**OTHERS (SECONDED)**

DESIGNATION	JG	APPROVED	INPOST
Accountant	J/K/L	1	1
Budget Officer	J/K/L	0	1
Personal Secretary	J/K/L	5	0
Secretarial Assistant II/I/Senior	J/K/L	2	0
Procurement Officer	J/K/L	1	1
ICT II/I/Senior	J/K/L	1	1
Receptionists II/I	E/F/G	1	2
Drivers III/II/I/Senior	E/F/G/H	0	2
Clerical Officer	F/G/H	4	0
Office Assistants	E/F/G	1	0
<b>Sub total</b>		<b>16</b>	<b>8</b>



## CHAPTER THREE

### 3.0 PROPOSED ORGANIZATION STRUCTURE AND STAFFING

#### 3.1 INTRODUCTION

The Fourth Schedule Article 185(2), 186(1) and 187(2) of the Constitution of Kenya, 2010 (CoK) describes the distribution of functions between the national government and the county governments. The functions and services will be decentralised to the lowest level as practicable. The County Government of Busia is organised into county offices and departments in order to efficiently deliver on its mandate.

The Structures recommended will be implemented by the CPSB through the established internal processes.

The organization structures developed were based on wide consultations with relevant Busia County stakeholders, taking into consideration the uniqueness of the County; and research on best practices in institutional and organization design. We also took into consideration the views shared by various stakeholders on the best modalities of devolution, as outlined in the Constitution.

An organization structure is a framework by which job tasks are divided, grouped and coordinated and facilitates the management process through which an organization achieves its strategic intent. The process of developing or changing organizational structure involves organizational design, a process that involves seven (7) elements as stated hereunder: -

- (i) **Span of Control** - the number of subordinates that an individual can be able to supervise effectively.
- (ii) **Interrelated Functions** - related activities should be grouped together in one functional area. Otherwise, proper coordination of activities cannot be maximized.
- (iii) **Chain of command** - the formal identification of who reports to who in an organization. Lack of adherence to the chain may cause the communication process to break down.
- (iv) **Unity of Command** - an employee should be directly responsible to only one supervisor. The absence of unity of command produces job related frustrations, job dissatisfaction and loss of morale
- (v) **Commensurate Authority and Responsibility** - individuals who are given the responsibility to undertake a task must be given an appropriate amount of authority to ensure task completion



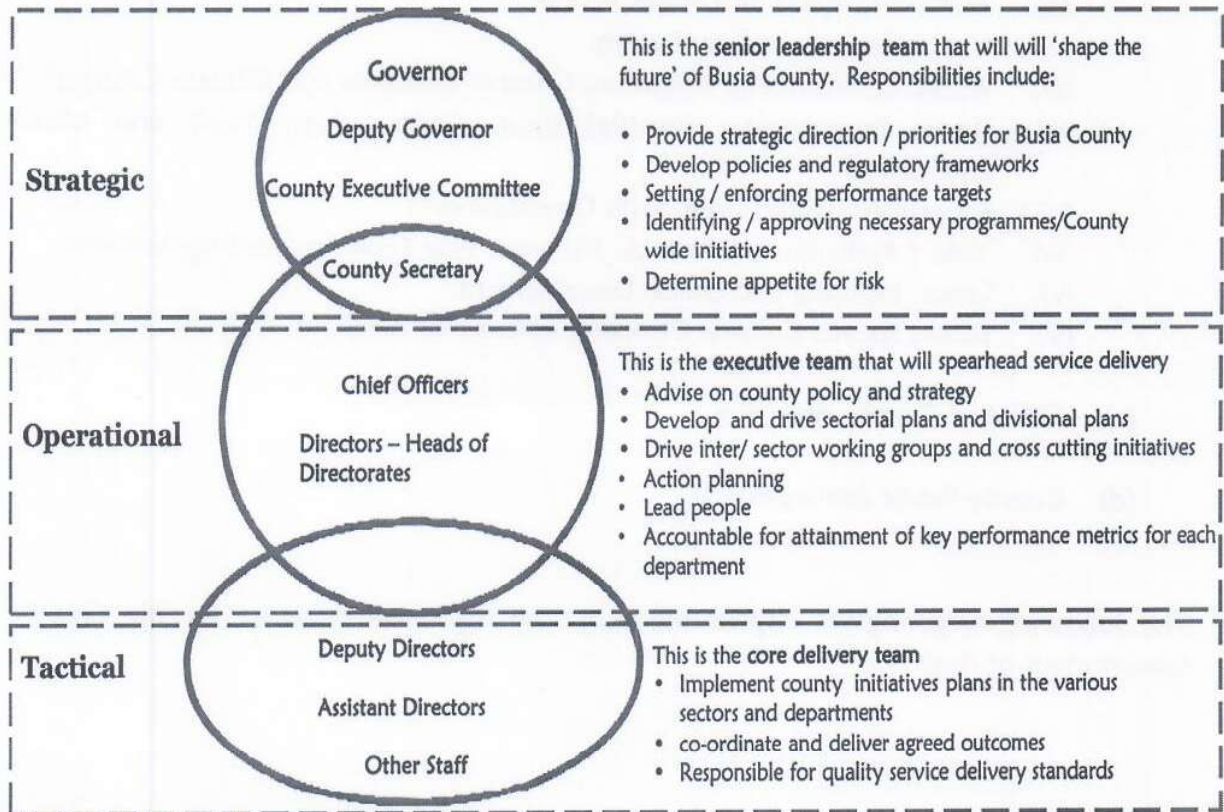
- (vi) **Work Assignment** – knowledge, skills, competence, special strengths and talents should be considered when assigning work to individuals. This ensures effective utilization of the human resource.

The above factors have been considered in the design of the proposed organization structure for the County Government of Busia. The design of the structure has further been guided provisions of Article 46(2) of the County Government Act; the Constitutional functions of Devolved Government as provided under the Fourth Schedule of the Constitution; Article 5 and 6 of the County Government Act 2012; and the priorities, objectives and strategies contained in the County Integrated Development Plan 2023/2027; Executive Order No. 3 of 2023 on Organization of County Government of Busia.

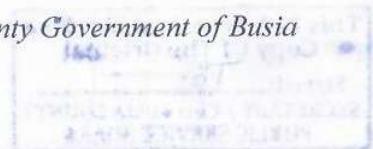
The County Government of Busia will be organized into three governance levels as itemized below and depicted in figure II:

- (i) Strategic
- (ii) Operational
- (iii) Tactical

*Figure 3.1: Governance levels for County Government of Busia*



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PUBLIC SERVICE BOARD



The governance structure will be responsible for provision of strategic direction and priorities for the County; development of policies and regulatory frameworks; setting and enforcement of performance targets; and identification and approval of the necessary programmes and County wide initiatives.

The County Government of Busia (Executive Arm) will be organized into:

**(a) Executive office of the Governor**

- Office of the Governor,
- County Executive Committee,
- Office of the County Secretary and Head of County Public Service

**(b) Eleven (11) County Departments**

- (i) Strategic Partnership and Digital Economy;
- (ii) The County Treasury and Economic Planning;
- (iii) Public Service Management and Governance;
- (iv) Transport, Roads and Public Works;
- (v) Health Services and Sanitation;
- (vi) Water, Environment, Irrigation, Natural Resources and Climate Change;
- (vii) Trade, Investment, Industrialization, Cooperatives, Small and Micro Enterprises;
- (viii) Education and Industrial Skills Development;
- (ix) Smart Agriculture, Livestock, Fisheries, Blue Economy and Agribusiness;
- (x) Lands, Housing and Urban Development;
- (xi) Youth, Sports, Culture, Gender and Creative Arts;

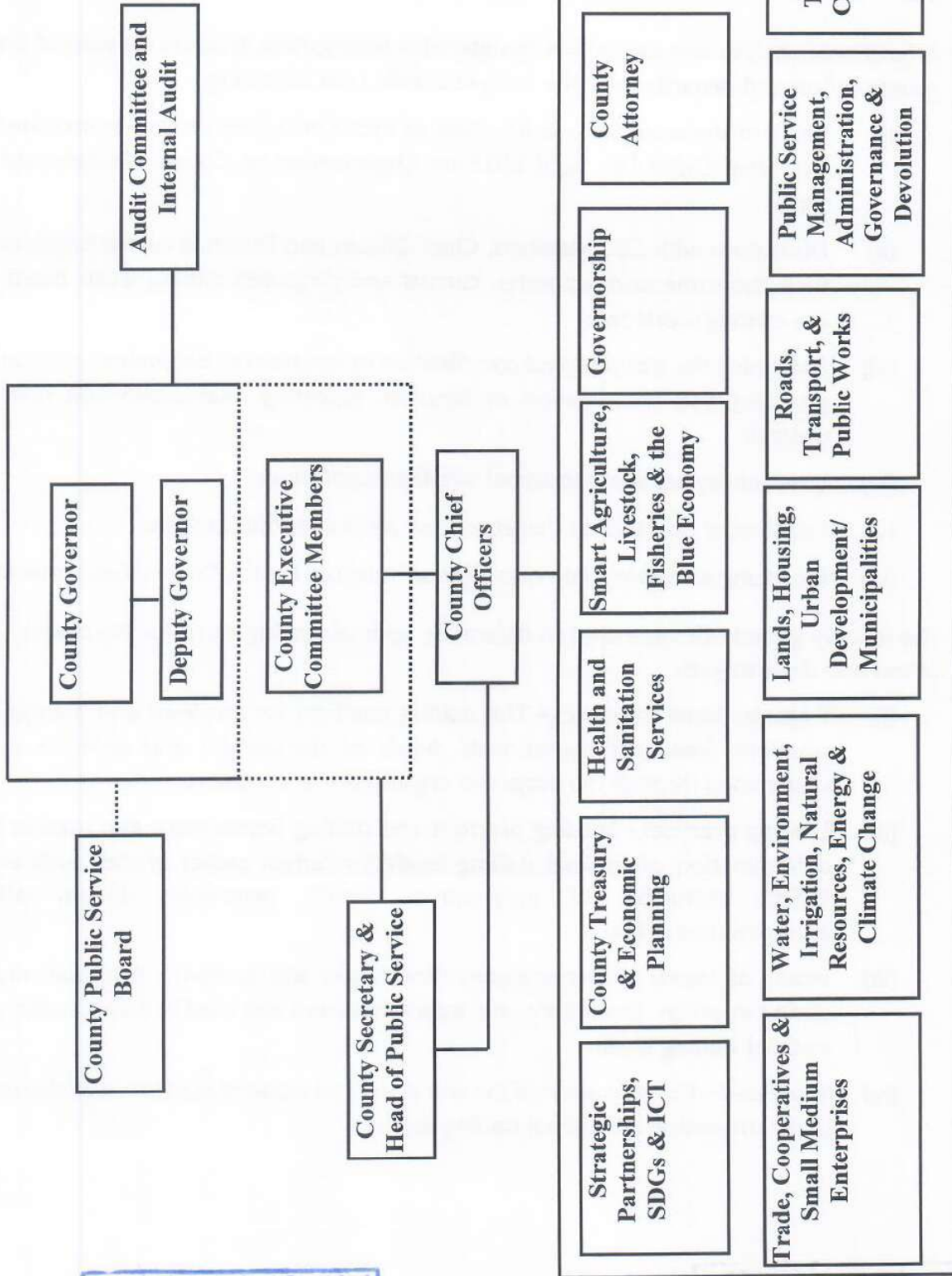
**(c) Office of County Attorney**

**(d) County Public Service Board**

The following Organogram depicts the proposed high-level structure for the County Government of Busia: -

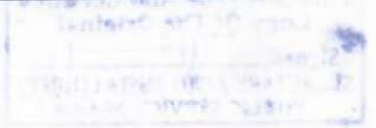


**HIGH LEVEL STRUCTURE - BUSIA COUNTY GOVERNMENT EXECUTIVE**



Functions and Services to Sub County, Ward, Village & Community Areas

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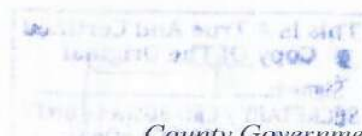
### 3.2 FUNCTIONS AND STAFF ESTABLISHMENT

A functional analysis was carried out to determine appropriate structure for each of the county offices and departments. The analysis entailed the following:

- (i) Study of the mandate and functions of each Office/Department as provided in Executive Order No. 3 of 2023 on Organization of County Government of Busia;
- (ii) Discussions with CEC Members, Chief Officers and Directors on the functions of their departments/directorates, current and proposed staffing levels based on the existing workload;
- (iii) Examining the grouping and coordination of functions to determine appropriate grouping and coordination of function, reporting relationship and span of control;
- (iv) Determining areas of functional overlap/duplication;
- (v) Establishing operational challenges and proposed solutions; and
- (vi) Proposing an appropriate organization structure for the County Government

The following methods were used to determine optimal staffing levels for the county offices and departments:

- (i) Organizational structures - The staffing numbers for top level and managerial positions (heads of departments, heads of directorates and divisions were determined through the proposed organizational structures.
- (ii) Leading practices - Leading practices and staffing norms were also used in the determination of optimal staffing levels for certain cadres of staff such as of ECDC, instructors of polytechnics, health personnel, drivers, office administrative officers.
- (iii) Inputs of Heads of Departments, directorates and sections - proposals made during meetings, Discussions, and interviews were also used in determination of optimal staffing levels.
- (iv) Workload – Consideration of the workload and scope of activities was also used in determination of optimal staffing levels



### 3.3 OFFICE OF THE GOVERNOR

The Office of the Governor will comprise the following committees and offices:

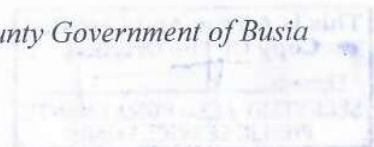
- (i) Executive Office of the Governor;
- (ii) County Executive Committee;
- (iii) County Secretary and Head of Public Service; and
- (iv) Audit Committee.

#### **Executive Office of the Governor**

The County Governor is the Chief Executive of the County Government of Busia and the Deputy Governor the deputy chief executive (Article 179 (4) of the CoK).

The following are the functions of the **Executive Office of the Governor** as provided in the County Governments Act, No 17 of 2012, and section 30:

- (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 fora and 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
- (xix) Promote and facilitate citizen participation in the development of policies and plans and delivery of services in the county
- (xx) Custodian of County Seal
- (xxi) Appointment of County Attorney
- (xxii) Appointment of Chairpersons of County Corporations/Committees
- (xxiii) Owners and Awards of the County
- (xxiv) Creation of public offices on advice by the County Public Service Board
- (xxv) Chair County Intergovernmental meetings
- (xxvi) Chair County Policing Authority
- (xxvii) Any other functions assigned by law

The following Offices will be domiciled in the Executive Office the of the Governor

- (i) Office of Deputy Governor;
- (ii) Office of the County secretary;
- (iii) Office of Chief of Staff;
- (iv) Advisory Services;
- (v) Chief Officer, Governor's Office;

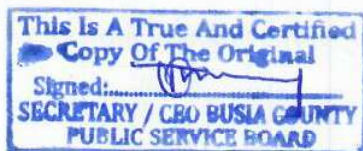
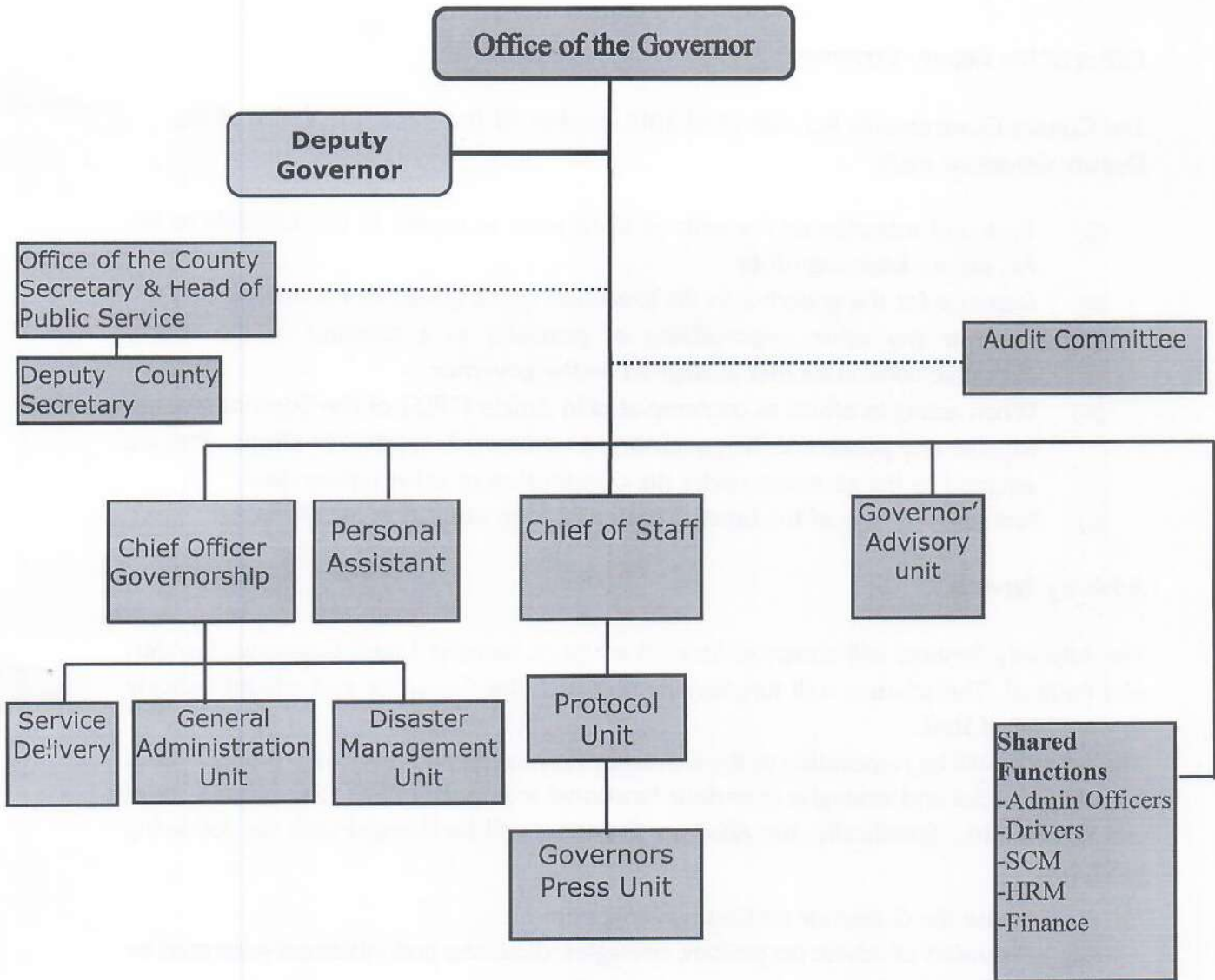


Figure 3.3: Proposed Organization Structure – Office of the Governor



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## Office of the Deputy Governor

The County Governments Act, No 17 of 2012, section 32 states that the **Office of the Deputy Governor** shall:

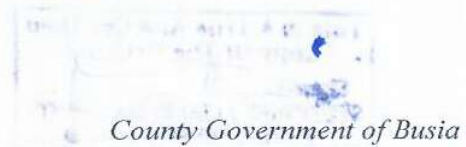
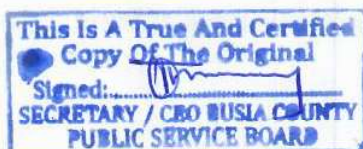
- (i) Take and subscribe to the oath or affirmation as set out in the Schedule to this Act before assuming office
- (ii) Deputize for the governor in the execution of the governor's functions
- (iii) Perform any other responsibility or portfolio as a member of the county executive committee that is assigned by the governor
- (iv) When acting in offices as contemplated in Article 179(5) of the Constitution, not exercise any powers of the governor, to nominate, appoint or dismiss, that are assigned to the governor under the Constitution or other written law
- (v) Not perform any of the functions referred to in subsection (4) of the Act

## Advisory Services

The Advisory Services will comprise four (4) advisors, namely: Legal; Economic; Gender; and Political. The advisors will functionally report to the Governor and administratively to the Chief of Staff.

The Advisors will be responsible to the Governor for provision of advice on strategic issues including policies and strategies in various functional areas such as political, economic, social and legal affairs. Specifically, the Advisory Services will be charged with the following functions:

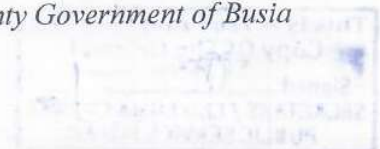
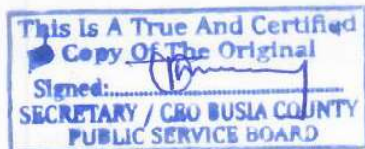
- (i) Advise the Governor on County Programmes;
- (ii) Provision of advice on policies, strategies, directives and initiatives submitted by the Departments;
- (iii) Advise the Governor and the executive on emerging issues of the strategic, policy and institutional significance;
- (iv) Coordinate and harmonize the preparation of the work programme of the respective Departments in consultation with the Governor and the County Executive Committee;
- (v) Follow up implementation of programmes and projects;
- (vi) Generate periodic reports on implementation of programmes and projects;
- (vii) Advise and support the Governor in all aspects related to Key Performance Indicators (KPIs);
- (viii) Advise and support the Governor on Resource Mobilization;
- (ix) Coordinate the donor funded activities in the County;



- (x) Advise and support the Governor on all matters pertaining to organizational units within the County;
- (xi) Provide technical support and advice to the Governor on communication and public participation in activities aimed at improving the County's image; and
- (xii) Monitor the implementation of decisions made by the County Executive Committee.

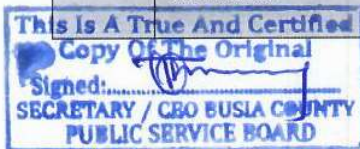
**Staffing**

The following is the proposed staff establishment for the Office of the Governor and Deputy Governor:



**Table 3.1 : Staff Establishment - Office of the Governor and Deputy Governor**

S/N	Designation	Job Group	In post	Approved Establishment
1.	H.E. The Governor	V	1	1
2.	Chief officer	S	1	1
3.	Gender Advisor	R	1	1
4.	Political Advisor	R	1	1
5.	Legal Advisor	R	1	1
6.	Economic Advisor	R	1	1
7.	Personal Assistant	M	1	1
8.	Special Aide to Governor	N	1	1
9.	Chief Office Administrative Services	M	2	2
10.	Office Administrator II/I/Senior	J/K/L	3	3
11.	Cook II/III	B/C/D/E	3	4
12.	Gardener	B/C/D/E	2	3
13.	Messenger	D/E/F	9	3
	<b>Sub total</b>		<b>13</b>	<b>23</b>
<b>OFFICE OF THE DEPUTY GOVERNOR</b>				
1.	H. E. The Deputy Governor	U	1	1
2.	Principal Communication Officer	N	1	1
3.	Personal Assistant	M	1	1
4.	Senior Secretarial Assistant	J	1	1
5.	Secretarial Assistant	H	1	1
6.	Driver II/I	D/F	2	2
7.	Cook	C	1	2
8.	Messenger	D/E/F	1	1
9.	Gardener	D/E/F	1	1
	<b>Sub total</b>		<b>10</b>	<b>11</b>



## **Office of Chief of Staff**

The office of the Chief of Staff is headed by a Chief of Staff Job Group 'S' who is private secretary to the Governor. The functions of the Office of the Chief of Staff will entail: -

- (i) Advising the Governor on emerging events;
- (ii) Managing the Governor's diary;
- (iii) Representing the Governor on personal issues; and
- (iv) Management of the Governor's personal staff.

The Chief of Staff will coordinate the following functional units:

- (i) Governors Press Unit
- (ii) Protocol Unit

### **(a) Governors Press Unit**

The Unit will be charged with the following functions: -

- (i) Cover Governor's functions;
- (ii) Organize Governor's press conferences;
- (iii) Prepare Governor's press releases;
- (iv) Publicize Governor's projects;
- (v) Manage Governor's social media platforms;
- (vi) Oversee drafting of speeches and talking points for the Governor; and
- (vii) Build and maintain a database of news/information on the Governors.

### **(b) Protocol Unit**

The Unit is charged with the following functions: -

- (i) Organize and coordinate protocol during governors meeting and functions, courtesy calls and bilateral meetings;
- (ii) Co-ordinate official county functions;
- (iii) Management of the county guest lists;
- (iv) Organize official county and state programs;
- (v) Provide logistical support for the distribution of the Governors' speeches;
- (vi) Provide effective interface between the county and the public;
- (vii) Coordinate and prepare official county and Governor's briefs;
- (viii) Promote good protocol practices in county offices and functions;
- (ix) Maintain etiquette and decorum in official county, Governor and State functions;
- (x) Provide advice on procurement of county and State gifts;
- (xi) Prepare and design invitation cards and car stickers for all national days and State functions;



- (xii) Organize county and State luncheons and banquets;
- (xiii) Liaison with departments and agencies in organizing official functions;
- (xiv) Facilitation of signing of Visitors Book by officials from other counties, commissions, and institutions of national government;
- (xv) Organize State and county installations following national elections;
- (xvi) Provide advice on flag protocol; and
- (xvii) Provide secretariat services to the County Celebrations Steering Committee.
- (xviii) Coordinate Governor's convoy and advice on salutations;
- (xix) Advise on dress cord during Governor's events and functions;
- (xx) Identify appropriate venue, chairs, decorations and flags for Governor's functions;
- (xxi) Appoint and supervise ushers manning the Governor's events; and
- (xxii) Government reception services.

**Staff Establishment**

The following is the recommended staff establishment for the Office of Chief of Staff:

**Table 3.2 : Staff Establishment - Office of the Chief of Staff**

S/NO.	Designation	Job Group	In post	Approved Establishment
1.	Chief of Staff	S	1	1
2.	Senior/Chief Office Administrator	L/M	0	1
3.	Driver III/II/I/Senior	D/E/F/G	0	1
<b>Sub Total</b>			<b>1</b>	<b>3</b>
<b>Protocol</b>				
1.	Assistant Director Protocol	P	0	1
2.	Principal Protocol Officer	N	0	1
3.	Chief Protocol Officer	M	1	1
4.	Protocol Officer III/II/I/Senior	J/K/L	0	4
<b>Sub Total</b>			<b>1</b>	<b>7</b>
<b>Governors Press Service</b>				
1.	Director Communication	R	1	1
2.	Deputy Director Communication	Q	0	1
3.	Principal Communication Officer	N	0	1
4.	Chief Communication Officer	M	1	1
5.	Senior Principal Communication Officer	L	4	4



6.	Communication Officer II (Editor/Sound Tech)	J	1	1
7.	Communication Officer III(Editor/Sound Tech)	H	3	3
8.	Graphic Designer Assistant III/II/I	H/J/K	2	2
<b>Sub Total</b>			<b>14</b>	<b>14</b>

### Chief Officer, Governorship

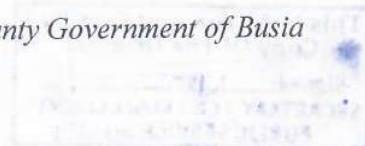
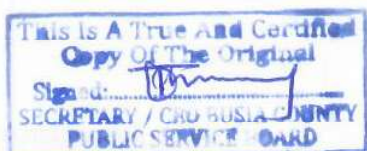
The Chief Officer, Governorship will coordinate the following functional units:

- (i) Service Delivery Unit
- (ii) Disaster Management Unit
- (iii) General Administration Unit

#### (a) Service Delivery Unit

The Unit is responsible for the following functions: -

- (i) Implement and maintain service delivery standards.
- (ii) Develop and update framework for Monitoring and Evaluation in accordance with the design document and county requirements.
- (iii) Ensure that County Projects/Interventions are effectively supported in terms of the assessment, design, implementation, baseline, monitoring evaluation, transition, learning and documentation.
- (iv) Participate in the development of the annual work plan and budgets, ensuring alignment with technical approach.
- (v) Ensure that core information for sectors is available.
- (vi) Identify the requirements for collecting baseline data, preparing terms of reference for and arranging and conducting baseline survey for service delivery.
- (vii) Oversee and Execute Monitoring and Evaluation activities with particular focus on results and impacts as well as lessons learnt.
- (viii) Ensure timely communication of Monitoring and Evaluation findings at all levels.
- (ix) Ensuring the successful development, elaboration and roll out of implementation strategies and operational guidelines.
- (x) Coordinate and ensure timely submission of quality and comprehensive progress reports.
- (xi) Guide sectors in preparing their progress reports in accordance with approved reporting formats and ensuring their timely submission.

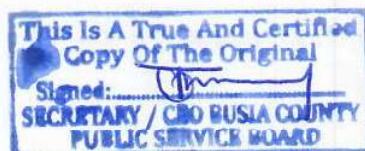


- (xii) Preparing consolidated progress reports for management including identification of problems, causes of potential bottlenecks in the county project implementation and providing specific recommendations.
- (xiii) Undertaking regular visits to the field to support implementation of Monitoring of evaluation and identifying where adaptations may be needed.
- (xiv) Undertaking employee and customer satisfaction surveys;
- (xv) Undertaking impacts assessment to establish how service delivery impacts on the lives of the citizens;
- (xvi) Development and implementation of public service delivery innovation policies, strategies, manuals and methodologies;
- (xvii) Developing county public service recognition and awards schemes to facilitate identification and celebration of service delivery innovations;
- (xviii) Organizing annual County Innovation days;
- (xix) Organizing innovation award events and ceremonies;
- (xx) Ensuring effective engagement with Government departments, regional/technical/sector representatives.
- (xxi) Preparing monthly and quarterly progress reports.

**(b) Disaster Management and Emergency Services Unit**

The Unit will be charged with the following functions: -

- (i) Defining and implementing disaster management policies and procedures;
- (ii) Provision of County firefighting and other emergency services;
- (iii) Creation and maintenance of a disaster and emergency response and management system;
- (iv) Designing of a well-coordinated approach to disaster Management systems that will ensure disaster risk reduction, preparedness, response and recovery;
- (v) Coordination of emergency/disaster management activities;
- (vi) Convening of the county, sub county and ward emergency and disaster management committees;
- (vii) Building the capacity of the cascaded County disaster management committees for efficient and effective performance;
- (viii) Creation and management of data base for all disaster/emergency occurrences and their management initiatives which is shared with the county emergency committee the respective line departments;
- (ix) Coordination of other state and non-state actors (NGOs) in the field of disaster/emergency management;



- (x) Undertaking continuous stakeholder consultations with relevant line Ministries and the relevant stakeholders/agencies to enhance co-ordination of interventions;
- (xi) Conducting mass sensitization and awareness creation on Disaster Management and Climate Change for the general public;
- (xii) Coordination to ensure prompt communication and quick response to emergencies within the County;
- (xiii) Mainstreaming and integrating Disaster Risk Reduction (DRR) approaches into the strategies and operations of the departments;
- (xiv) Liaising with the relevant departments to ensure/enforce compliance with safety regulations against potential risks, hazards and disasters and especially compliance with architectural building code and requirements for construction against fire outbreaks, floods, collapsing buildings, bridges and similar structures;
- (xv) Planning and organizing for regular emergency drills by corporate bodies and firms in order to improve effectiveness of response capability to disasters.

**(c) General Administration Unit**

The Unit will be headed by a Director, Administration, Job Group 'R', who will be responsible to the Chief Officer, Governorship for the following functions:

- (i) initiating, interpreting, implementing, reviewing and providing guidance on administrative policies, strategies, procedures and programmes;
- (ii) coordinating, managing and supervising the general administrative functions in the County;
- (iii) Deployment of administrative and office service staff (clerical officers, support staff and drivers) to departments;
- (iv) Coordination of day to day administrative duties and logistic in the County;
- (v) Ensuring efficient management of resources and coordination of the County Government activities;
- (vi) Custody of all chattels, deeds records and other documents belonging to the county which shall be kept as the county may direct;
- (vii) coordinating and liaising with other county directorates and departments administrative matters;
- (viii) transport (fleet) management in the county;
- (ix) planning and coordinating office accommodation;
- (x) overseeing safe custody of County Government assets
- (xi) managing office equipment and furniture inventory;
- (xii) coordination of interdepartmental activities, meetings, conferences and other special events;



- (xiii) maintenance of buildings and furniture;
- (xiv) preparing reports on administrative matters;
- (xv) managing utilities and office accommodation;
- (xvi) management of premises, assets and insurance policies;
- (xvii) coordinating occupational health and safety issues;
- (xviii) Coordinating training and refresher courses for drivers;

### Staff Establishment

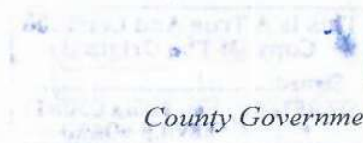
The following is the recommended staff establishment for the Office of Chief Officer, Governor's Office.

**Table 3.3 : Staff Establishment - Office of the Chief Officer, Governorship.**

S/No.	Designation	Job Group	In post	Approved Establishment
	County Chief Officer-Governorship	S	1	1
	<b>Disaster Management Directorate</b>			
1.	Director Disaster Management	R	1	1
2.	Deputy Director Disaster Management	Q	1	1
3.	Principal Disaster Management Officer	N	1	4
4.	Chief Disaster Management Officer	M	1	10
5.	Senior Disaster Management Officer	L	3	12
6.	Disaster Management Officers	K	0	12
7.	Principal Superintending Fire Officer	P	0	1
8.	Senior Superintending Fire Officer	N	0	1
9.	Chief Superintending Fire Officer	M	0	4
10.	Fireman III/II/I/Senior	H/J/K/L	3	10
11.	Fireman	E/F/G	3	10
	<b>Sub Total</b>		<b>11</b>	<b>67</b>
	<b>Service Delivery Unit</b>			
1.	Director Service Delivery	R	1	1
2.	Principal Service Delivery Officer	N	0	1
	<b>Sub Total</b>		<b>1</b>	<b>2</b>

### Office of the County Secretary and Head of County Public Service

The County Governments Act, No 17 of 2012, section 44 states that **Office of the County Secretary and Head of County Public Service** shall:



- (i) Be the head of the county public service
- (ii) Be responsible for arranging the business and keeping the minutes of the county executive committee subject to the directions of the executive committee
- (iii) Convey the decisions of the county executive committee to the appropriate persons or authorities
- (iv) Perform any other functions as directed by the county executive committee
- (v) Perform any other function as directed by the County Executive

The Office of the County Secretary will be organized into the following two sections:

- (i) Public Service Coordination Office; and
- (ii) CEC Secretariat.

**(a) Public Service Coordination Office**

The office will be headed by a Principal Administrative Officer, Job Group 'N' and will be charged with the following functions:

- (i) Provision of linkage between the political and technical arms of the County Government;
- (ii) Management of the inter-phase between national and county levels of government;
- (iii) Liaison with the Heads of Government at the national level regarding the implementation of national functions at county level;
- (iv) Tracking the development and implementation of policies & guidelines
- (v) Organizing meetings of Heads of Directorates (County Chief Officers);
- (vi) Keeping the reports and Minutes of the Chief Officers meetings;
- (vii) Preparing briefs to the CEC;
- (viii) Disseminating the decisions of the Chief Officers as appropriate as guided by the Head of County Public Service; and
- (ix) Implementing the decisions of the Chief Officers as appropriate and as guided by the County Secretary.
- (x) Organizing annual stakeholder forums to review progress status report and address challenges impacting on implementation;
- (xi) Facilitating signing of performance Contracts;
- (xii) Facilitation and coordination of cross-sectoral initiatives;
- (xiii) Collaboration with local stakeholders, Commissions, Boards and Agencies; and
- (xiv) Ensuring implementation of resolutions agreed in joint meetings involving external stakeholders.



**(b) County Executive Committee Secretariat**

The County Secretary as the Secretary to the County Executive Committee will be assisted by a Secretariat whose functions will entail:

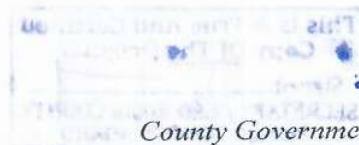
- (i) Preparation of agenda for County Executive Committee meetings;
- (ii) Custody and maintenance of County Executive Committee documents;
- (iii) Preparation of Executive Briefs of County Executive Committee Memoranda;
- (iv) Facilitating sessions of Standing County Executive Committee meetings;
- (v) Dissemination of County Executive Committee documents to Executive Committee members;
- (vi) Dissemination of County Executive Committee decisions;
- (vii) Monitoring implementation of County Executive Committee decisions and resolutions; and
- (viii)** Any other functions as directed by the CEC

**Staff Establishment**

The following is the recommended staff establishment for the Office of the County Secretary and Head of Public Service:

*Table 3.4 : Staff Establishment - Office of the Office of the County Secretary and Head of Public Service*

S/NO.	Designation	Job Group	In post	Approved Establishment
1.	County Secretary	T	1	1
2.	Deputy County Secretary	S	1	1
3.	Deputy Director cabinet & assembly affairs	Q	0	1
4.	Principal Administrative Officer	N	0	1
5.	Chief Administration Officer	M	2	2
6.	Chief Office Administrative/Senior	M/L	1	1
<b>Sub total</b>			<b>5</b>	<b>7</b>
<b>Grand total</b>			<b>56</b>	<b>134</b>



## **Audit Committee**

The Committee is appointed by the Governor and is answerable to the Governor for the following functions:

- (i) Evaluating whether processes are in place to address key roles and responsibilities in relation to risk management;
- (ii) Evaluating the adequacy of the control environment to provide reasonable assurance that the systems of internal control are of a high standard and functioning as intended;
- (iii) Performing an independent review of the financial statements to ensure the integrity and transparency of the financial reporting process;
- (iv) Monitoring the effectiveness of an entity's performance information and compliance with the performance management framework and performance reporting requirements;
- (v) Evaluating the quality of the internal audit function, particularly in the areas of planning, monitoring and reporting;
- (vi) Engaging with external audit and assessing the adequacy of management response to issues identified by audit; and
- (vii) Reviewing the effectiveness of how the entity monitors compliance with relevant legislative and regulatory requirements and promotes a culture committed to lawful and ethical behavior.

## **County Executive Committee**

The executive authority of a county government according to Article 179 of the Constitution of Kenya is exercised by the County Executive Committee. The County Governments Act, No 17 of 2012, section 46 states that the County Executive Committee shall:

- (i) Determine the organization of the county and its various departments
- (ii) Be responsive to the needs of the local community and the functions and competencies assigned to and transferred to the county
- (iii) Facilitate a culture of public service and accountability in the county public service
- (iv) Be performance orientated and focused on the objects of devolved government set out in Article 174 of the Constitution
- (v) Ensure that the county departments align their roles and responsibilities with the priorities and objectives set out in the county's policies and plans
- (vi) Organize its departments and other structures in a flexible way in order to respond to changing priorities and circumstances

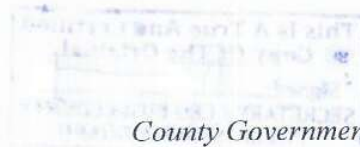


- (vii) Assign clear responsibilities for the management and coordination of departments and functions
- (viii) Allow participatory decision making as far as is practicable
- (ix) Provide an equitable, fair, open and non-discriminatory working environment

The members of the County Executive Committee are individually and collectively accountable to the Governor in the exercise of their powers and performance of their duties and responsibilities.

### Shared Services

S/No.	Designation	Job Group	In post	Approved Establishment
1.	Assistant Director Office Administrative Services	P	0	2
2.	Principal Administrative Officer	N	3	3
3.	Personal Secretary	M	2	2
4.	Snr. Administrative Officer/ Chief Administrative Officer	L/M	7	5
5.	Office Administrator	K	1	1
6.	Senior ICT Officer	L	2	2
7.	ICT Officer	J/K	4	2
8.	Senior Clerical Officer	G/J	2	2
9.	Principal Driver	J	2	2
10.	Chief Driver	H	1	2
11.	Office Admin. Assistant II	H	1	1
12.	Senior Driver	G	2	2
13.	Clerical Officer II	F	3	3
14.	Artisan II	F	1	1
15.	Cleaning Supervisor 11A	F	1	1
16.	Receptionist	E	1	1
17.	Cleaning Supervisor 11B	E	1	2
18.	Clerical Officer III	E	1	2
19.	Driver I/II/III	D/E/F	12	12
20.	Office Messenger	D/E	8	4
21.	Senior Support Staff	D	23	23
22.	Support Staff I	C	0	1
	<b>Sub Total</b>		<b>92</b>	<b>76</b>



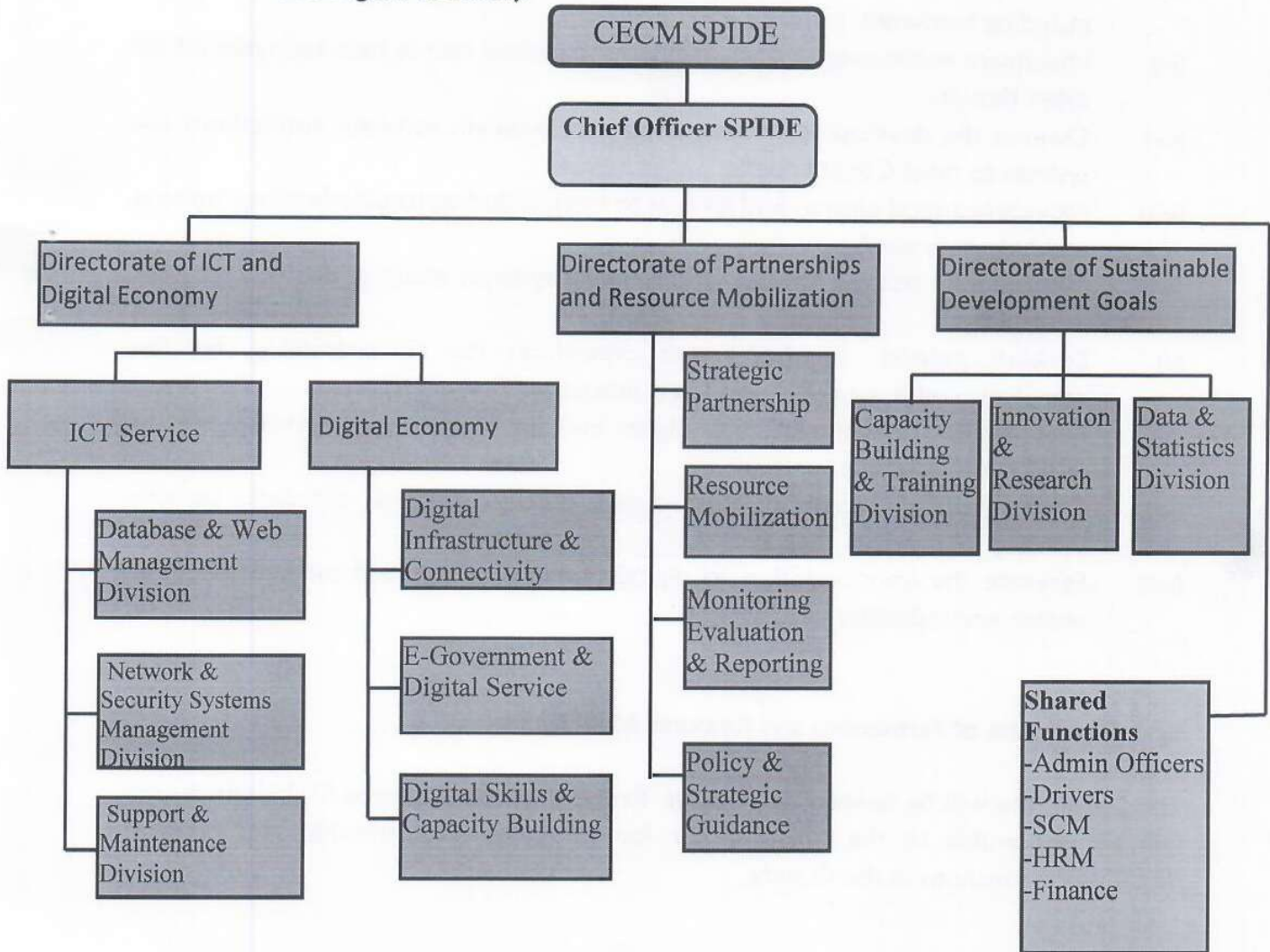
### 3.4 DEPARTMENT OF STRATEGIC PARTNERSHIP, ICT AND DIGITAL ECONOMY

The Department will be headed by the County Executive Committee Member (CECM) Strategic Partnership, ICT and Digital Economy who will be the policy head. The CEC member will be assisted by one (1) Chief Officer who will be Accounting and Authorized Officer.

The Department will be organized into three (3) Directorates as enumerated below and depicted in *figure 3.4*

- (i) ICT and Digital Economy Directorate;
- (ii) Directorate of Partnership and Resource Mobilization; and
- (iii) Directorate of Sustainable Development Goals.

*Figure 3.4: Proposed Organization Structure - Department of Strategic Partnership, ICT and Digital Economy*



### a) Directorate of ICT and Digital Economy

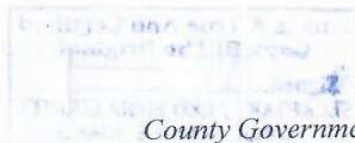
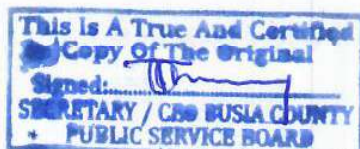
The Directorate will be headed by Director, ICT and Digital Economy who will be responsible to the Chief Officer for coordinating ICT functions in the County.

Functions of the Directorate:

- (i) Develop and implement ICT policies and strategies
- (ii) Coordinate the training of users on ICT applications;
- (iii) Manage, maintain and upgrade of ICT systems and infrastructure,
- (iv) Manage the county's website and ICT networks;
- (v) Oversee the development, implementation, and maintenance of IT infrastructure, including hardware, software and networks
- (vi) Implement and manage security measures to protect county data and systems from cyber threats.
- (vii) Oversee the development, integration and maintain software applications and systems to meet County needs.
- (viii) Provide technical support and services to users, including troubleshooting, training, and help desk services.
- (ix) Manage data storage, backup, and retrieval systems, ensuring data integrity and availability.
- (x) Establish policies, standards, and procedures for IT operations, ensuring compliance with regulations and best practices.
- (xi) Facilitate the transformation to digital business models and markets across all sectors and industries
- (xii) Promote digital society through digital literacy programs especially capacity building
- (xiii) Facilitate the transformation to digital business models and markets across all sectors and industries

### b) Directorate of Partnership and Resource Mobilization

The Directorate will be headed by Director, Partnership and Resource Mobilization who will be responsible to the Chief Officer for coordinating partnership and resource mobilization functions in the County.



Functions of the Directorate:

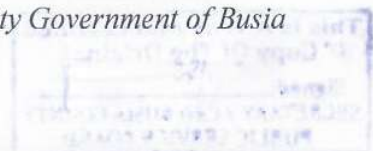
- (i) Initiate and oversee development of policies, procedures, regulations, guidelines, and strategies for resource mobilization and partnership development.
- (ii) Foster collaboration with external stakeholders, ensuring that partnerships lead to joint initiatives, programs, or projects that create greater impact than if undertaken alone.
- (iii) Facilitate networking and collaborative opportunities to address common goals or issues.
- (iv) Advocate for the organization's interests within the context of its partnerships. This includes influencing public policies, fostering shared agendas, and strengthening the organization's role in key networks or sectors.
- (v) Ensure existing partnerships at the County are managed effectively, with clear agreements, roles, and expectations in place. It is responsible for the coordination of activities between the County Government of Busia and its partners.
- (vi) Regular monitoring and reporting on the outcomes of partnerships to ensure they are delivering on agreed objectives and have a tangible impact.
- (vii) Assess potential partners to ensure alignment in terms of values, objectives, and organizational culture. This reduces the risk of misalignment and ensures that partnerships contribute positively to the County Government's mission and plans.
- (viii) Conduct due diligence on potential partners to assess their financial health, reputation, and capacity to deliver on commitments.

**c) Directorate of Sustainable Development Goals (SDG)**

The Directorate will be headed by Director, SDG who will be responsible to the Chief Officer for coordinating SDG functions in the County.

Functions of the Directorate:

- (i) Preparation of development plans, planning and analysis of government policies, and providing advice on planning and economic policy issues to the executive.
- (ii) Mobilize domestic and external resources to finance county budgetary requirements.
- (iii) Collect and analyze data related to productive sectors and maintaining an inventory of development and investment programs at the county.
- (iv) Monitor and evaluate development projects and programs, conducting prefeasibility and feasibility studies, and reviewing development policy strategies and programs.

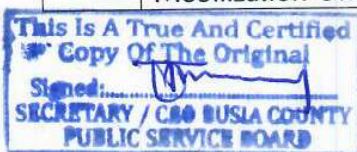


- (v) Assist in the formulation of economic and statistical development activities and coordinating sectoral and regional development plans.
- (vi) Initiate, implement, monitor, and evaluate policy and other budgetary processes to provide the requisite information for decision-making.

In order to perform the above functions, the directorates will be staffed as follows:

**Table 3.5 : Proposed Staff Establishment - Department of Strategic Partnership, ICT and Digital Economy**

S/No.	Designation	Job Group	In Post	Approved Establishment
1.	CECM- SPIDE	T	1	1
2.	County Chief Officer-SPIDE	S	0	1
<b>Directorate of ICT and Digital Economy</b>				
1.	Director, Information Communication Technology	R	1	1
2.	Deputy Director Information Communication Technology	Q	1	1
3.	Assistant Director, Information Communication Technology	P	1	1
4.	Principal Information Communication Technology Officer	N	0	1
5.	Principal Data Protection officer	N	0	1
6.	Chief Data Protection officer (Compliance and Audit)	M	0	2
7.	Chief Information Communication Technology Officer	M	2	2
8.	Senior Information Communication Technology Officer	L	3	5
9.	Information Communication Technology Officer II/I	J/K	7	7
10.	Information Communication Technology Assistant III/II	H/J	4	7
<b>Sub Total</b>			<b>20</b>	<b>30</b>
<b>Directorate of Partnership and Resource Mobilization</b>				
1.	Director, Partnership and Resource Mobilization	R	1	1
2.	Deputy Director, Partnership and Resource Mobilization	Q	0	1
3.	Principal Partnership and Resource Mobilization Officer	N	0	1



4.	Chief Partnership and Resource Mobilization Officer	M	0	2
5.	Senior Partnership and Resource Mobilization Officer	L	0	2
6.	Partnership and Resource Mobilization Officer II/I	J/K	0	5
7.	Monitoring and Evaluation Officer II/I	J/K	0	2
8.	Data Analyst II/I	J/K	0	2
<b>Sub Total</b>			<b>1</b>	<b>16</b>
<b>Directorate of Sustainable Development Goals</b>				
1.	Director, SDG	R	1	1
2.	Deputy Director, SDG	Q	0	1
3.	Assistant Director, SDG	P	0	
4.	Principal SDGs Officer	N	0	2
5.	Chief SDGs Officer	M	0	
6.	Senior SDGs Officer	L	0	
7.	SDGs Officer II/I	J/K	0	6
<b>Sub Total</b>			<b>1</b>	<b>10</b>
<b>Grand Total</b>			<b>22</b>	<b>56</b>

### SHARED SERVICES

S/No.	Designation	Job Group	In Post	Approved Establishment
1.	Senior Budget Officer	L	0	1
2.	Accountant II/I	J/K	0	
3.	Economist	J/K	0	1
4.	Human resource officers II/I/SENIOR	J/K/L	0	1
5.	Supply chain officer II/I	J/K	0	1
<b>Sub Total</b>			<b>0</b>	<b>4</b>



### 3.5 DEPARTMENT OF COUNTY TREASURY AND ECONOMIC PLANNING

The Department will be headed by the County Executive Committee Member (CECM) County Treasury and Economic Planning who will be the policy head. The CEC member will be assisted by two (2) Chief Officer; one responsible for Accounting Services, SCM, Revenue and Budget and the other one responsible for Economic Planning, County Bureau of Statistics, M&E and Internal Audit. The Chief Officers will the Accounting and Authorized Officers.

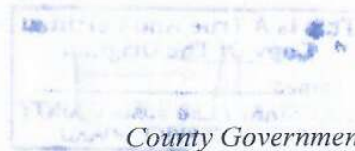
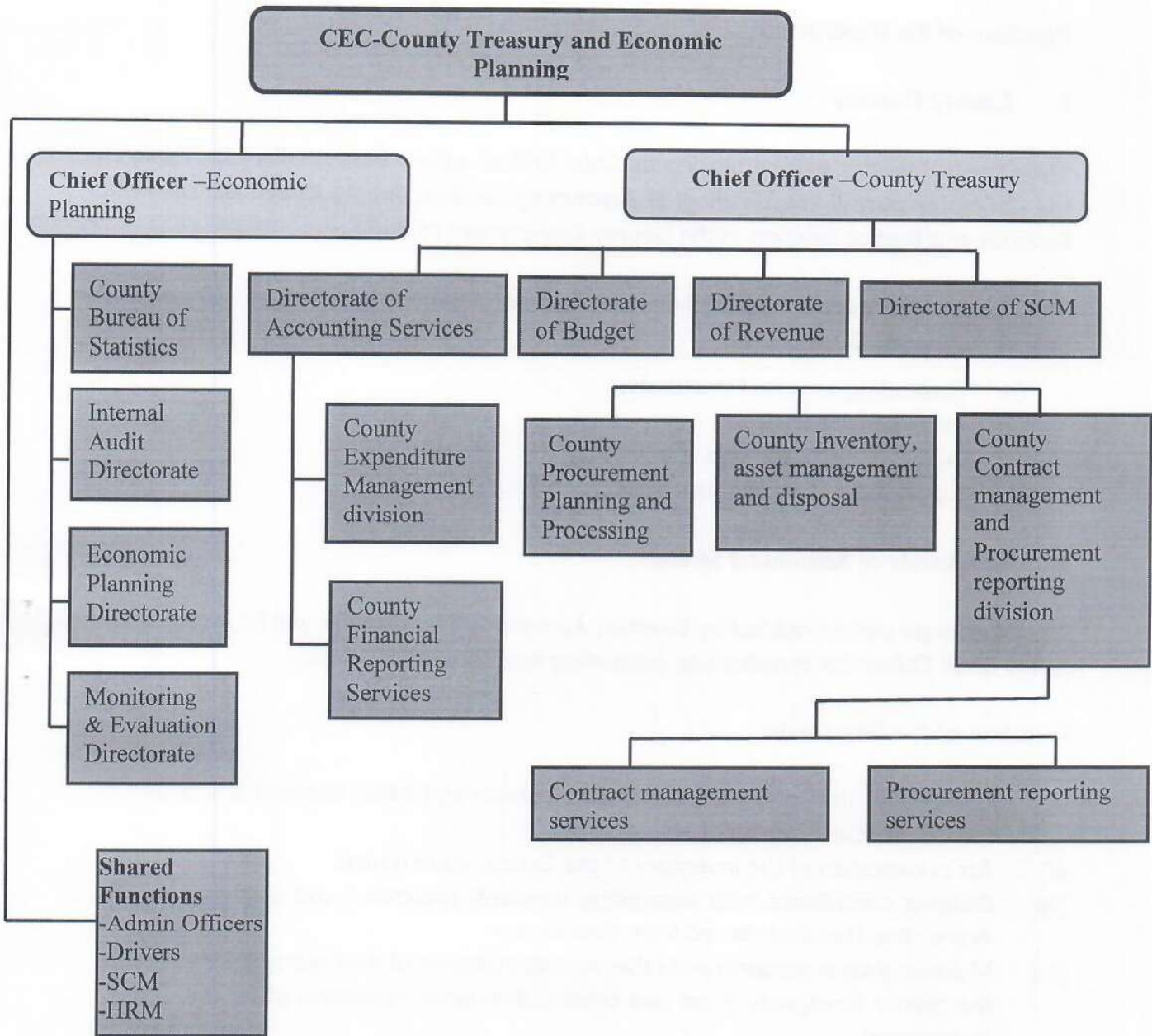


Figure 3.5 : Proposed Organization Structure - Department of County Treasury and Economic Planning



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Copy Of The Original  
Signed:   
SECRETARY / CAO BUSIA COUNTY  
PUBLIC SERVICE BOARD

## Functions of the Department

### 1. County Treasury

The County Treasury will be headed by Chief Officer who is functionally responsible to the CECM for overall coordination of Accounting Services, Supply Chain Management, Revenue and Budget function in the County Government of Busia.

The Accounting Services, Supply Chain Management, Revenue and Budget will organize into the following Directorates:

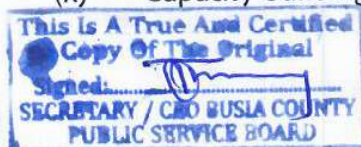
- (i) Accounting Services Directorate;
- (ii) Revenue Directorate;
- (iii) Budget Directorate; and
- (iv) Supply Chain Management Services Directorate.

#### a) Directorate of Accounting Services

The Directorate will be headed by Director, Accounting Services who will be responsible to the Chief Officer for coordinating accounting functions in the County.

Functions of the Directorate:

- (i) Consolidate the annual appropriation accounts and other financial statements of the County Government
- (ii) Act as custodian of the inventory of the County government
- (iii) Ensuring compliance with accounting standards prescribed and published by the Accounting Standards Board from time to time
- (iv) Maintain proper accounts and other records in respect of the County Revenue Fund, the county Emergency Fund and other public funds administered by the County government
- (v) Ensure proper management and control of and accounting for finances of the County government and its entities
- (vi) Report regularly to the county assembly on the implementation of annual county Budget
- (vii) Monitor, evaluate and oversee the management of public finances
- (viii) Liaison with national treasury for technical assistance
- (ix) County debt(liabilities) management
- (x) Capacity building and technical assistance initiatives on finance policy



- (xi) Integrated Financial management information system (IFMIS)
- (xii) Prepare county debt management strategy paper
- (xiii) Undertake bilateral and multilateral negotiations relating to grants and loans

**b) Directorate of Revenue**

The Directorate will be headed by Director, Revenue who will be responsible to the Chief Officer for coordinating revenue services functions in the County.

- (i) Administration and enforcement of revenue laws
- (ii) Collect and account for all rates, taxes, fees and charges payable
- (iii) Submission of monthly collection reports to the County treasury in the prescribed format
- (iv) County revenue, expenditure, borrowing and resource management
- (v) Mobilize domestic and external resources for financing County budgetary requirements
- (vi) Maximize revenue collection against the set targets.
- (vii) Enhance the existing and create more revenue streams.
- (viii) Attain optimum structural, institutional and human capacity in the directorate.

**c) Budget Directorate**

The Directorate will be headed by Director, Budget who will be responsible to the Chief Officer for coordinating revenue services functions in the County.

- (i) Process the estimates for the Program Budget.
- (ii) Issuance of Authority to Incur Expenditure (AIE) to spending units.
- (iii) Prioritization of programs and activities for Results Based allocation of resources.
- (iv) Expenditure monitoring and evaluation.
- (v) Oversight of absorption of funds and expenditure trends.
- (vi) Performance measurement.
- (vii) Budget planning and analysis.
- (viii) Forecasting and reporting.
- (ix) Reallocations within budget programmes.
- (x) Development of Budget Policy and Policy analysis.
- (xi) Offer strategic leadership on all matters pertaining to financial management and control of voted funds in departments.



**d) Supply Chain Management Services Directorate**

The Directorate will be headed by Director, Supply Chain Management who will be responsible to the Chief Officer for coordinating revenue services functions in the County.

- (i) Implement public procurement and asset disposal procedures.
- (ii) Coordinate administration of procurement and asset disposal contracts.
- (iii) Coordinate consultation with County stakeholders of the public procurement and asset disposal system in liaison with the National Treasury and the Authority.
- (iv) Advise the account officers on public procurement and asset disposal matters.
- (v) Co-ordinate County Government monitoring and evaluation of the supply chain function of County Government entities including ensuring compliance
- (vi) Promote preference and reservations schemes for small and micro enterprises and other disadvantaged groups, citizen contractors, women, youth, persons with disabilities, minorities and marginalized groups in public procurement at the County.
- (vii) Promote preference and reservation schemes for residents of the County to ensure a minimum of twenty percent in public procurement at the County.
- (viii) Administer the scheme of service for County Government Procurement and supply chain management officers and capacity building.

The County Treasury functional area will be staffed as follows: -

**Table 3.6 : Proposed Staff Establishment - Accounting Services, Supply Chain Management, Revenue and Budget**

S/No.	Designation	Job Group	In post	Approved Establishment
	<b>COUNTY TREASURY</b>			
1.	CECM	T	1	1
2.	Chief Officer-Finance	S	1	1
	<b>Directorate of Accounting Services</b>			
1.	Director Accounting Services	R	1	1
2.	Deputy Director, Accounting	Q	1	1
3.	Assistant Director, Accounting	P	1	3
4.	Town Treasurer	N	1	0
5.	Principal Accountant	N	5	5

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 Copy Of The Original  
 Signed: \_\_\_\_\_  
 SECRETARY / CEO BUSIA COUNTY  
 PUBLIC SERVICE BOARD

6.	Chief Accountant	M	1	7
7.	Senior Accountant	L	6	13
8.	Accountant II/I	J/K	61	13
9.	Accountant Assistant III/II	H/J	3	11
10.	Account Clerk II/I	F/G	1	0
<b>Sub Total</b>			<b>83</b>	<b>56</b>
<b>Directorate of Revenue</b>				
1.	Director of Revenue	R	1	1
2.	Deputy Director Revenue	Q	2	2
3.	Assistant Director Revenue	P	1	2
4.	Principal Revenue Officer	N	1	8
5.	Chief Revenue Officer	M	0	8
6.	Senior Revenue Officer	L	1	13
7.	Revenue Officer II/I	J/K	14	30
8.	Market Attendant	F	43	0
9.	Revenue Clerks III/II/I/Senior	D-G	226	226
<b>Sub Total</b>			<b>289</b>	<b>290</b>
<b>Budget Directorate</b>				
1.	Director Budget	R	1	1
2.	Deputy Director Budget	Q	1	1
3.	Assistant Director Budget	P	0	1
4.	Principal Budget Officer	N	0	2
5.	Chief Budget Officer	M	0	5
6.	Senior Budget Officer	L	0	7
7.	Budget Officer II/I	J/K	6	7
8.	Budget Officer III/II	H/J	29	22
<b>Sub Total</b>			<b>37</b>	<b>46</b>
<b>Supply Chain Management Directorate</b>				
1.	Director Supply Chain Management	R	1	1



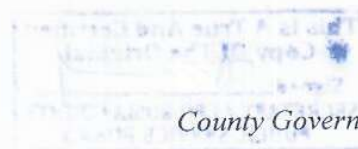
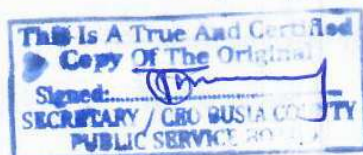
2.	Deputy Director Supply Chain Management	Q	1	1
3.	Assistant Director Supply Chain Management	P	1	1
4.	Principal Supply Chain Management	N	1	2
5.	Chief Supply Chain Management	M	1	3
6.	Senior Supply Chain Management	L	2	13
7.	Supply Chain Management Officer III/II/I	H/J/K	25	21
	<b>Sub Total</b>		<b>32</b>	<b>42</b>

## 2. Economic Planning

The Economic Planning, County Bureau of Statistics, M&E and Internal Audit will be headed by Chief Officer who is functionally responsible to the CECM for overall coordination of Economic planning, county bureau of statistics, M&E and internal audit function in the County Government of Busia.

The functions of the Portfolio entails;

- (i) Provide advice on planning, preparation of development plans and analysis of Government policies.
- (ii) Coordinate sectoral development plans, supervise the implementation of the CIDP, ADP and appraisal of county development strategies and projects.
- (iii) Coordinate development, production and dissemination of statistics emanating from the various departments and agencies of the County Government.
- (iv) Prepare the County Statistics monthly bulletins and County Statistical Abstracts.
- (v) Develop and strengthen monitoring, inspection, and evaluation of policies in the county, monitor all project activities, expenditures, and progress towards achieving the county program interventions.
- (vi) Prepare monthly/quarterly/ half-yearly and annual progress reports on all county projects and provide feedback to the county leadership on project strategies and activities.
- (vii) Give reasonable assurance through the audit committee on the state of risk management control and governance within the County; and
- (viii) Conduct risk based, value-for-money and systems audits aimed at strengthening internal control mechanism that could have an impact on achievement of the strategic objectives of the entity.



The portfolio will be organized into the following Directorates:

- (i) Economic Planning
- (ii) Monitoring & Evaluation
- (iii) County Bureau of Statistics
- (iv) Internal Audit

**a) Directorate of Economic Planning**

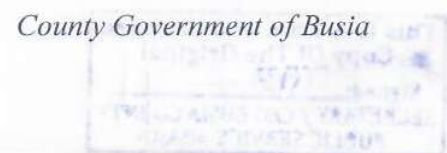
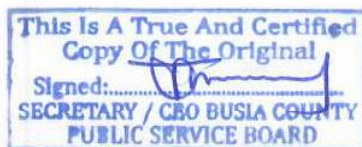
The Directorate will be headed by Director, Economic Planning who will be responsible to the Chief Officer for coordinating economic planning functions in the County.

Functions of the Directorate will entail:

- (i) Preparation of development plans.
- (ii) Plan and Analyze Government policies.
- (iii) Provision of advice on planning and economic policy issues to the executive.
- (iv) Undertake economic analysis.
- (v) Resource mobilization.
- (vi) County Statistics.
- (vii) Monitoring and evaluation of development projects and programmes.
- (viii) Conduct prefeasibility and feasibility studies.
- (ix) Collection and analysis of data relating to productive sectors.
- (x) Review of development policy strategies and programmes.
- (xi) Coordination of sectoral/regional development plans.
- (xii) Assist in the formulation of economic and statistical development activities.
- (xiii) Initiation, implementation, monitoring and evaluation of policy and budgetary processes to provide the requisite information for decision making.
- (xiv) Appraisal of county, rural and urban development strategies and projects.
- (xv) County project documentation.
- (xvi) Monitor and evaluate economic trends.
- (xvii) Maintenance of inventory on development and investment programs at the county.
- (xviii) Capacity building and technical assistance initiatives on economic and planning.
- (xix) Supervise the implementation of the CIDP and Annual work plan.

**b) Directorate of Monitoring and Evaluation**

The Directorate will be headed by Director, Monitoring and Evaluation who will be responsible to the Chief Officer for coordinating bureau of M&E in the County.



Functions of the Directorate:

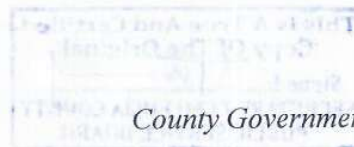
- (i) Develop and strengthen monitoring inspection and evaluation policies for the County.
- (ii) Monitor all project activities, expenditures and progress towards achieving the County program interventions.
- (iii) Undertake analysis to ensure greater transparency and accountability in programme activities.
- (iv) Prepare statistical analysis of key performance indicators and make recommendations to address the issues identified for the County.
- (v) Work with internal audit directorate and the Internal Audit Committee to respond to requests to inform their independent evaluations of County.
- (vi) Develop and maintain risk registry in accordance with enterprise risk management methodology to identify key risks and strategies for risk mitigation by the County.
- (vii) Develop and maintain a database of methodological practices and new developments in technology to provide accurate and up to date information on performance.
- (viii) Monitor the sustainability of the county projects.
- (ix) Develop monitoring and impact indicators for the project success.
- (x) Provide feedback to the county leadership on project strategies and activities.
- (xi) Prepare monthly, quarterly, half-yearly and annual progress reports on all county projects.
- (xii) Measure Outputs and Performance Indicators for county projects.
- (xiii) Perform other duties as may be required.

**c) Directorate of County Bureau of Statistics**

The Directorate will be headed by Director, County Bureau of Statistics who will be responsible to the Chief Officer for coordinating bureau of statistics functions in the County.

Functions of the Directorate:

- (i) Collection, collating, processing, analysis, publication and dissemination of statistics with respect to areas set out in Schedule IV of the constitution.
- (ii) Coordinate development, production and dissemination of statistics emanating from the various departments and agencies of County Government.
- (iii) Preparation of the annual County Statistical Abstracts.
- (iv) Preparation of the County monthly bulletins.
- (v) Be focal point for official statistics and statistical data emanating from County



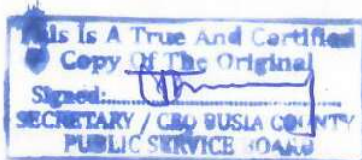
- (vi) Represent the County Government in membership of the National Statistical System (NSS) and statistical committees at national or sub-national levels.
- (vii) Liaise with Kenya National Bureau of Statistics (KNBS) through the Busia KNBS County Statistics Office on statistical matters.
- (viii) Adopt and promote the use of national standards as guided by KNBS or internationally accepted standards and best practices in production and dissemination of statistics within the county.
- (ix) Advise the County Government Departments and Agencies on matters relating to production and dissemination of statistics.
- (x) Design and undertake statistical surveys for statistical domains in areas set out in Schedule IV of the Constitution for or on behalf of the County Government of Busia.
- (xi) Respond to data requests, feedback and reports to users within and outside Busia County on statistical matters of the county.

#### **d) Directorate of Internal Audit**

The Directorate will be headed by Director, Internal Audit who will be responsible to the Chief Officer for coordinating audit functions in the County.

Functions of the Directorate:

- (i) Undertake internal audits aimed at strengthening internal control mechanisms that could have an impact on achievement of the strategic objectives of the entity;
- (ii) Provide assurance that: appropriate institutional policies and procedures and good business practices are established by the entity; and risks relating to the achievement of the entity's strategic objectives are appropriately identified and managed;
- (iii) Assess the actions of public officers and key stakeholders are in compliance with the
  - (iv) Entity's policies, procedures, laws and regulations;
- (v) Review the effectiveness of the financial (including budgetary and financial management) and non-financial performance management systems and entities;
- (vi) Review the governance mechanisms of the entity and mechanisms for transparency and accountability with regard to management of public resources;
- (vii) Evaluate whether operations or programs are being carried out efficiently (value of output is more than value of input) and effectively (the results of operations or programs are consistent with established goals and objectives).




- (viii) Evaluate whether resources and assets are acquired economically, used efficiently, effectively applied against stated objectives and priorities and protected adequately; and
- (ix) Evaluate the adequacy and reliability of information available to management for making decisions with regard to the entity and its operations.

In order to perform the above functions, the Economic Planning, County Bureau of Statistics, M&E and Internal Audit functional area will be staffed as follows:

*Table. 3.7 : Proposed Staff Establishment - Economic Planning, County Bureau of Statistics, M&E and Internal Audit*

S/No	Designation	Job Group	In post	Approved Establishment
<b>ECONOMIC PLANNING, COUNTY BUREAU OF STATISTICS, M&amp;E AND INTERNAL AUDIT</b>				
1.	Chief Officer	S	1	1
<b>Economic Planning Directorate</b>				
1.	Director Economic Planning	R	1	1
2.	Deputy Director Economic Planning	Q	1	1
3.	Assistant Director Economic Planning	P	0	
4.	Principal Economist	N	0	1
5.	Chief Economist	M	1	5
6.	Economist III/II/I/ Senior	H/J/K/L	8	6
<b>Sub Total</b>			<b>12</b>	<b>15</b>
<b>Monitoring &amp; Evaluation Directorate</b>				
1.	Director Monitoring and Evaluation	R	0	1
2.	Deputy Director Monitoring and Evaluation	Q	0	1
3.	Assistant Director (M&E)	P	0	
4.	Principal, Monitoring & Evaluation Officer	N	0	2
5.	Senior, Monitoring and Evaluation Officer	M	0	3
6.	Monitoring and Evaluation II/I	K/L	0	5
<b>Sub Total</b>			<b>0</b>	<b>12</b>
<b>County Statistics</b>				
1.	Director County Bureau of Statistics	R	0	1
2.	Deputy Director County Bureau of Statistics	Q	0	1
3.	Assistant Director County Statistics	P	0	
4.	Principal Statistician	N	0	1
	Senior Research Officer	L	0	2

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6.	Statistician II/I	K/L	2	3
7.	Data management Officer	J/K	0	1
9.	Research Officer II/I	J/K	0	2
10.	Library Assistant III/II/I	H/J/K	1	1
<b>Sub Total</b>			<b>3</b>	<b>12</b>
<b>Internal Audit</b>				
1.	Director of Audit	R	1	1
2.	Deputy Director – Audit	Q	1	1
3.	Assistant Director	P	0	1
4.	Principal Internal Auditor	N	0	2
5.	Chief Internal Auditor	M	0	
6.	Senior Internal Auditor	L	2	10
7.	Internal Auditor II/I	J/K	14	11
8.	Internal Auditor III	H	11	11
<b>Sub Total</b>			<b>29</b>	<b>37</b>
<b>Grand total</b>			<b>485</b>	<b>510</b>

### SHARED SERVICES

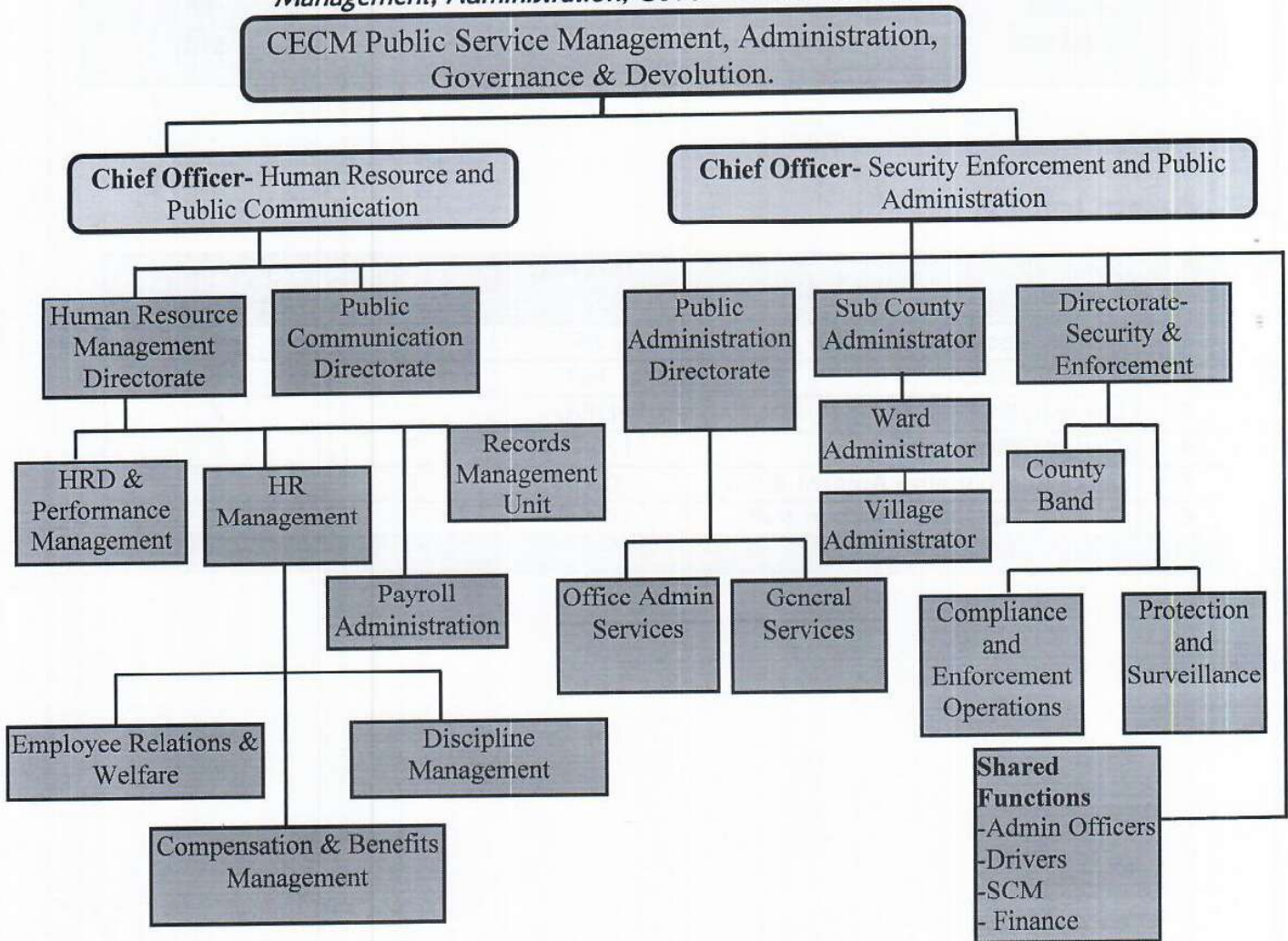
S/No.	Designation	Job Group	In post	Approved Establishment
1.	Human Resource Officer II/I	J/K	0	1
2.	ICT Assistant II/I	H/J	0	1
3.	Driver III/II/I	E/F/G	2	2
4.	Clerical Officers	F/G/H/J	7	5
5.	Office Administrative Assistant III/II/I	G/H/J	5	3
6.	Cleaning Supervisor / Support Staff	D/E/F	1	2
<b>Total</b>			<b>15</b>	<b>14</b>



### 3.6 DEPARTMENT OF PUBLIC SERVICE MANAGEMENT, ADMINISTRATION, GOVERNANCE AND DEVOLUTION.

The Department will be headed by the County Executive Committee Member (CECM) Public Service Management and Governance who will be the policy head. The CEC member will be assisted by two (2) Chief Officers; one responsible for Human Resource and Public Communication and the other one responsible for Security Enforcement and Public Administration. The Chief Officers will be Accounting and Authorized Officers.

*Figure 3.6 : Proposed Organization Structure - Department of Public Service Management, Administration, Governance & Devolution*



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## 1. Human Resource and Public Communication

The Human Resource and Public Communication functional area will be headed by Chief Officer, who will be responsible to the County Executive Committee Member (CECM) Public Service Management and Governance.

The Human Resource and Public Communication will be organized into three (3) Directorates namely:

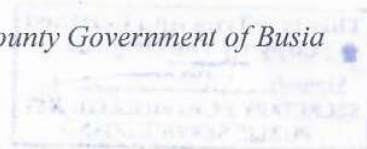
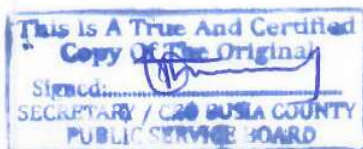
- (i) Human Resource Management Directorate; and
- (ii) Public Communications Directorate.

### a) Human Resource Management Directorate

The Directorate will be headed by Director, Human Resource Management who will be responsible to the Chief Officer, Human Resource and Public Communication.

The Directorate will be charged with the following functions: -

- (i) Participate in the development & dissemination of HRM policies and procedures
- (ii) Development of Human resources work plans in the department
- (iii) Preparation of the HRH indicators & health sector HRH budgets
- (iv) Preparation of HR-related activities
- (v) Coordination of Human Resource for Health assessments
- (vi) Human resources information management system (GHRIS, iHRIS)
- (vii) Undertakes training needs assessment
- (viii) Coordination of industrial attachments and internship programs
- (ix) Preparation of training and development plans, projections, and budgets
- (x) Dissemination of key HRH policies and guidelines
- (xi) Identify and report any sorts of employee grievances to the chief officer Health and Director of HRM
- (xii) Manage staff welfares issues
- (xiii) Preparation of agenda for the performance management committee
- (xiv) Manages discipline process in line with the regulation and labor laws
- (xv) Preparation of Discipline agenda for discussion in the Human Resources Management Advisory Committee at the department of Health
- (xvi) Track the retirement of the officers and report to the County Director of Human Resource management and development
- (xvii) Manages pension issues and share report with the County Director of HRM&D.



## b) Public Communication Directorate

The Directorate will be headed by Director, Public Communication who will be responsible to the Chief Officer, Human Resource and Public Communication.

The Directorate will be responsible for the following functions: -

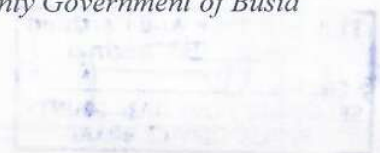
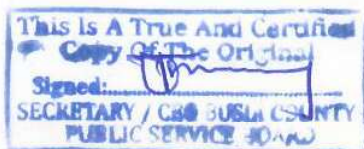
- (i) Managing the county's image and fostering positive relationships between the government and the public, stakeholders and media.
- (ii) Providing accurate and timely information to the public regarding county programs, policies, services, and events through various channels such as press releases, newsletters, and social media.
- (iii) Developing strategies to communicate effectively during emergencies or crises to ensure public safety and manage the county's reputation.
- (iv) Building and maintaining relationships with journalists and media outlets to ensure fair coverage of county activities and initiatives.
- (v) Facilitating dialogue between the government and citizens to gather feedback, encourage participation in governance, and address community concerns.
- (vi) Ensuring effective communication within the county government to keep employees informed about policies, changes, and initiatives.
- (vii) Developing and promoting a consistent brand identity for the county government to enhance recognition and trust among residents and stakeholders.
- (viii) Organizing public events, press conferences, and community outreach programs to engage with citizens and promote government initiatives.
- (ix) Managing the county's online presence, including its official website and social media platforms, to reach a broader audience and engage with residents effectively.
- (x) Training county officials and staff on communication strategies and best practices to improve overall communication effectiveness within the government.
- (xi) Facilitating the activities of camera Persons/ operators/ photographers during county functions / events.
- (xii) Monitoring editorial team.

In order to perform the above functions, the Human Resource and Public Communication functional area will be staffed as follows:



Table 3.8 : Proposed Staff Establishment - Human Resource and Public Communication

S/NO	Designation	Job Group	In post	Approved Establishment
<b>HUMAN RESOURCE AND PUBLIC COMMUNICATION</b>				
1.	CECM	T	1	1
2.	Chief Officer, Human Resource and Public Communication		1	1
<b>Human Resource Management Directorate</b>				
1.	Director, HRM&D	R	1	1
2.	Deputy/Senior Assistant Director, HRM&D	Q	1	1
3.	Assistant Director, HRM&D	P	0	5
4.	Principal HRM&D Officer	N	2	7
5.	Principal HR Assistant	N	0	5
6.	Chief HRM&D Officer	M	1	6
7.	Senior HRM&D Officer	L	3	6
8.	Deputy Director Psychological Counselor	Q	0	1
9.	Assistant Director Psychological Counselor	P	0	2
10.	Chief Psychological Counselor	M	0	3
11.	Senior Psychological Counselor	L	0	2
12.	Psychological Counselor II/I	J/K	0	4
13.	Human R M O II/I	J/K	2	12
14.	Chief HR Assistant	M	0	18
15.	Senior HR Assistant	L		
16.	HR Assistant I	K		
17.	HR Assistant III/II	H/J		
18.	<b>Sub total</b>		<b>12</b>	<b>75</b>
<b>Records Management Unit</b>				
19.	Assistant Director- Records Management	P	0	1
20.	Principal Records Management Officer	N	0	2
21.	Chief Records Management Officer	M	1	18
22.	Senior Records Management Officer	L	0	
23.	Records Management Officer III/II/I	H/J/K	1	
	<b>Sub Total</b>		<b>2</b>	<b>21</b>
<b>Office Administrative Officers</b>				
1.	Assistant Director Office Administrative Services	P	0	4
2.	Principal Office Administrative Services	N	2	6



3.	Chief/ Senior/ Office Administrative Services	M/L/K/J/H	0	13
<b>Public Communication Directorate</b>				
1.	Director, Public Communications	R	1	1
2.	Deputy Director, Public Communications	Q	1	1
3.	Assistant Director, Public Communications	P	0	1
4.	Principal Public Communications Officer	N	1	2
5.	Chief Public Communications Officer	M	0	4
6.	Senior Public Communications Officer	L		
7.	Public Communications Officer I	K		
8.	Public Communications Officer II	J		
9.	Public Communications Assistant III/II/I	H/J/K	1	5
10.	Sign Language Interpreter	K/L/M	0	2
11.	Assistant Sign Language Interpreter	H/J/K	0	2
12.	Office Administrator III/II/I	F/G/H	0	1
13.	Clerical Officer III/II/I/Senior /Chief	F/G/H/J	0	16
14.	Support Staff III/II/I	A/B/C	0	3
<b>Sub Total</b>			<b>4</b>	<b>66</b>

## 2. SECURITY ENFORCEMENT AND PUBLIC ADMINISTRATION

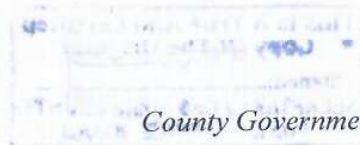
The Security Enforcement and Public Administration will be headed by Chief Officer, who will be responsible to the County Executive Committee Member (CECM) Public Service Management and Governance.

The Security Enforcement and Public Administration will be organized into two (2) Directorates namely:

- (i) Security and Enforcement Directorate; and
- (ii) Public Administration Directorate.

Broad functions of the Department

- (i) Public service management;
- (ii) Administration of devolved and decentralized functions;
- (iii) Public participation;



- (iv) Civic education;
- (v) Security and enforcement;
- (vi) Sub-county, ward and village administration including coordination of service delivery at the devolved units;
- (vii) Citizens' Service Centres at County, sub-county, wards and village level; and
- (viii) Coordination of emergency services.

**a) Security and Enforcement Directorate**

The Directorate will be headed by Director, Security and Enforcement who will be responsible to the Chief Officer, Security Enforcement and Public Administration.

Functions of the Directorate

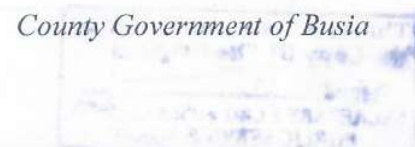
- (i) Enforcement of county laws and by laws,
- (ii) Enforcing orders of the CEC,
- (iii) Arresting offenders,
- (iv) Maintaining order in public gatherings,
- (v) Providing security for the County Government of Busia buildings and assets,
- (vi) Providing security for the residences of the Governor, Deputy Governor and other top officials among other roles,
- (vii) VIP protection and traffic management in the County

**b) Public Administration Directorate**

The Directorate will be headed by Director, Public Administration who will be responsible to the Chief Officer, Security Enforcement and Public Administration.

Functions of the Directorate

- (i) Execution of County's administrative policies;
- (ii) Facilitation of collaboration among all departments and units;
- (iii) Spearheading implementation of cross cutting initiatives;
- (iv) Coordination of support functions and services including general administrative office services and Sub-County, Ward and Village Administration;
- (v) Ensuring participation of communities in local governance;
- (vi) Coordination and implementation of Public Participation;
- (vii) Coordination and implementation of civic education;
- (viii) Implementation and management of special programmes within the County;
- (ix) Implementation and oversight of security and enforcement of law and order;
- (x) Coordination and implementation of the County development policies, programmes and projects;
- (xi) Effective representation of the County Government in all parts of the County;



- (xii) Supervision and oversight of decentralized units;
- (xiii) Preparation of Ad hoc, quarterly, bi-annual and Annual project progress reports;
- (xiv) Acquisition, rental, construction and maintenance of decentralized staff offices;
- (xv) Dissemination of County Government policies, plans and strategies;
- (xvi) Peace building, conflict management and alternative dispute resolution (ADR) mechanisms at the community level;
- (xvii) Liaison with relevant public and other institutions to promote harmony, cohesion and integration;
- (xviii) Supervisory oversight of administration staff at decentralized units;
- (xix) Oversight for the environmental management, planning, safety and cleanliness of urban areas, market and trading centers; and
- (xx) Logistics during functions at the decentralized levels.

In order to perform the above functions, the Security Enforcement and Public Administration functional area will be staffed as follows:

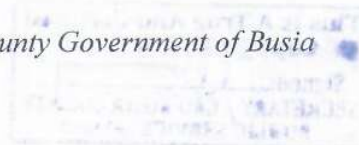
**Table 3.9 : Staff Establishment - Security Enforcement and Public Administration**

s/no.	Designation	Job Group	In post	Approved Establishment
<b>SECURITY ENFORCEMENT AND PUBLIC ADMINISTRATION</b>				
1.	Chief Officer, Security Enforcement and Public Administration	S	1	1
<b>Security and Enforcement Directorate</b>				
1.	Director	R	1	1
2.	Deputy Directors	Q	1	1
3.	Assistant Director	P	0	2
4.	Senior Superintendent	N	2	
5.	Superintendent	M	2	3
6.	Chief Inspector	M	0	1
7.	Senior Inspector	L	0	8
8.	Inspector	K	4	
9.	Assistant Inspector	J	5	
10.	Senior Sergeant	H	7	8
11.	Sergeants	G	13	13

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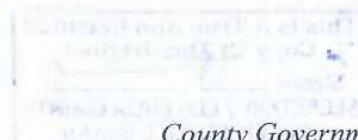
12.	Corporals	H	17	20
13.	Constables	G	130	130
<b>Sub Total</b>			<b>184</b>	<b>187</b>
<b>Public Administration Directorate</b>				
<b>County Headquarters</b>				
1.	Director Public Administration	R	1	1
2.	Deputy Director Administration	Q	0	1
3.	Assistant Director Administration	P	0	1
4.	Principal Administration Officer	N	0	2
5.	Chief Administration Officer	M	3	5
6.	Personal Assistant	L/M	1	1
7.	Personal Secretary	L	1	2
8.	Snr. Administration Officer	L	2	2
9.	Administration Officer I	K	30	30
10.	Administration Officer II	J	51	51
11.	Administration Officer III	H	40	40
12.	Secretarial Assistant I/II/Senior	G/H/J	0	1
13.	Clerical Officer II/I/Senior	F/G/H	0	2
14.	Support staff III/II/I/Supervisor	A - F	0	8
<b>Sub Total</b>			<b>129</b>	<b>146</b>
<b>Sub-County Administration</b>				
1.	Sub County Administrator	Q	7	8
2.	Deputy Sub County Administrator	P	0	8
3.	Clerical Officer II/I/Senior	F/G/H	7	8
4.	Support staff III/II/I/Supervisor	A - F	2	7
<b>Sub Total</b>			<b>16</b>	<b>31</b>
<b>Ward Administration</b>				
1.	Principal Ward Administrator	N	35	35
2.	Chief Ward Administrator	M	0	



3.	Ward Administrator	L	0	
4.	Clerical Officer II/I/Senior	F/G/H	2	35
5.	Support Staff III/II/I/Supervisor	A - F	0	35
<b>Sub Total</b>			<b>37</b>	<b>105</b>
<b>Village Administration</b>				
1.	Village administrator III /II/1	H/J/K	120	179
<b>Sub Total</b>			<b>120</b>	<b>179</b>
<b>Grand total</b>			<b>504</b>	<b>810</b>

### SHARED SERVICES

S/NO.	Designation	Job Group	In post	Approved Establishment
1.	Accountant/Senior	L/M/N	1	2
2.	Supply Chain Management Officer/Senior/Chief	K/L/M	1	2
3.	Economists	J/K/L	1	2
4.	ICT	J/K/L	1	2
5.	Drivers III/II/I/Supervisor	A/B/C/D/E/F	8	14
<b>TOTALS</b>			<b>12</b>	<b>22</b>



### 3.7 DEPARTMENT OF TRANSPORT, ROADS AND PUBLIC WORKS

The Department will be headed by a County Executive Committee Member who will be the policy head assisted by two Chief Officers in charge of Transport and Fleet Management, Roads and Public Works, respectively. The Chief Officers will be the administrative heads of the department and deal with policy implementation and day to day management of the department. They will also be the Authorized and Accounting Officers for the department and will report directly to the CEC member.

The functions of the Department will entail:

- (i) County policy on fleet management, transport, roads and public works
- (ii) Maintaining the existing County roads and upgrade to all weather roads;
- (iii) Ensuring improved road transport;
- (iv) Traffic and parking;
- (v) Motor vehicle inspection services
- (vi) Public Road transport;
- (vii) Provision of architectural, mechanical, electrical, structural and quantity surveying services.
- (viii) Development and maintenance of county public buildings,

The Department will be organized into two (2) distinct portfolios each headed by a chief officer and 3 directorates headed by a Director:

- (i) Roads and Public Works; and
- (ii) Transport & Fleet Management.

The following organogram indicates the proposed organization structure for the department

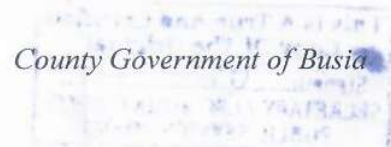
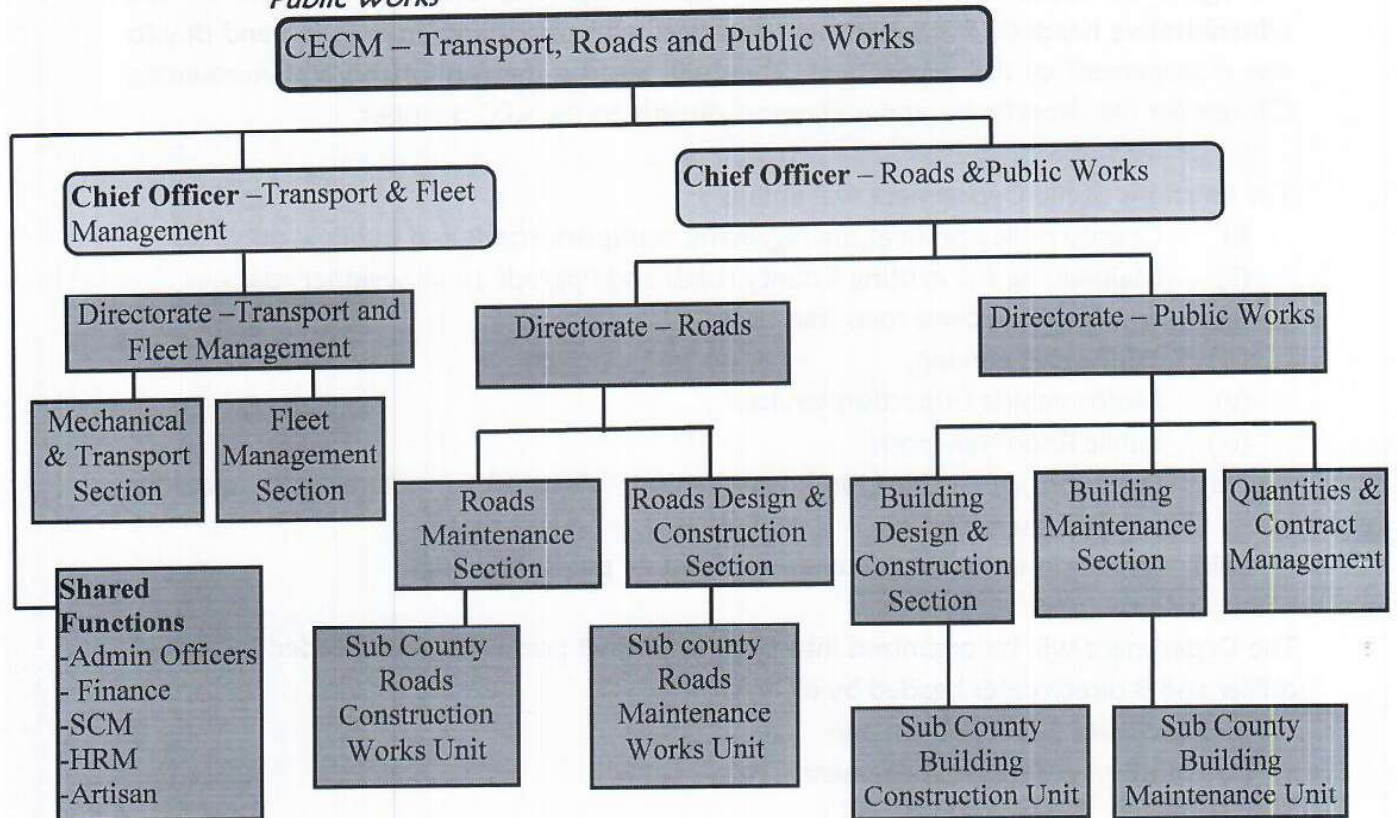


Figure 3.7 : Proposed Organization Structure - Department of Transport, Roads and Public Works



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## 1. Roads and Public Works Portfolio

The portfolio will be headed by a Chief Officer who will be responsible for policy implementation and day to day management of the department. The Chief Officer will also be the Authorized and Accounting Officer for the department and will be responsible for ensuring prudent utilization of resources.

The Portfolio will be organized into two directorates:

- (i) Roads; and
- (ii) Public works.

### a) Roads Directorate

The Directorate will be headed by Director, Roads who will be responsible to the Chief Officer, Roads and Public Works.

The Directorate will be charged with the following functions: -

- (i) Develop and implement county specific policies, legislation and norms.
- (ii) Construct and maintain county roads.
- (iii) Manage county roads reserves and access to roadside developments along county road reserves.
- (iv) Control axle load on county roads.
- (v) Implement road policies in relation to county roads.
- (vi) Ensure the quality of county road works is in accordance with national set standards.
- (vii) Collect and collate all such data relating to the use of county roads.
- (viii) Monitor and evaluate the use of county roads.
- (ix) Liaise and co-coordinate with national government in planning and operations of county roads.
- (x) Manage county mechanical and transport equipment.
- (xi) Provide and maintain street lighting infrastructure.
- (xii) Implement the traffic impact assessments reports.
- (xiii) Develop and implement county specific policies and legislation in accordance with the national legislation.
- (xiv) Manage traffic within county roads, county cities and urban areas.
- (xv) Designate truck routes within an urban area.
- (xvi) Establish lay bays for public transport vehicles in transit on county roads.



- (xvii) Establish road side stations for public transport vehicles in transit on county roads.
- (xviii) Enforce the Traffic Act within county roads and urban areas.
- (xix) Develop and maintain county parking through legislation.
- (xx) Regulate parking within the county.

**b) Public Works Directorate**

The directorate will be headed by a Director, Public Works who will be responsible to the Chief Officer, Roads and Public Works.

The directorate will be responsible for the following functions:

- (i) Quality assurance for all new, ongoing and completed public and private buildings and structures
- (ii) Development and maintenance of County buildings and structures
- (iii) Planning, designing and documentation of all county's Building Infrastructure projects.
- (iv) Contracts' Administration of all new building projects and maintenance works within the county;
- (v) Quality assurance for all completed public buildings and projects;
- (vi) Materials testing and advice on usage;
- (vii) Standardization of vehicles, plant and equipment; and
- (viii) Protection of road reserves.

In order to perform the above functions, the directorate will be staffed as follows:

**Table 3.10 : Proposed Staff Establishment – Roads and Public Works**

S/No.	Designation	Job Group	In post	Approved Establishment
<b>ROADS AND PUBLIC WORKS</b>				
1.	CECM	T	1	1
2.	Chief Officer, Roads and Public Works	S	1	1
<b>Roads Directorate</b>				
1.	Director Roads	R	0	1
2.	Deputy Director	Q	1	1
3.	Assistant deputy Director	P	0	1
4.	Principal Roads Officer	N	0	1
5.	Material Engineer II/I Senior	L/M/N	0	2
6.	Roads Engineer II/I/Senior	L/M/N	1	3
7.	Structural Engineer II/I/Senior	L/M/N	0	4
8.	Road Surveyor II/I	K/L/M	0	3

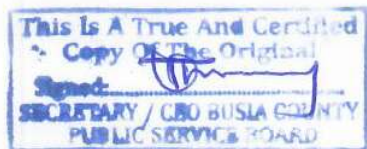
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9.	GEIS II/I	L/M	0	2
10.	Roads Inspector II/I	H/J	7	8
11.	Draughtsman II/I	H/J	1	2
12.	Materials Technologist II/I	H/J	0	2
13.	Material Technician II/I	H/J	0	2
14.	Roads Technologists II/I	H/J	0	2
15.	Roads Technician II/I	H/J	0	7
16.	Drivers II/I/Senior	F/G/H/J	5	7
<b>Sub Total</b>			<b>17</b>	<b>50</b>
<b>Public Works Directorate</b>				
1.	Director Public Works	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director	P	0	2
4.	Architect II/II/ Senior	N	0	1
5.	Architect Assistant III/II/I	H/J/K/L	1	2
6.	Engineer Mechanical II/I/Senior (Building)	J/L/M/N	2	0
7.	Electrical Engineer II/I/Senior	L/M/N	1	4
8.	Structural/Civil Engineer II/I/Senior	K/L/M/N	0	4
9.	Quantity Surveyor II/II/I/Senior	L/M/N		
10.	Quantity Surveyor III/II/I	J/K/L	3	7
11.	Draughtsman II/I	H/J	0	4
12.	Building Inspector II/I	H/J	7	7
13.	Mechanical Technician (Buildings) II/I	H/J	1	7
14.	Electrical Technician II/I	H/J	1	7
15.	Charge Hand/Senior	G/H/J	1	7
<b>Sub Total</b>			<b>19</b>	<b>54</b>

## 2. Transport and Fleet Management

This will be headed by a Chief Officer who will be responsible for policy implementation and day to day management of the department. The Chief Officer will also be the Authorized and Accounting Officer for the department and will be responsible for ensuring prudent utilization of resources.

The Fleet Management being an administrative unit will be headed by Director at Job Group "R", who is responsible to the Chief Officer Fleet Management for the management and coordination of Fleet function in the County.

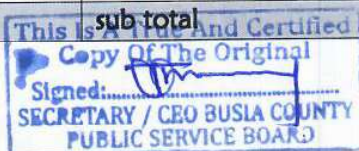


The Directorate will be responsible for the following functions:

- (i) Implement national policies, legislation, norms and standards on roads safety.
- (ii) Develop and implement county transport legislation, regulations and policies.
- (iii) Manage transport safety within the county.
- (iv) Issue permits to commercial and public service vehicles operating within the county.
- (v) Designate public service vehicles terminals.
- (vi) Develop and regulate a network plan for public service vehicles.
- (vii) Regulate operations of commercial motorcycles including designating operation routes and picking points.
- (viii) Provision of Mechanical and Transport Services
- (ix) Provision of water way Transport Services – Boats
- (x) Assign picking and dropping points for public service vehicles.
- (xi) Management of fleet management software
- (xii) Develop public transport facilities within counties.
- (xiii) Provide non-motorized transport facilities on county roads.

**Table 3.11 : Proposed Staff Establishment – Transport and Fleet Management**

S/No.	Designation	Job Group	In post	Approved Establishment
1.	Chief Officer, Transport and Fleet Management	S	1	1
2.	Director Transport and Fleet Management	R	0	1
3.	Deputy Director Fleet Management	Q	0	1
<b>Fleet Management Division</b>				
1.	Assistant Director Fleet Management	P	0	1
2.	Principal Fleet Management Officer	N	0	1
3.	Fleet Management Officer II/I/Snr/Chief	J/K/L/M	0	2
4.	Senior Officer Management	L/M/N	0	4
5.	Workshop Manager	L/M/N	0	1
6.	Workshop Technician	K/L/M	0	4
7.	Charge hand/Senior	H/J	0	4
8.	Chief Driver	H/J	2	3
9.	Senior Driver	G/H/J	4	5
10.	Driver III/II/I	E/G/H	55	55
11.	Chief Plant Operator	J/K	0	2
12.	Senior Plant Operator	G/H/J	11	15
13.	Plant Operator	G	5	10
16.	Cleaner II/I	D/E/F	0	4
<b>sub total</b>			<b>78</b>	<b>114</b>



### Transport Unit


S/No.	Designation	Job Group	In post	Approved Establishment
1.	Assistant Director, Transport	P	0	1
2.	Principal Transport Officer	N	0	1
3.	Mechanical Eng. II/I/Senior	L/M/N	1	1
4.	Plant and Machinery	L/M/N	0	3
5.	Mechanics III/II/I/Senior	J/K/L	0	5
6.	Electrical Technician II/I/Senior	J/K/L	0	3
7.	Marine Engineer I&II	J/K	0	4
8.	Welder	G	0	2
9.	Puncture man	G	0	2
10.	Chief Transport Officer	L/M/N	0	1
11.	Senior Transport Officer	L/M/N	0	4
12.	Transport Officer II/II/I	H/J/K/L/M/N	0	8
13.	Senior Safety Officers	L	0	2
14.	Safety Officer II/ I	H/J/K	0	8
15.	Water Divers/ Life Saver	H/J	0	2
16.	Coxwain	G/H/J	1	5
17.	Chief Driver	H/J	0	2
18.	Diver III/II/I/Senior	G/H/J	4	6
<b>Sub Total</b>			<b>6</b>	<b>60</b>
<b>GRAND TOTAL</b>			<b>120</b>	<b>278</b>

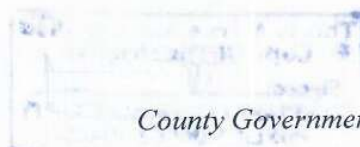
### SHARED SERVICES

S/NO.	Designation	Job Group	In post	Approved Establishment
6.	Administrative Officers/Senior/Chief	J/K/L/M	3	6
7.	Secretary/Office Administrator II/I/Senior	G/H/J	1	3
8.	HRMO II/I/Senior/Chief	J/K/L/M/N/P/Q	1	2
9.	Accountant/Senior	L/M/N	1	2
10.	Office Messenger	D/E/F	2	0



11.	Supply Chain Management Officer/Senior/Chief	K/L/M	1	2
12.	Clerical Officers/Senior	F/G/H	1	2
13.	Support staff	E/F/G	1	3
14.	Artisan III/II/I	F/G/H	0	16
<b>TOTALS</b>			<b>10</b>	<b>36</b>

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### 3.8 DEPARTMENT OF HEALTH SERVICES AND SANITATION

The Department will be headed by the County Executive Committee Member (CECM) Health Services and Sanitation who will be the policy head. The CEC member will be assisted by two (2) Chief Officer who will be the Accounting and Authorized Officer.

#### Functions of the Department

- (i) Implement National Health policies, standards, strategies and guidelines at the County;
- (ii) Coordinate and manage provision of health services in the County;
- (iii) Develop, implement and review of County specific policies, standards, strategies and guidelines on health services;
- (iv) Facilitate provision, licensing and accreditation of health providers and health facilities in accordance with national set standards and relevant regulations;
- (v) Build capacity and equip health care facilities and services at the County;
- (vi) Provide timely response to County health emergencies and disaster in liaison with other agencies;
- (vii) Ensure procurement and management of health supplies and commodities;
- (viii) Coordinate County referral hospitals in accordance with agreed set criteria and national standards;
- (ix) Monitor and evaluate performance of health care services;
- (x) Mainstream alternative and complementary health practices.
- (xi) Design and implement health projects and programmes;
- (xii) Maintain standards of environmental health and sanitation as laid down in applicable law;
- (xiii) Oversee Disease surveillance and Epidemic Response;
- (xiv) Prioritize and facilitate primary health care programmes and projects;
- (xv) Mobilize resources for development and maintenance of health facilities in the County;
- (xvi) Coordinate health activities in order to ensure complementary support and provide for cross-referral services, where necessary with other counties;
- (xvii) Ensure adherence and compliance to health legislations, regulations, standards, procedures and guidelines;
- (xviii) Formulate strategies for promotion of healthy lifestyles and interventions to reduce lifestyle diseases and non-communicable diseases;
- (xix) Undertake health research and disease surveillance in consultation with the relevant stakeholders at the County;



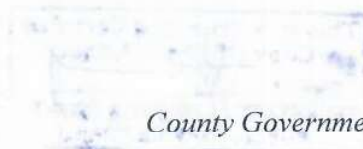
- (xx) Provide and develop criteria for compensation of health care facilities for debts arising through failure to secure payment for bills for non-payment of treatment of indigent users;
- (xxi) Create awareness on availability of essential and critical health facilities and services in the County;
- (xxii) Form collaborations and partnerships with relevant stakeholders in support of health care projects and programmes;
- (xxiii) Ensure integration of primary healthcare policies and strategies in the County health policies and strategies and CIDP;
- (xxiv) Develop and promote public participation in the planning and management of primary health care facilities for ownership purposes;
- (xxv) Ensure and coordinate participation of communities in the governance of health services at the County level so as to promote a participatory approach in health care governance;
- (xxvi) Formulate strategies and interventions to reduce exposure to hazardous environmental, occupational and biological risk factors; and
- (xxvii) Align health projects and programmes to the County Integrated Development Plan.

### **Office of the County Director of Health**

The Department will have a County Director of Health, at Job Group 'S'. The function is established in the Health Act of 2017. The County Director of health will be the technical head of the department.

Functions of the County Director of Health as established in Health Act:

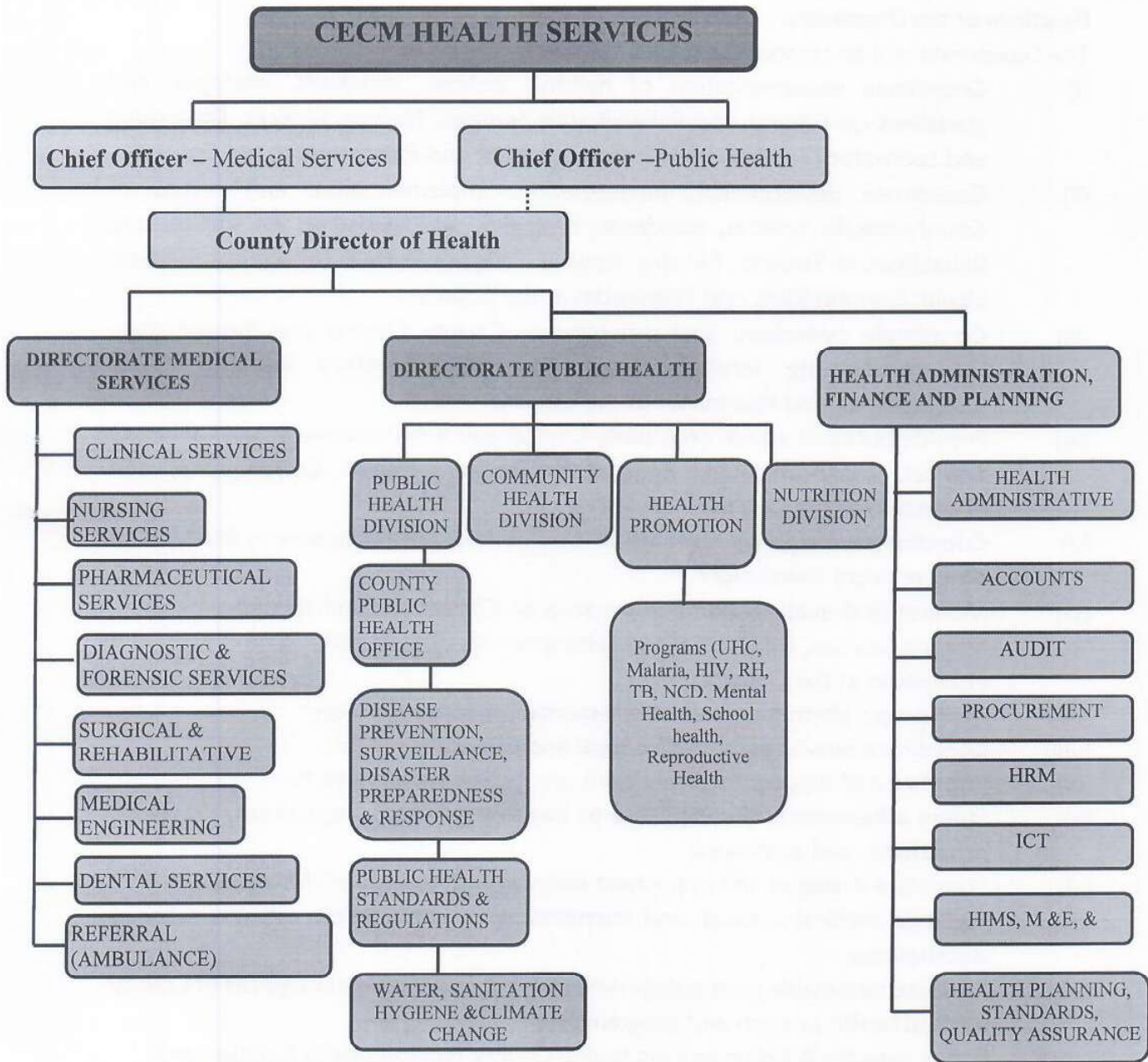
- (i) Be the technical advisor on all matters relating to health within the county;
- (ii) Be the technical advisor to the county health executive committee member and the governor;
- (iii) Supervise all health services including mental health services within the county;
- (iv) Promote the public health and the prevention, limitation or suppression of infectious, communicable or preventable diseases within the county;
- (v) Prepare and publish reports and statistical or other information relative to the public health within the county;
- (vi) Report periodically to the director-general for health on all public health occurrences including disease outbreaks, disasters and any other health matters; and
- (vii) Perform any other duties as may be assigned by the appointing authority and any other written law.



The Department of Health Services and Sanitation will be organized into three (3) Directorates:

- (i) Directorate of Medical Services;
- (ii) Directorate of Public Health and Sanitation; and
- (iii) Directorate of Health Administration Services

Figure 3.8: Proposed Organogram for the Department



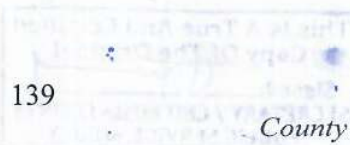
### 3.8.1 Directorate of Medical Services

The Directorate will be headed by Director, Medical Services, at Job Group 'R', who will be responsible to the County Director of Health.

#### Functions of the Directorate

The Directorate will be responsible for the following functions:

- (i) Coordinate implementation of national policies, standards, strategies, and guidelines on Clinical and Rehabilitative Services, Nursing Services, Diagnostics and Laboratory Services, Health Commodities, and Pharmacies at the County;
- (ii) Coordinate development, interpretation, implementation, and review of County-specific policies, standards, strategies, and guidelines on Clinical and Rehabilitative Services, Nursing Services, Diagnostics and Laboratory Services, Health Commodities, and Pharmacies at the County;
- (iii) Coordinate operations and provision of County Clinical and Rehabilitative Services, Nursing Services, Diagnostics and Laboratory Services, Health Commodities, and Pharmacies at the County;
- (iv) Provide technical advice on County Clinical and Rehabilitative Services, Nursing Services, Diagnostics and Laboratory Services, Health Commodities, and Pharmacies at the County;
- (v) Coordinate emergency response to County health emergencies in liaison with other relevant stakeholders;
- (vi) Monitor and evaluate the performance of Clinical and Rehabilitative Services, Nursing Services, Diagnostics and Laboratory Services, Health Commodities, and Pharmacies at the County;
- (vii) Mainstream alternative and complementary medical practices;
- (viii) Coordinate provision of medico-legal and forensic services;
- (ix) Prioritize and support medical health programmes and projects;
- (x) Ensure adherence and compliance to health legislations, regulations, standards, procedures, and guidelines;
- (xi) Formulate strategies and implement interventions to reduce lifestyle diseases;
- (xii) Facilitate medical research and interventions in consultation with the relevant stakeholders;
- (xiii) Promote sustainable partnerships with relevant stakeholders in support of County medical health projects and programmes;
- (xiv) Ensure capacity building and equipping County medical health facilities; and
- (xv) Align health projects and programmes to the County Integrated Development Programmes (CIDP).



The Directorate is organized into the following functional areas:

- (a) Health Products and Technologies;
- (b) Clinical Services, Standards & Quality Assurance;
- (c) Diagnostic, Rehabilitative & Laboratory Services; and
- (d) Nursing Services.

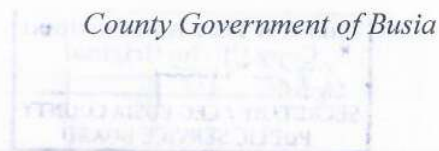
### **3.8.2 Directorate of Public Health and Sanitation**

The Directorate will be headed by Director, Public Health and Sanitation, at Job Group 'R', who will be responsible to the County Director of Health.

#### **Functions of the Directorate**

The Directorate will be responsible for the following functions:

- (i) Implement national policies, standards, strategies, and guidelines on Community Health and Health Promotion Services, Environmental Health, Disease Surveillance, Nutrition Services, and County Primary Health Programmes at the County;
- (ii) Coordinate development, interpretation, implementation, and review of County-specific policies, standards, strategies, and guidelines on Community Health and Health Promotion Services, Environmental Health, Disease Surveillance, Nutrition Services, and County Primary Health Programmes at the County;
- (iii) Ensure adherence and compliance to public health legislations, regulations, standards, procedures, and guidelines;
- (iv) Advocate for integration and inclusion of primary healthcare policies in County health policies;
- (v) Ensure provision of services at Level 1 healthcare;
- (vi) Facilitate capacity building for public health programmes and services;
- (vii) Ensure preparedness and timely response to County health emergencies and disasters in liaison with other stakeholders;
- (viii) Oversee operations of the County diagnostic laboratories;
- (ix) Monitor and evaluate the performance of primary healthcare services in the County;
- (x) Ensure mainstreaming of alternative and complementary health practices;
- (xi) Facilitate development and implementation of training programmes for primary health care providers and trainers;
- (xii) Coordinate Disease Surveillance and Epidemic Response;
- (xiii) Provide prioritization and facilitation of primary healthcare programmes and projects;
- (xiv) Ensure adherence and compliance to health legislations, regulations, standards, procedures, and guidelines;



- (xv) Coordinate awareness for promotion of healthy lifestyles and interventions to reduce lifestyle diseases;
- (xvi) Coordinate research and disease surveillance in consultation with the relevant stakeholders on the prevention and control of non-communicable and communicable diseases;
- (xvii) Promote sustainable partnerships with relevant stakeholders in support of County primary healthcare projects and programmes;
- (xviii) Ensure integration of primary healthcare policies and strategies in the County health policies and strategies and CDPs;
- (xix) Formulate strategies and interventions to reduce exposure to hazardous environmental, occupational, and biological risk factors;
- (xx) Align public health projects and programmes to the County Integrated Development Plan (CIDP);
- (xxi) Undertake strategic and operational management of primary healthcare facilities;
- (xxii) Ensure that services are of quality, efficiency, accessibility, and effectiveness for all patients/clients, and in accordance with the national laid down healthcare standards;
- (xxiii) Safeguard the assets of the County primary healthcare facilities and equipment;
- (xxiv) Provide routine reports on coverage and requirements to the relevant stakeholders for relevant support.

The Directorate is organized into the following functional areas:

- (a) Nutrition and Dietetics;
- (b) Public health;
- (c) Family Health; and
- (d) Health Promotion.

### **3.8.3 Directorate of Health Administration and Planning**

The Directorate will be headed by Director, Health Administration & Planning who will be responsible to the Chief Officer.

Functions of the Directorate

- (i) The day-to-day supervision and coordination of general (non-medical) administrative services that support curative (hospital based), primary and preventive health programs and activities;
- (ii) Coordination of administrative functions in health;
- (iii) Development and maintenance of health facilities;

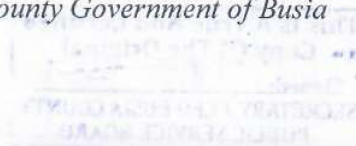


- (iv) Formulation, reviewing, interpretation and implementation of health and administrative policies, procedures, and programs;
- (v) Overseeing requisition, utilization and management of equipment and stores;
- (vi) Maintenance of health administrative service standards in health institutions;
- (vii) Preparation and implementation of Recurrent and Development budgets
- (viii) Coordination of revenue collection and preparation of reports.
- (ix) Overseeing staff and patients' welfare and ensuring their security;
- (x) Providing secretariat and administrative services to various management committees;
- (xi) Effective supervision, deployment, discipline, training, and development of staff in the health administrative services;
- (xii) Promotion of better public relations with the members of the public
- (xiii) Overseeing the general upkeep of health facilities;
- (xiv) Transport management
- (xv) Securing the security of the health assets at all levels
- (xvi) Preparation of Annual Reports, Cabinet Memos, indents,
- (xvii) Reviewing engagement Memorandums of Understanding and Private Public Partnership from Partners before consideration by the Authorities.

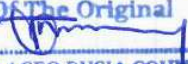
### Staffing

In order to perform the above functions, the directorates will be staffed as follows:

<b>Table 3.12 : Proposed Staff Establishment</b>				
<b>Department of Health Services Staff Establishment</b>				
<b>S/No</b>	<b>Job Title</b>	<b>Job Group</b>	<b>In post</b>	<b>Approved Establishment</b>
1	CECM Health Services	T	1	1
2	Chief Officer - Medical Services	S	1	1
3	Chief Officer Public Health.	S	1	1
4	County Director of health	R	0	1
5	Director Public Health Services	R	0	1
6	Director Medical Services	R	1	1
7	Medical Superintendent Level 5	R	1	1
8	Medical Superintendent Level 4s	P	3	5
	<b>Sub Total</b>		<b>8</b>	<b>12</b>
	<b>MEDICAL OFFICERS AND MEDICAL SPECIALISTS</b>			



1	Senior Deputy Director of medical Services/Senior Medical Specialist	R	0	1
2	Senior Assistant Director, Medical Services /Specialist	Q	12	14
3	Assistant Deputy, Director Medical Services	P	10	14
4	Senior Medical Officer	N	13	27
5	Medical Officer	M	23	30
<b>Sub Total</b>			<b>58</b>	<b>86</b>
<b>DENTAL OFFICERS AND DENTAL SPECIALISTS</b>				
1	Deputy Dir. Of Dental Services/Snr. Dental Specialist	R	0	1
2	Snr. Asst. Director Dental Specialist I	Q	0	1
3	Asst. Director of Dental Services/Dental Specialist II	P	0	1
4	Snr. Dental Officer	N	0	3
5	Dental Officer	M	1	10
<b>Sub Total</b>			<b>1</b>	<b>16</b>
<b>DENTAL TECHNOLOGISTS</b>				
1	Chief Dental Technologist	N	1	1
2	Deputy Chief Dental Technologist	M	0	1
3	Snr. Dental Technologist	L	0	1
4	Dental Technologist I	K	2	3
5	Dental Technologist II	J	0	7
6	Dental Technologist III	H	0	8
<b>Sub Total</b>			<b>3</b>	<b>21</b>
<b>COMMUNITY ORAL HEALTH</b>				
1	Chief Community Oral Health Officer	N	0	1
2	Deputy Chief Community Oral Health Officer	M	0	1
3	Senior Community Oral Health Officer	L	5	4
4	Community Oral Health Officer I	K		12
5	Community Oral Health Officer II	H/J		12
<b>Sub Total</b>			<b>5</b>	<b>30</b>
<b>PHARMACISTS AND PHARMACEUTICAL SPECIALISTS</b>				
1	Senior Assistant Director, Pharmaceutical Services	Q	4	5
2	Assistant Director, Pharmaceutical Services/Pharmaceutical Specialist II	P	10	10
3	Senior Pharmacist	N	5	7
4	Pharmacist	M	3	10

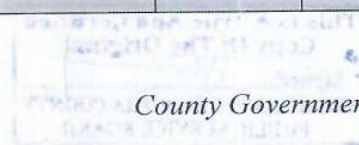
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	<b>Sub Total</b>		<b>22</b>	<b>32</b>
	<b>PHARMACEUTICAL TECHNOLOGISTS</b>			
1	Principal Pharmaceutical Technologist	N	0	1
2	Chief Pharmaceutical Technologist	M	0	2
3	Snr Pharmaceutical Technologist	L	45	7
4	Pharmaceutical Technologist I	K		10
5	Pharmaceutical Technologist III/ II	H/J		23
	<b>Sub Total</b>		<b>45</b>	<b>43</b>
	<b>CLINICAL OFFICERS</b>			
1	Deputy Director Clinical Services	Q	0	1
2	Assistant Director, Clinical Services	P	0	5
3	Principal Clinical Officer	N	4	7
4	Chief Clinical Officer	M	2	10
5	Senior Clinical Officer	L	1	16
6	Clinical Officer I	K	16	24
	<b>Sub Total</b>		<b>23</b>	<b>63</b>
	<b>REGISTERED CLINICAL OFFICERS</b>			
1	Principal Registered Clinical Officer I	P	1	4
2	Principal Registered Clinical Officer II	N	7	8
3	Chief Registered Clinical Officer I	M	7	21
4	Snr Registered Clinical Officer	L	28	62
5	Registered Clinical Officer I	K	114	100
6	Registered Clinical Officer II	J	83	102
7	Specialist clinical officers	L	32	121
	<b>Sub Total</b>		<b>272</b>	<b>418</b>
	<b>NURSING OFFICERS</b>			
1	Senior Assistant director, Nursing services	Q	0	2
2	Assistant Director, Nursing Services	P	2	6
3	Principal Nursing Officer	N	17	10
4	Chief Nursing Officer	M	4	16
5	Senior Nursing Officer	L	5	17
6	Nursing Officers	K	18	21
	<b>Sub Total</b>		<b>46</b>	<b>72</b>
	<b>REGISTERED NURSES</b>			
1	Senior Principal Registered Nurse	P	1	5

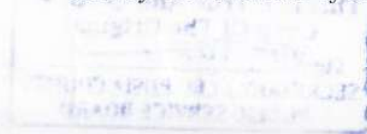


2	Principal Registered Nurse	N	83	100
	Chief Registered Nurse	M	40	112
3	Senior Registered Nurse	L	43	122
4	Registered Nurse I	K	162	227
5	Registered Nurse II	J	88	330
	<b>Sub Total</b>		<b>417</b>	<b>896</b>
	<b>ENROLLED NURSES</b>			
1	Senior Enrolled Nurse I	L	26	41
2	Senior Enrolled Nurse II	K	17	72
3	Enrolled Nurse I	J		97
4	Enrolled Nurse II	H	34	121
	<b>Sub Total</b>		<b>77</b>	<b>331</b>
	<b>PHYSIOTHERAPISTS</b>			
1	Senior Deputy Director, Physiotherapy Services	Q	0	1
2	Assistant Director, Physiotherapy Services	P	0	1
3	Principal Physiotherapist	N	1	1
4	Chief Physiotherapist	M	2	4
5	Senior Physiotherapist	L	1	5
6	Physiotherapist I	K	3	7
	<b>Sub Total</b>		<b>7</b>	<b>19</b>
	<b>ASSISTANT PHYSIOTHERAPISTS</b>			
1	Principal Assistant Physiotherapist	N	0	1
2	Chief Assistant Physiotherapist	M	0	3
3	Senior Assistant Physiotherapists	L	1	4
4	Registered Physiotherapist I	K	0	15
5	Registered Physiotherapist II	J	0	
6	Registered Physiotherapist III	H	0	
	<b>Sub Total</b>		<b>1</b>	<b>23</b>
	<b>OCCUPATIONAL THERAPISTS</b>			
1	Assistant Director Occupational Therapy	P	0	1
2	Principal Occupational Therapy	N	0	1
3	Chief Occupational Therapy	M	0	1
4	Senior Occupational Therapy	L	1	2
5	Occupational Therapy	K	0	5
	<b>Sub Total</b>		<b>1</b>	<b>10</b>
	<b>ASSISTANT OCCUPATIONAL THERAPISTS</b>			

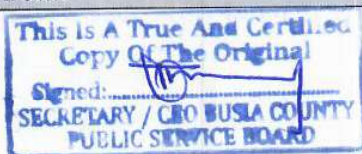
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1	Senior Principal Ass. Occupational Therapist	P	0	1
2	Principal Assistant Occupational Therapist	N	0	1
3	Chief Assistant Occupational Therapist	M	1	1
4	Senior Assistant Occupational Therapist	L	0	5
5	Assistant Occupational Therapist I	K J H	11	11
6	Assistant Occupational Therapist II			
7	Assistant Occupational Therapist III			
<b>Sub Total</b>			<b>12</b>	<b>19</b>
<b>ORTHOPAEDIC TECHNOLOGISTS &amp; TECHNICIANS</b>				
1	Principal Orthopedic Technologist	N	0	1
2	Chief Orthopedic Technologist	M	0	1
3	Senior Orthopedic Technologist	L	0	2
4	Orthopedic Technologist I	K	3	3
5	Orthopedic Technologist II	J	2	3
6	Orthopedic Technologist III	H	3	5
<b>Sub Total</b>			<b>8</b>	<b>15</b>
<b>HEALTH ADMINISTRATIVE OFFICERS</b>				
1	Senior Deputy Chief Health Administrative Officer	Q	1	1
2	Deputy Chief Health Administrative Officer	P	1	1
3	Assistant Chief Health Administrative Officer	N	1	1
4	Chief Health Administrative Officer	M	1	5
5	Snr. Health Administrative Officer	L	1	7
6	Health Administrative Officer I	K	3	8
7	Health Administrative Officer II	J	2	8
<b>Sub Total</b>			<b>10</b>	<b>31</b>
<b>RADIOGRAPHERS</b>				
1	Assistant director Radiographers	P	0	1
2	Principal Assistant Radiographer	N	1	3
3	Chief Assistant Radiographer	M	4	3
4	Senior assistant Radiographer	L	0	3
5	Assistant Radiographer III/II/I	H/J/K	9	9
<b>Sub Total</b>			<b>14</b>	<b>19</b>
<b>HEALTH RECORDS &amp; INFORMATION MANAGEMENT OFFICERS</b>				
1	Assistant Director, Health Records & Information Management	P	0	1



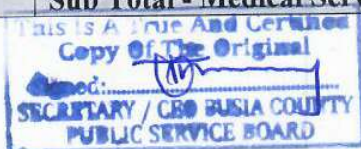
2	Principal Health Records & Information Management	N	1	3
3	Chief Health Records & Information Management	M	3	4
4	Snr. Health Records & Information Management Officer	L	4	7
5	Health Records & Information Management Officer	K		8
<b>Sub Total</b>			<b>8</b>	<b>23</b>
<b>ASSISTANT HEALTH RECORDS &amp; INFORMATION OFFICERS</b>				
1	Assistant Principals Health Records & Information Management Officers	N	0	1
2	Assistant Chief Health Records & Information Officer	M	1	2
3	Assistant Senior Health Records & Information Management Officer	L	0	4
4	Assistant Health Records & Information Management Officer I	K	8	7
5	Assistant Health Records & Information Management Officer II	J	10	10
6	Assistant Health Records & Information Management Officer III	H	6	15
<b>Sub Total</b>			<b>25</b>	<b>39</b>
<b>HEALTH RECORDS &amp; INFORMATION ASSISTANTS</b>				
1	Senior Health Records & Information Management Assistant	K	8	10
2	Health Records & Information Management Assistant I	J		
3	Health Records & Information Management Assistant II	H		
4	Health Records & Information Management Assistant III	G		
<b>Sub Total</b>			<b>8</b>	<b>10</b>
<b>MEDICAL LABORATORY OFFICERS</b>				
1	Assistant Director Medical Laboratory Services	P	0	1
2	Principal Medical Laboratory Officer	N	2	3
3	Chief Medical Laboratory Officer	M	5	5
	Senior Medical Laboratory Officer	L	1	7
6	Medical Laboratory Officer	K	4	8
<b>Sub Total</b>			<b>12</b>	<b>24</b>



<b>MEDICAL LABORATORY TECHNOLOGISTS</b>				
1	Principal Medical Laboratory Technologist I	P	0	1
2	Principal Medical Laboratory Technologist II	N	2	5
3	Chief Medical Laboratory Technologist	M	10	10
4	Senior Medical Laboratory Technologist	L	13	13
5	Medical Laboratory Technologist I	K	14	17
6	Medical Laboratory Technologist II	J	5	21
7	Medical Laboratory Technologist III	H	33	53
<b>Sub Total</b>			<b>77</b>	<b>120</b>
<b>MEDICAL LABORATORY TECHNICIANS</b>				
1	Senior Medical Laboratory Technician I	L	3	3
2	Senior Medical Laboratory Technician II	K	5	5
3	Medical Laboratory Technician I	J	0	1
4	Medical Laboratory Technician II	H	1	1
5	Medical Laboratory Technician III	G	1	1
<b>Sub Total</b>			<b>10</b>	<b>11</b>
<b>MEDICAL ENGINEERING OFFICERS</b>				
1	Senior Assistant Director Engineering Services	Q	0	1
2	Assistant Director of Medical Engineering services	P	0	1
3	Principle Medical Engineer	N	1	1
4	Chief Medical Engineering	M	0	1
5	Senior Medical Engineer	L	0	1
6	Medical Engineering	K	0	1
<b>Sub Total</b>			<b>1</b>	<b>6</b>
<b>MEDICAL ENGINEERING TECHNOLOGISTS</b>				
1	Senior Principal Medical Engineering Technologist	P	0	1
2	Principal Medical Engineering Technologist	N	2	1
3	Chief Medical Engineering Technologist	M	1	1
4	Senior Medical Engineering Technologist	L	0	2
5	Medical Engineering Technologist I	K	3	3
6	Medical Engineering Technologist II	J	4	6
7	Medical Engineering Technologist III	H	0	10
<b>Sub Total</b>			<b>10</b>	<b>24</b>
<b>MEDICAL ENGINEERING TECHNICIANS</b>				
1	Senior Medical Engineering Technician	K	1	1
2	Medical Engineering Technician I	J	1	1
3	Medical Engineering Technician II	H	0	0
4	Medical Engineering Technician III	G	0	0
<b>Sub Total</b>			<b>2</b>	<b>2</b>




	<b>MEDICAL SOCIAL WORKERS</b>			
1	Chief Medical Social Worker	N	0	1
2	Assistant Medical Social Worker	M	0	1
3	Senior Medical Social Worker	L	1	2
4	Medical Social Worker I	K	5	5
5	Medical Social Worker II	J	5	8
6	Medical Social Worker III	H	7	14
	<b>Sub Total</b>		<b>18</b>	<b>31</b>
	<b>ORTHOPAEDIC TRAUMA OFFICERS</b>			
1	Senior Orthopedic Officer	L	0	1
2	Orthopedic Officer I	K	1	2
3	Orthopedic Officer II	J	2	3
4	Orthopedic Officer III	H	3	4
	<b>Sub Total</b>		<b>6</b>	<b>10</b>
	<b>ORTHOPAEDIC TRAUMA TECHNOLOGISTS</b>			
1	Principal orthopedic Trauma Technologist	N	0	1
2	Chief Orthopedic Trauma Technologist	M	1	2
3	Senior Orthopedic Trauma Technologist	L	2	3
4	Orthopedic Trauma Technologist I	K	3	3
5	Orthopedic Trauma Technologist II	J	1	4
6	Orthopedic Trauma Technologist III	H	0	4
	<b>Sub Total</b>		<b>7</b>	<b>17</b>
	<b>ORTHOPAEDIC TRAUMA TECHNICIANS</b>			
1	Senior Orthopedic Trauma Technicians	K	3	1
2	Orthopedic Trauma Technicians I	J	1	1
3	Orthopedic Trauma Technicians II	H	1	1
4	Orthopedic Trauma Technicians II	G	3	3
	<b>Sub Total</b>		<b>8</b>	<b>6</b>
	<b>MORTICIANS &amp; MORTUARY ATTENDANT</b>			
1	Chief Mortician	L	0	1
2	Senior Mortician	K	0	1
3	Mortician I	J	0	1
4	Mortician II	H	1	2
5	Mortician III	G	0	2
6	Mortician	E	0	4
7	Mortuary Attendant (3)	F	5	4
8	Mortuary Attendant(2b)	E	0	3
9	Mortuary Attendant(2a)	D	1	8
	<b>Sub Total</b>		<b>7</b>	<b>26</b>
	<b>Sub Total - Medical Services</b>		<b>1229</b>	<b>2505</b>



<b>PUBLIC HEALTH</b>				
1	Deputy Director, Public Health	Q	1	1
2	Assistant Director, Public Health	P	2	2
3	Principal Public Health Officer	N	13	11
4	Chief Public Health Officer	M	8	11
5	Senior Public Health Officer	L	11	11
6	Public Health Officer I	K	3	12
<b>Sub Total</b>			<b>38</b>	<b>48</b>
<b>ASSISTANT PUBLIC HEALTH OFFICERS (PUBLIC HEALTH DIPLOMA HOLDERS)</b>				
1	Principal Assistant Public Health Officer	N	5	3
2	Chief Assistant Public Health Officer	M	5	4
3	Senior Assistant Public Health Officer	L	4	8
4	Assistant Public Health Officer I	K	19	15
5	Assistant Public Health Officer II	J	3	15
6	Assistant Public Health Officer III	H	20	20
<b>Sub Total</b>			<b>59</b>	<b>65</b>
<b>PUBLIC HEALTH ASSISTANTS ( PUBLIC HEALTH CERTIFICATE HOLDERS)</b>				
1	Senior Public Health Assistant	K	7	7
2	Public Health Assistant III/II/I	G/H/J	14	14
<b>Sub Total</b>			<b>21</b>	<b>21</b>
<b>HEALTH PROMOTION OFFICERS</b>				
1	Principal Health Promotion Officer	N	0	1
2	Chief Health Promotion Officer	M	1	1
3	Senior Health Promotion Health Officer	L	0	5
4	Health Promotion Officer	K	0	16
<b>Sub Total</b>			<b>1</b>	<b>23</b>
<b>COMMUNITY HEALTH OFFICER(DEGREE)</b>				
1	Assistant Director Community Health Officer	P	0	2
2	Principal Community Health Officer	N	3	3
3	Chief Community Health Officer	M	2	3
4	Senior Community Health Officer	L	0	3
5	Community Health Officer I	K	1	8
6	Community Health Officer II	J	8	8
7	Assistant Community Health Officer II/I	J/K	5	14



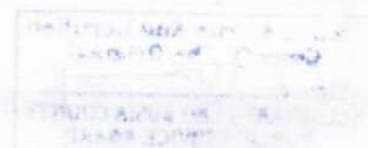
	<b>Sub Total</b>		<b>19</b>	<b>41</b>
	<b>ASSISTANT COMMUNITY HEALTH OFFICERS(DIPLOMA)</b>			
1	Principal Assistant Community Health Officer	N	0	1
2	Chief Community Health Officer	M	0	1
3	Senior Assistant Community Health Officer	L	0	1
4	Assistant Community Health Officer I	K	0	3
5	Assistant Community Health Officer II	J	0	8
6	Assistant Community Health Officer III	H	0	14
	<b>Sub Total</b>		<b>0</b>	<b>28</b>
	<b>COMMUNITY HEALTH ASSISTANT</b>			
1	Senior Community Health Assistant	K	0	3
2	Community Health Assistant I	J	10	10
3	Community Health Assistant II	H	25	23
4	Community Health Assistant III	G	33	33
	<b>Sub Total</b>		<b>68</b>	<b>69</b>
	<b>NUTRITION &amp; DIETETICS OFFICERS</b>			
1	Senior Assistant director Nutrition & Dietetics Services	Q	0	1
2	Senior principal Nutrition & Dietetics Services	P	0	2
3	Principal Nutrition & Dietetics Officer	N	3	4
4	Chief Nutrition & Dietetics Officer	M	3	4
5	Snr Nutrition & Dietetics	L	3	7
6	Nutrition & Dietetics Officer	K	6	8
	<b>Sub Total</b>		<b>15</b>	<b>26</b>
	<b>NUTRITION &amp; DIETETICS TEHNOLOGISTS</b>			
1	Senior assistant Nutrition & Dietetics Technologist	P	0	1
2	Principal Nutrition & Dietetics Technologist	N	0	1
3	Chief Human Nutrition & Dictetics Technologist	M	0	3
4	Snr Nutrition & Dietetics Technologist	L	0	14
5	Nutrition & Dietetics Technologist III/II/I	H/J/K	14	42
	<b>Sub Total</b>		<b>14</b>	<b>61</b>
	<b>PUBLIC HEALTH TOTAL</b>		<b>235</b>	<b>382</b>
	<b>GRAND TOTAL -HEALTH CADRE</b>		<b>1464</b>	<b>2887</b>
	<b>HEALTH - SUPPORTING SERVICES</b>			
	<b>COOKS</b>			
2	Cook I	J	0	1
4	Cook III	E,F,G	0	21
	<b>Sub Total</b>		<b>0</b>	<b>22</b>

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	<b>HOUSE KEEPERS</b>			
1	Senior House Keeper	K	0	1
2	House Keeper I	J	0	1
3	House Keeper II	H	0	2
4	House Keeper III	G	0	2
	<b>Sub Total</b>		<b>0</b>	<b>6</b>
	<b>ARTISANS</b>			
1	Boiler Assistant III	D	0	1
2	Senior Charge Hand	J	0	1
4	Artisan III/II/ I	G	0	3
	<b>Sub Total</b>		<b>0</b>	<b>5</b>
	<b>LAUNDERS AND CATERESSES</b>			
1	Launders	D/E/F	0	10
2	Cateresses	J/K/L/M/N	8	10
	<b>Sub Total</b>		<b>8</b>	<b>20</b>
	<b>ECONOMISTS</b>			
1	Economist	M	0	1
2	Economist	K/L	0	2
	<b>Sub Total</b>		<b>0</b>	<b>3</b>
	<b>AUDITORS</b>			
1	Asst. Director Audit	P	0	1
2	Principal Auditor	N	0	2
	<b>Sub Total</b>		<b>0</b>	<b>3</b>
	<b>HUMAN RESOURCE MGT. OFFICERS AND HUMAN RESOURCE ASSISTANTS</b>			
1	Assistant Director Human Resource Management Officer	P	0	1
5	Human Resource Management Assistant III/II/I	H/J/K	1	10
	<b>Sub Total</b>		<b>1</b>	<b>11</b>
	<b>DRIVERS</b>			
2	Chief Driver	J	0	1
3	Senior Driver	G	10	10
4	Driver I	F	10	10
5	Driver II	E	2	7
6	Driver III	D	8	8
	<b>Sub Total</b>		<b>30</b>	<b>36</b>



	<b>CLERICAL OFFICERS</b>			
2	Chief Clerical Officer	J	3	3
3	Snr. Clerical Officer	H	3	3
4	Clerical Officer I	G	3	3
5	Clerical Officer II	F	3	14
	<b>Sub Total</b>		<b>12</b>	<b>23</b>
	<b>ACCOUNTANTS</b>			
1	Principal Accountant	N	0	1
2	Chief Accountant	M	1	1
3	Snr. Accountant	L	1	1
4	Accountant Officer I	K	1	8
5	Accountant Officer II	J	7	8
	<b>Sub Total</b>		<b>10</b>	<b>19</b>
	<b>SCM OFFICER &amp; STORE KEEPERS</b>			
3	SNR. SCM OFFICER	L	0	1
4	SCM OFFICER II/I	J/K	0	8
	<b>Sub Total</b>		<b>0</b>	<b>9</b>
	<b>OFFICE ADMINISTRATORS</b>			
1	Asst. Dir. Office Administrator	Q	1	1
2	Principal Office Administrator	P	1	1
3	Chief Office Administrator	N	2	2
4	Snr. Office Administrator	M	3	3
5	Snr. Office Administrator Asst.	L	4	4
6	Office Administrator Asst. I	K	5	5
7	Office Administrator Asst. II	J	6	6
8	Office Administrator Asst. III	H	6	6
	<b>Sub Total</b>		<b>28</b>	<b>28</b>
	<b>SUPPORT STAFF</b>			
1	Snr. Support Staff	G	2	3
2	Support Staff I	F	2	2
3	Support Staff II	E	1	7
4	Support Staff III	D	0	25
5	Jnr. Support Staff	A-C	30	62
	<b>Sub Total</b>		<b>35</b>	<b>99</b>
	<b>ICT</b>			
1	Senior ICT officer	L	0	1
4	ICT II/I	J/K	0	8
	<b>Sub Total</b>		<b>0</b>	<b>9</b>
	<b>GRAND TOTAL –support services</b>		<b>124</b>	<b>293</b>

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### 3.9 DEPARTMENT OF WATER, IRRIGATION, ENVIRONMENT, NATURAL RESOURCES, CLIMATE CHANGE AND ENERGY

The Department will be headed by the County Executive Committee Member who is the policy head of the Water, Irrigation, Environment, Natural Resources, Climate Change and Energy matters in the County. The CEC member will be assisted by two (2) Chief Officers one in charge of Water and irrigation while the other Chief Officer will be in charge of Environment, Natural Resources, Energy and Climate Change Portfolio.

The functions of the department will entail

- (i) Formulation of policy, legislations and strategies for water and sewerage services;
- (ii) Implementation of policies and Guidelines to ensure proper water Management and use;
- (iii) Interpretation and implementation of National policies and strategies related to water resource development and supply services;
- (iv) Development of County water bills, policies and strategies;
- (v) Formulation and implementation of specific county government policies on natural resources and environmental conservation (soil and water conservation and forestry);
- (vi) Determination of climate change impacts and formulation of appropriate responses; and
- (vii) Control of pollution of natural resources including land, air, and noise and water pollution.

The department will be organized into the following two Portfolios each headed by a Chief Officer:

- (i) Water and Irrigation; and
- (ii) Environment, Natural Resources, Energy and Climate Change.

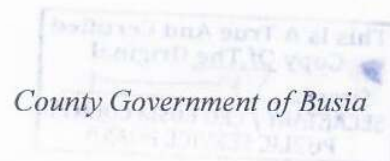
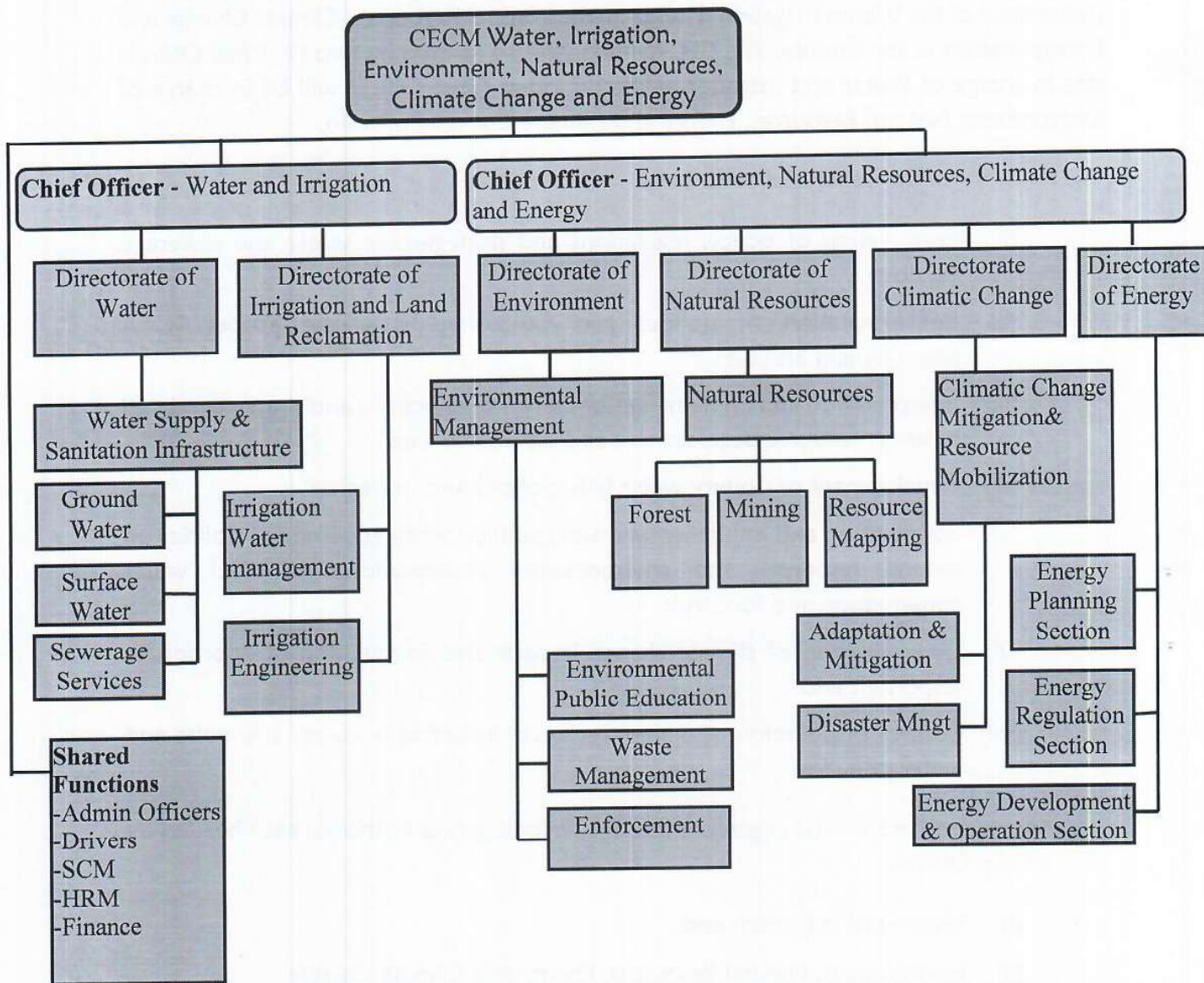
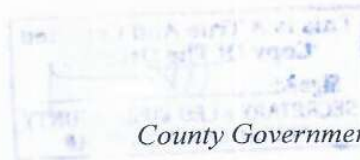


Figure 3.9 : Proposed Organization Structure - Department of Water, Irrigation, Environment, Natural Resources, Climate Change and Energy



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### 3.9.1 Water and Irrigation Portfolio

The portfolio will be headed by a Chief Officer who will be responsible for policy implementation and day to day management of the department. The Chief Officer will also be the Authorized and Accounting Officer for the department and will be responsible for ensuring prudent utilization of resources. The Chief Officer will be reporting to the County Executive Committee Member.

The functions entail:

- (i) Develop county specific policies and legislation on water and sanitation services in accordance with the national policies, norms and standards.
- (ii) Implement policies, legislations, norms, standards and guidelines related to water and sanitation services.
- (iii) Provide urban and rural water and sanitation services.
- (iv) Establish and appoint water service providers in line with national standards.
- (v) Develop water and sanitation infrastructure.
- (vi) Undertake water harvesting specific to counties.
- (vii) Monitor the performance of Water Service Providers in line with national guidelines.
- (viii) Implement county public works related to water and sanitation services.
- (ix) Establish and manage asset inventory and valuation of county specific public works related to water and sanitation.
- (x) Implement pro-poor interventions in accordance with national guidelines.
- (xi) Implement water vending guidelines.

The portfolio will be organized into the following two directorates:

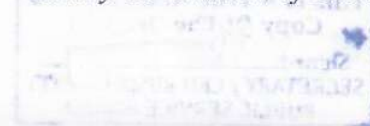
- (i) Water Services;
- (ii) Irrigation and Land Reclamation

#### (a) Directorate of Water Services

The directorate will be headed by a Director at Job Group "R" and will be responsible to the Chief Officer, Water and Irrigation.

The Directorate will be charged with the following functions: -

- (i) Monitoring and supervision of all water services boards to ensure rational and equitable allocation of water resources;
- (ii) Mitigation against natural disasters, floods and drought;
- (iii) Resource mobilization for the management, reservation, conservation, protection and allocation water;



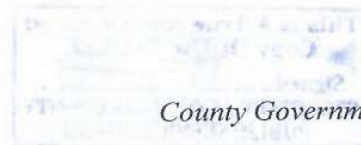
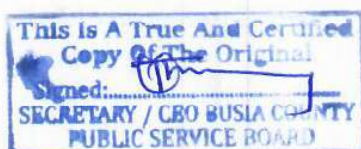
- (iv) Water resources database, organization and dissemination;
- (v) Ground water recharge;
- (vi) Water quality monitoring testing surveillance to ensure compliance with drinking water standards and other standards for various water uses and effluent discharges into public sewers and the environment;
- (vii) Provision of support to water institutions;
- (viii) Co-ordinate feasibility studies, Surveys, Planning and design of boreholes, water pipeline extensions and major rehabilitation/upgrading;
- (ix) Mapping out the County's Water Resources;
- (x) Ensure all rural water schemes is operational;
- (xi) Assessment and capacity building of community management committee members and for water supply staff;
- (xii) Water quality control; and
- (xiii) Coordination of drilling activities and checking on the adherence to specifications and standards of all boreholes in the County.

**(b) Directorate of Irrigation and Land Reclamation**

The Directorate will be headed by a Director JG 'R' and will be reporting to the Chief Officer Water and Irrigation.

The functions of the directorate entails: -

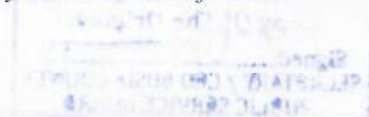
- (i) Initiate establishment of County Irrigation Development Program Unit (CIDU);
- (ii) Develop County Irrigation Plans;
- (iii) Develop and manage of small holder/community irrigation schemes;
- (iv) Mobilize resources and fund community irrigation schemes;
- (v) Provide irrigation and support services (e.g power, transport and rural access roads etc.);
- (vi) Dispute resolution and enforcement;
- (vii) Water storage, distribution, conveyance for irrigation development;
- (viii) Irrigation management and technology transfer issues;
- (ix) Complement and maintain linkage mechanisms with stakeholders at the County level and National Government;
- (x) Flood control and Land reclamation;
- (xi) Develop and Implement Irrigation and Land reclamation Policy; and
- (xii) Soil and water conservation in irrigation schemes.



Water and Irrigation Portfolio will be staffed as follows.

**Table 3.13 : Proposed Staff Establishment - Water and Irrigation**

S/No.	Designation	Job Group	In post	Approved Establishment
1.	CECM	T	1	1
2.	Chief Officer Water and Irrigation	S	1	1
<b>Water Directorate</b>				
1.	Director, Water Services	R	1	1
2.	Deputy Director, Water Services	Q	1	1
3.	Principal Superintendent Water Engineer	P	0	1
4.	Chief Principal Superintendent Engineer (Water)	M	1	1
5.	Senior Superintending Engineer (Water and Sewerage)	L	1	8
6.	Superintending Engineer (Water and Sewerage)	K/L/M	1	5
7.	Assistant Engineer I(Water)	K	7	16
8.	Chief Superintendent (Water)	M	4	5
9.	Senior Inspector (Water Engineer) III/II/I	G/H/J/K	0	16
10.	Senior Superintendent (Water)	L	1	1
11.	Superintendent (Water)	K	1	1
12.	Inspector II/I(Water)	H/J	0	1
13.	Geologist II/I	K/L	0	1
14.	Chemist II/I	K/L	0	1
15.	Lab Technologist	H	0	2
16.	Drilling Officers	H	0	2
17.	Charge Hand II/I/Senior	H/J/K	2	2
18.	Artisan/Plumbers/Plumber II/II/ I	E/F/G	13	16
19.	Water Supply Operator	E/F/G/H	5	16
<b>Sub Total</b>			<b>40</b>	<b>99</b>
<b>Irrigation Directorate</b>				



1.	Director, Irrigation	R	1	1
2.	Deputy Director, Irrigation	Q	1	1
3.	Specialist (Irrigation)	N	0	2
4.	Principal Irrigation Officer	N	0	0
5.	Irrigation Officer II/I/Senior/Chief	K/L/M	0	16
6.	Chief Agricultural Engineer	M	1	1
7.	Senior Superintendent (Water)	L	0	1
8.	Assistant Chief Agricultural Officer	M	1	1
9.	Assistant Engineer II	K	2	2
10.	Artisan	F	0	3
11.	Plant Operator III/II/I	D/E/F/G	0	6
<b>Sub Total</b>			<b>6</b>	<b>34</b>

### 3.9.2 Environment, Natural Resources, Climate Change and Energy Portfolio

The Environment, Natural Resources, Climate Change and Energy function will be headed by a Chief Officer who will be reporting to the County Executive Committee Member, Water, Irrigation, Natural Resources, Environment, Climate Change and Energy. The Chief Officer will also be the Authorized and Accounting Officer for the department.

The functions entail:

- (i) Forestry Development Policy Management;
- (ii) Environmental Policy Management;
- (iii) Conserve and protect National Wildlife Heritage;
- (iv) Develop Forests, Re-a forestation and Agro-forestry;
- (v) Restore Strategic Water Towers;
- (vi) Natural resources exploitation and Management;
- (vii) Control of air pollution, noise pollution, other public nuisances;
- (viii) Coordinate climate change initiatives;
- (ix) Coordinate the various environmental management practices being undertaken by lead agencies;
- (x) Provide advice to the County Government on legislative and other measures for the management of the environment;
- (xi) Monitor and assess activities being undertaken by lead agencies and undertake their co-operation in order to achieve sound environmental management;



- (xii) Coordinate and implement of climate change projects and programs;
- (xiii) Facilitate and regulate public and private sector participation in solid waste management
- (xiv) Promote solid waste reduction, reuse and recycling;
- (xv) Enforce relevant legislations, regulations and standards for compliance to environmental management;
- (xvi) Lead in the preparation of the County Energy Plan as part of the national energy planning framework;
- (xvii) Promote the development of renewable energy resources, including solar, wind, biomass, and mini-hydro projects; and
- (xviii) Develop county-specific energy strategies, policies, and regulatory frameworks to promote sustainable energy solutions

The function will be organized into the following four directorates

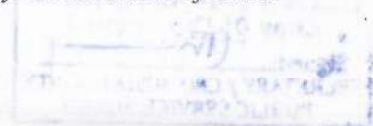
- (i) Natural Resource Management;
- (ii) Environmental Conservation
- (iii) Climate Change; and
- (iv) Energy.

**(a) Natural Resource Management Directorate**

The Natural Resource Management Directorate will be headed by a Director, Natural Resource, Job Group “R” who will be reporting to the Chief Officer.

The directorate will be charged with the following functions:

- (i) Promote community-based afforestation and re-afforestation programmes;
- (ii) Protect natural forests, water catchment areas and riparian zones;
- (iii) Manage and promote participation of the general public and private sector in enhancement and management of floral aesthetics;
- (iv) Manage county nurseries and regulation of privately owned ones
- (v) Generate assorted seedlings for internal use
- (vi) Sale of seedling stock to the public
- (vii) Regulate private nurseries
- (viii) Plant trees on county institutions and other public lands
- (ix) Tree cover management
- (x) Establish and sustain alternative energy sources;
- (xi) Promote commercial growing of high value and multipurpose tree species;
- (xii) Institute measures to conserve indigenous forest ecosystems;



**(b) Environment Conservation Directorate**

The Directorate will be headed by a Director, Environment, Job Group "R". The directorate will be charged with the following functions:

**1. Environmental Governance**

- a) Development of Environment policies
- b) Development of Environment legislations on Noise, solid waste among others
- c) Stakeholder engagements
- d) Domestication and interpretation of Multilateral Environmental Agreements

**2. Environmental Planning and Research**

- a) Development of County Environment Action Plan (CEAP)
- b) Development of State of Environment Reports (SOE)
- c) Development of Directorate Budgets
- d) Support in Development of CIDP, ADP and Work Plans
- e) Resource mobilization through Proposal and concept note development for funding
- f) GIS mapping

**3. Education and Awareness**

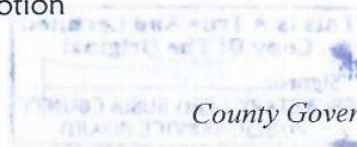
- a) Awareness creation and training of communities on Environmental stewardship
- b) Marking of Environment Days
- c) Supporting of Environmental initiatives and cleanup activities

**4. Compliance and Enforcement**

- a) Mainstreaming of Environmental safeguards in county programs
- b) Issuance of Environmental permits and licenses
- c) Enforcement of Environmental policy and legislative frameworks
- d) Grievance redress/Complaint handling

**5. Project Management**

- a) Project implementation and supervision on forestry and agroforestry sub programs
- b) Promotion of Nature Based Enterprises as sources of livelihoods
- c) Bamboo promotion
- d) Institutional/School greening and urban forestry development
- e) Tree nursery management and promotion



**(c) Climate Change Directorate**

The Directorate will be headed by a Director, Climate Change, Job Group “R”. The directorate will be charged with the following functions:

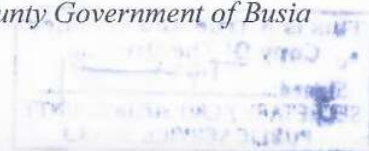
- (i) Formulate and implement climate change adaptation and mitigation measures;
- (ii) Create awareness on issues of climate change;
- (iii) Guide on cross-cutting measures necessary for minimization of adverse impacts of climate change;
- (iv) Internalize emerging climate change concepts and formulation of appropriate issues.
- (v) Rehabilitate Streams;
- (vi) Monitor compliance with environmental regulations, and reporting on climate change impacts
- (vii) Analyze greenhouse gas emissions
- (viii) Develop strategies and deliver programmes intended to enable the decarbonization and achieve net zero
- (ix) Provide technical, policy and programming implementation support, oversight and capacity development services, negotiations pertaining to climate change and cross cutting areas including gender and youth mainstreaming and data management.

**(d) Energy Directorate**

The Directorate will be headed by a Director, Energy, Job Group “R” who will be reporting to the Chief Officer Environment, Climate change, natural Resources and Energy.

The functions under Energy will entail:

- (i) Develop and implement county energy plans as part of the integrated national energy planning framework.
- (ii) Conduct energy demand and supply studies for their respective regions.
- (iii) Regulate energy production and distribution within the county, especially for renewable energy sources like solar, wind, and biomass with a capacity below 3 MW.
- (iv) Encourage the development and adoption of renewable energy technologies.
- (v) Collaborate with stakeholders to identify and exploit renewable energy potential within the county.
- (vi) Oversee and manage energy facilities at the county level, including street lighting, biogas plants, and small-scale solar installations.



- (vii) Ensure the safety and maintenance of energy infrastructure under their jurisdiction.
- (viii) Promote energy conservation and efficient use of energy resources.
- (ix) Implement programs to educate residents and businesses on energy-saving practices.
- (x) Oversee electricity and gas distribution within the county in coordination with national agencies.
- (xi) Facilitate last-mile connectivity for underserved areas.
- (xii) Provide training and capacity-building initiatives for local energy practitioners.
- (xiii) Create awareness about sustainable energy solutions and programs available to residents.
- (xiv) Mediate disputes related to energy resource use and access within the county.
- (xv) Collect revenue from energy-related activities and issue licenses for small-scale energy operations within the county.
- (xvi) Partner with the national government and agencies like the Energy and Petroleum Regulatory Authority (EPRA) to ensure seamless energy service delivery.
- (xvii) Align county energy strategies with national policies and frameworks.

The Energy Directorate will further be organized into the following two divisions:

- (i) Renewable Energy; and
- (ii) Non-renewable Energy.

The Environment, Natural Resources, Energy and Climate Change Portfolio will be staffed as follows:

**Table 3.14 : Proposed Staff Establishment - Environment, Natural Resources, Energy and Climate Change**

S/No.	Designation	Job Group	In post	Approved Establishment
1.	Chief Officer, Environment, Natural Resources, Energy and Climate Change	S	1	1
<b>Environment directorate</b>				
1.	Director, Environment	R	1	1
2.	Deputy Director, Environment	Q	1	1
3.	Principal Environmental Management Officer	P	0	1
4.	Chief Environment Officer	M	0	
5.	Senior Environmental Management Officer	L	0	8



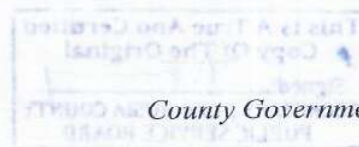
6.	Environmental Management Officer II/I	J/K	7	
7.	Assistant Environment Management Officer	H	0	0
8.	Pest Control Manager	J	0	0
9.	Slaughter Manager	J	0	0
<b>Sub Total</b>			<b>10</b>	<b>12</b>
<b>Natural Resources Directorate</b>				
1.	Director, Natural Resources	R	0	1
2.	Deputy Director Forest Management	Q	1	1
3.	Assistant Director, Forest Management	P	0	1
4.	Principal Forest Management Officer III/II/I	K/L/M	0	1
5.	Assistant Forest Management Officer II/I (Compliance Officers)	G/H	0	0
6.	Forest Management Officer I	L	1	2
7.	Forest Management Officer II	K	0	2
8.	Forest Management Officer III	J	0	2
<b>Sub Total</b>			<b>2</b>	<b>10</b>
<b>Climate Change Directorate</b>				
1.	Director, Climate Change	R	1	1
2.	Deputy Director, Climate Change	Q	0	1
3.	Climate change officers III/II/I / Senior/Chief	J/K/L/M	0	4
<b>Sub Total</b>			<b>1</b>	<b>6</b>
<b>Energy Directorate</b>				
1.	Director, Energy	R	1	1
2.	Deputy Director, Energy	Q	1	1
3.	Assistant Director	P	0	0
4.	Chief Superintending Engineer (Energy)	P	0	1
5.	Senior Superintending Engineer (Energy)	N	0	
6.	Chief Energy Officer	M	0	0
7.	Superintending Engineer (Energy)	M	2	1
8.	Assistant Engineer II/I (Energy)	K/L	0	3
9.	Energy Officer II/I/Senior	J/K/L	0	0



10.	Energy Inspector/ Senior	H/J	0	4
<b>Sub Total</b>			<b>4</b>	<b>11</b>
<b>Grand total</b>			<b>63</b>	<b>172</b>

### SHARED SERVICES

S/NO.	Designation	Job Group	In Post	Approved Establishment
1.	Principal accountant	N	1	1
2.	Senior accountant	L	0	1
3.	Personal Secretary II/I/Senior	J/K/L	0	0
4.	Procurement officer	L	1	1
5.	Accountant II	J	2	2
6.	Economist	J	1	1
7.	Budget officers	J	4	2
8.	Internal Audit	J	0	0
9.	Human resource officer	J	1	1
10.	Office administrative assistants G/H/J/K/L	L	15	5
11.	Clerical officer III/II/I	F/GH	2	5
12.	Revenue clerk	G	14	14
13.	Revenue Collector	D/E/F	0	0
14.	Drivers III/II/I/Senior/Chief/Principal	D/E/F/G/H /J	17	18
15.	Support staff	D/E/F	2	8
16.	Communications Officer II/I	J/K	1	1
17.	ICT Officer II/I	J/K	4	2
18.	Geographical Information Services II/I	J/K	2	2
19.	Telephone Operator I	H	0	0
<b>Sub-Total</b>			<b>67</b>	<b>64</b>



### 3.10 DEPARTMENT OF TRADE, INVESTMENT, INDUSTRIALIZATION, COOPERATIVES AND MSMEs

The department will be headed by a County Executive Committee Member (CECM) who will be responsible to the Governor for the Trade, Industry, Alcoholic Drinks & Drug Abuse control and Cooperatives matters in the County. The Executive Member will be assisted by two Chief Officers who will be responsible for policy implementation and day to day management of the department. The Chief Officers will also be the Authorized and Accounting Officers for the department and will be responsible for ensuring prudent utilization of resources.

The functions of the Department will entail:

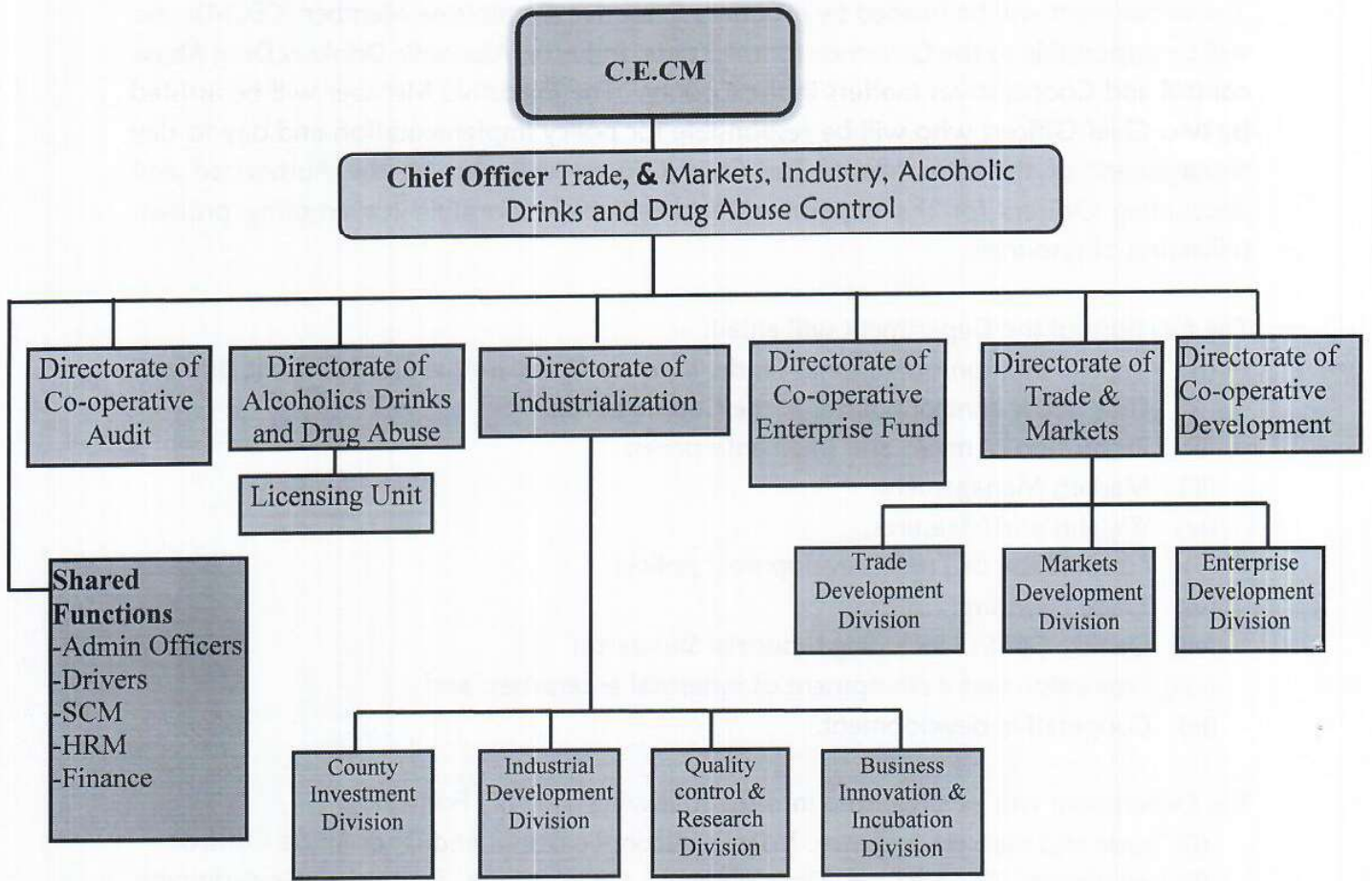
- (i) Implementation of National Trade, Industry Co-operative and Alcoholic drinks & Drug abuse control policies at the County Level;
- (ii) Promotion of micro and small enterprises;
- (iii) Markets Management;
- (iv) Weights and Measures;
- (v) Formulation of Trade development policy;
- (vi) Trade Licensing;
- (vii) Quality Control including Industrial Standards;
- (viii) Promotion and development of industrial enterprises; and
- (ix) Cooperative development.

The Department will be organized into the following Two (2) Portfolios:

- (i) Trade and markets, Industry, MSMEs, Alcoholic Drinks and Drug Abuse Control
- (ii) Investment, Cooperative Development, Co-operative Enterprise Development Fund, Co-operatives Audit



Figure 3.10 : Proposed Organization Structure - Department of Trade, Industry, Investment and Cooperatives



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## 1. Trade, Markets and Weights & Measures Directorate

The Directorate will be headed by a Director, Trade, Job Group "R" who will be responsible for the execution of the directorate's mandate

The functions of the directorate will entail:

- (i) Licensing, registration and approval of single business permit;
- (ii) Betting Control;
- (iii) Formulation of county legal metrology policy and legislation;
- (iv) Market management and growth; and
- (v) Trade and markets promotion.
- (vi) Managing Weights and Measures

The Directorate will be organized into the following three divisions:

- (a) Trade;
- (b) Markets; and
- (c) Weights and Measures.

### *(a) Trade Development Division*

The Division will be headed by a Deputy Director Trade, Job Group "Q". The functions of the division will entail:

- (i) Provide a conducive business environment;
- (ii) Develop micro and small business;
- (iii) Train informal traders and disseminate information;
- (iv) Promote Export;
- (v) Development County trade programmes;
- (vi) Develop Micro and Small Business;
- (vii) Identify/Grow and develop entrepreneurs;
- (viii) Issue trade Licenses;
- (ix) Collect revenue;
- (x) Conduct inspections to ensure compliance with other laws such as health, Safety;
- (xi) Update and maintain business register; and
- (xii) Ensure fair trade practices and consumer protection including intellectual property rights and Quality control.



*(b) Markets Division*

The Division will be headed by a Deputy Director, Markets, Job Group "Q". The functions of the division will entail:

- (i) Promote Retail and Wholesale Markets;
- (ii) Link producers to both internal and external markets;
- (iii) Create Awareness and train on viable business opportunities and markets;
- (iv) Promote trade and investment and identifying issues of barriers to trade;
- (v) Organize forums and exhibitions to facilitate knowledge sharing and exchange of business ideas and County products; and
- (vi) Organize for benchmark tours for county SMEs.

*(c) Weights and Measures*

The Division will be headed by a Deputy Director Weights and Measures Officer, Job Group "Q". The functions of the division will entail:

- (i) Inspect commercial equipment regularly,
- (ii) Investigate consumer complaints about short weights or volumes, and enforcing regulations to protect consumers from unfair practices in the marketplace;
- (iii) Formulate, review and implement policies and register weights and measures and other consumer protection services.
- (iv) Promote uniformity of all measurements in trade through procurement and maintenance of physical standards of weights and measures, which are nationally and internationally recognized.
- (v) Control the accuracy and manner of use of weighing and measuring equipment in use for trade
- (vi) Control the sale of goods in terms of quantity i.e. weight, measure or number of such goods as laid down in the regulations.
- (vii) Protect the consumer against cheating through false description of goods and services in terms of quantity, quality, price, composition, fitness for purpose, place
- (viii) Enforce fair trade practices;



## 2. Industry Directorate

The directorate will be headed by Director, Job Group "R" and will be responsible for the daily execution of the industry's mandate.

The functions of the directorate will entail:

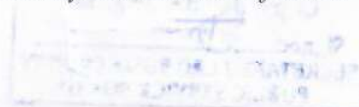
- (i) Quality control and maintenance of industrial quality assurance and standards;
- (ii) Formulate industrial policies, oversee the growth and development of the manufacturing sector,
- (iii) promote County, National and foreign investments within the county
- (iv) Promote and develop industrial enterprises;
- (v) Facilitate the establishment of Small Enterprise Industrial Parks and Industrial Development Centres;
- (vi) Undertake market and technology research and provide market information;
- (vii) Organize trade fairs and product exhibitions to stimulate market access;
- (viii) Initiate industrialization programmes;
- (ix) Provide support for the development of Micro and Small Industries; and
- (x) Formulate County private sector development strategy.

## 3. Alcoholic Drinks and Drug Abuse Control

The Directorate will be headed by a Director, Alcoholic Drinks and Drug Abuse Control, Job Group "R" who will be responsible for the execution of the directorate's mandate

The functions of the directorate will entail:

- (i) License, register and approve Liquor business permit;
- (ii) Liquor Business Control;
- (iii) Develop, implement, evaluate and review the Alcohol and Drug Abuse Policy.
- (iv) Carry out public education on alcohol and drug abuse directly and in collaboration with other public or private bodies and institutions.
- (v) Coordinate and facilitate public participation in the control of alcohol and drug abuse.
- (vi) To provide leadership on policy development, education, regulation, management, programme implementation and research coordination on matters pertaining to drug and substance abuse in the county.
- (vii) Coordinate a multi-sectoral campaign to prevent, control, and mitigate the impacts of alcohol and drug abuse in the county
- (viii) Regulate the consumption of alcoholic drink, including rehabilitation of persons dependent on alcohol.
- (ix) Facilitate establishment of treatment and rehabilitation facilities and programmes



#### 4. Cooperatives Directorate

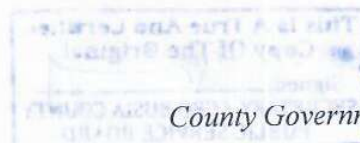
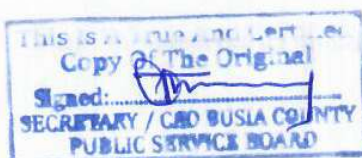
The Directorate will be headed by a Director, Cooperatives, Job Group "R". The functions of the directorate will entail:

- (i) Develop and implement county specific cooperative policies, standards and norms;
- (ii) Formulate and implement county specific cooperative legislation;
- (iii) Implement national cooperative development policies;
- (iv) Enforce cooperative norms and standards developed by the national government;
- (v) Register primary and secondary cooperatives;
- (vi) Issue standard certificates of registration;

#### 5. Cooperative Enterprise Development Fund

The Directorate will be headed by a Director, Cooperative Enterprise Development Fund, Job Group "R". The Directorate will be charged with the following functions:

- (i) Implement Cooperative Enterprise Development Fund policy;
- (ii) Formulate County Cooperative Enterprise Development Fund legislation and support services for promotion of Fund movement in the county;
- (iii) Provide cooperative education and training, market information and investment advisory services;
- (iv) Facilitate access to capital for investment in various sectors like agriculture, housing, and consumer goods.
- (v) Ensure good Cooperative Enterprise Development Fund governance;
- (vi) Promote Cooperative Enterprise Development Fund value addition, processing and marketing;
- (vii) Promote Cooperative Enterprise Development Fund finance and banking services;
- (viii) Attract and facilitate investments in cooperatives that have linkages to micro, small and medium enterprises
- (ix) Carry out Research and offer consultancy services within the county;
- (x) Market support to Cooperative Enterprise Development Fund;
- (xi) Inspect and inquire Cooperative Enterprise Development Fund;
- (xii) Liquidate Cooperative Enterprise Development Fund;
- (xiii) Provide extension, advisory and training services in Cooperative Enterprise Development Fund management.



## 6. Cooperative Audit

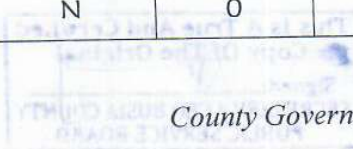
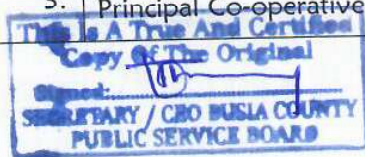
The Directorate will be headed by a Director, Cooperative Audit, Job Group "R". The Directorate will be charged with the following functions:

- (i) Regulate and monitor compliance with provision of cooperative acts and subsidiary regulations;
- (ii) Audit of co-operative societies and registration of audited accounts;
- (iii) Raise and collect audit and supervisory fee;
- (iv) Register cooperative societies Audited accounts;
- (v) Strengthen cooperative society accounting and auditing procedure;
- (vi) Inspect and system audit; and
- (vii) Ensure society comply with income tax act.

*Table 3.15 : Proposed Staff Establishment –Department of Trade, Industry, Investment and Cooperatives*

S/No.	Designation	Job Group	In post	Approved Establishment
1.	CECM	T	1	1
2.	Chief Officer, Trade & Markets, Industry, Alcoholic Drinks and Drug Abuse Control	S	1	1
<b>Trade &amp; Markets Directorate</b>				
1.	Director, Trade, Markets and Weights & Measures	R	1	1
2.	Deputy Directors, Trade, Markets, and Weights & Measures	Q	2	3
3.	Assistant Directors	P	0	2
4.	Principal Trade Officers	N	1	1
5.	Chief/Senior /Trade Development Officer II/I	J/K/L/M	2	7
6.	Business Training Officer II/I/Senior	J/K/L	0	0
7.	Principal Weights & Measures Officer	N	0	2
8.	Assistant Trade Development Officers II/I	H/J	0	0
9.	Record Officer II/I/Senior – Coop funds	J/K/L	0	0
10.	Accounts Clerk – Coop funds	G/H		
11.	Senior Weights & Measures Officer	L	1	7
12.	Weights & Measures Officer II/I	J/K	2	

13.	Weights & Measures Assistant II/I	J/K	0	3
14.	Weights & Measures Assistant III	H	0	
<b>Sub total</b>			<b>11</b>	<b>28</b>
<b>Industrialization Directorate</b>				
1.	Director, Industrialization	R	1	1
2.	Deputy Director, Industrialization	Q	1	1
3.	Assistant Director -Industry	P	0	1
4.	Principal Industrial Development Officer	N	0	
5.	Chief Industrial Development Officer	M	0	2
6.	Senior Industrial Development Officer	L	0	2
7.	Industrial Development Officer II/I	J/K	0	4
<b>County Investment Unit</b>				
1.	Assistant Director Investment	P	0	1
2.	Investment Promotion & Facilitation Officer (Senior, Chief & Principal)	L/M/N	0	2
3.	Business Development & SME Support Officer	K/L/M	0	1
<b>Sub total</b>			<b>2</b>	<b>15</b>
<b>Alcoholics Drinks and Drug Abuse Control Directorate</b>				
1.	Director, Alcoholics Drinks and Drug Abuse Control	R	1	1
2.	Deputy Director, Alcoholics Drinks and Drug Abuse Control	Q	1	1
3.	Principal Liquor Licensing Officer	N	0	1
4.	Chief Liquor Licensing Officer	M	0	7
5.	Senior Liquor Licensing Officer	L	0	
6.	Liquor Licensing Officer II/I	J/K	0	
<b>Sub Totals</b>			<b>2</b>	<b>10</b>
<b>Co-operative Audit Directorate</b>				
	Director, Co-operative Audit	R	1	1
1.	Deputy Director, Co-operative Audit	Q	1	1
2.	Assistant Director, Co-operative Audit	P	0	1
3.	Principal Co-operative Auditor	N	0	

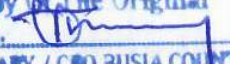


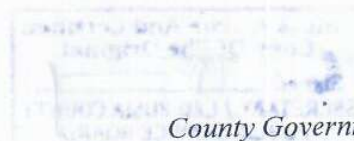
4.	Cooperative Officer II/I/Senior/Chief Co-operative Auditor	J/K/L/M	0	4
<b>Sub total</b>			<b>2</b>	<b>7</b>
<b>Co-operative Enterprise Fund</b>				
1.	Director,	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director	P	0	1
4.	Principal Finance Officer (Loans)	N	0	1
5.	Chief Finance Officer (Loans)	M	0	5
6.	Senior Finance Officer (Loans)	L	0	
7.	Finance Officer II/I	J/K	1	
<b>Sub total</b>			<b>3</b>	<b>9</b>
<b>Co-operative Development</b>				
1.	Director	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director	P	0	1
4.	Principal Cooperative Officer	N	0	
5.	Senior/Chief Co-operative Officer	L/M	4	4
6.	Loans/Credit Officer II/I/Senior	J/K/L	0	0
7.	Co-operative Officer II/I	J/K	4	0
8.	Principal Assistant Co-operative Officer	N	0	1
9.	Chief Assistant Co-operative Officer	M	0	0
10.	Principal Assistant Co-operative Officer	N	0	5
11.	Chief Assistant Co-operative Officer	M	0	
12.	Senior Assistant Co-operative Officer	L	0	15
13.	Assistant Co-operative Officer II/II	J/K	0	
14.	Clerical Officer	H	0	1
<b>Sub total</b>			<b>10</b>	<b>29</b>
<b>GRAND TOTAL</b>			<b>27</b>	<b>98</b>



**SHARED SERVICES (Numbers domiciled in the mother department)**

S/NO	Designation	Job Group	In post	Approved Establishment
1.	Legal & Compliance Officer	M/N	0	1
2.	Human Resource Officer	K/L/M	0	1
3.	Procurement Officer	K/L/M	0	1
4.	Infrastructure & Land Use Officer	K/L/M	0	1
5.	Public Relations & Marketing Officer	K/L/M	0	1
6.	Resource Mobilization Officer	K/L/M	0	1
7.	ICT	K	0	1
8.	Office Administration Officer	J	0	2
9.	Accountant II	J/K/L	0	1
10.	Economist	K/L/M	0	1
11.	Support staff	A/B/C/D/E/F	0	2
12.	Senior Driver	G	0	4
13.	Driver I	F	0	
14.	Driver III/II	D/E	0	
15.	Clerical Officer	H	0	2
<b>TOTALS</b>			<b>0</b>	<b>19</b>

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### 3.11 DEPARTMENT OF EDUCATION AND INDUSTRIAL SKILLS DEVELOPMENT

The Department will be headed by the County Executive Committee Member (CECM) Education and Industrial Skills Development who will be the policy head of Education and Industrial Skills Development. The CEC member will be assisted by one (1) Chief Officer who will be the Accounting and Authorized Officer in charge of Industrial Skills Development, Early Childhood Development Education (ECDE), and Quality Assurance.

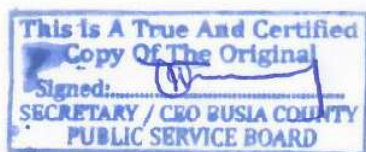
The department will be charged with the following functions:

**(a) Pre-Primary Education**

- (i) Formulate county-specific policies and implement national policies and legislation on pre-primary education.
- (ii) Manage and administer pre-primary education within the county.
- (iii) Implement the pre-primary education curriculum in alignment with national guidelines.
- (iv) Implement quality assurance and standards policies, guidelines, and regulations.
- (v) Develop and implement strategies for integrating ICT in pre-primary education.
- (vi) Facilitate teacher training and continuous professional development.
- (vii) Develop and maintain pre-primary school infrastructure in accordance with national standards.
- (viii) Register and maintain a comprehensive database of all pre-primary schools within the county (both public and private).
- (ix) Develop and implement specific programs and interventions in pre-primary education, including school feeding, security, and health programs.

**(b) Village Polytechnics (Vocational Training Centers - VTCs)**

- (i) Implement the national policy and training framework and develop county-specific policies for vocational training.
- (ii) Register village polytechnics and ensure compliance with accreditation standards.
- (iii) Develop and implement strategies for integrating ICT in VTCs.
- (iv) Establish linkages and partnerships for improved vocational training within the county.
- (v) Implement the national vocational training curriculum.
- (vi) Coordinate the registration of national assessment centers for vocational training.
- (vii) Implement norms, standards, and guidelines to ensure quality vocational training.



**(c) Home craft Centers**

- (i) Implement the national framework for norms and standards governing home craft centers.
- (ii) Formulate and implement policies and legislation specific to county home craft centers.
- (iii) Establish and manage home craft centers within the county.
- (iv) Register home craft centers and maintain updated records.
- (v) Enforce quality assurance standards in home craft centers to ensure compliance with national guidelines.

**(d) Childcare Facilities**

- (i) Implement the national framework for norms and standards governing childcare facilities.
- (ii) Formulate and implement policies and legislation for regulating childcare facilities.
- (iii) Establish and manage childcare facilities to cater to the needs of children within the county.
- (iv) Register and regulate childcare facilities to ensure operational compliance.
- (v) Enforce norms, standards, and quality assurance measures in childcare facilities.

The Department will be organized into the following two (2) Directorates and one Division

- (i) Vocational Training and Skills Development Directorate;
- (ii) Early Childhood Development Education (ECDE) Directorate; and
- (iii) Quality Assurance Division.

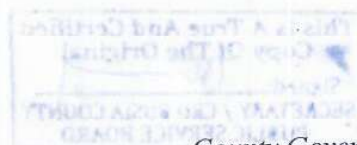
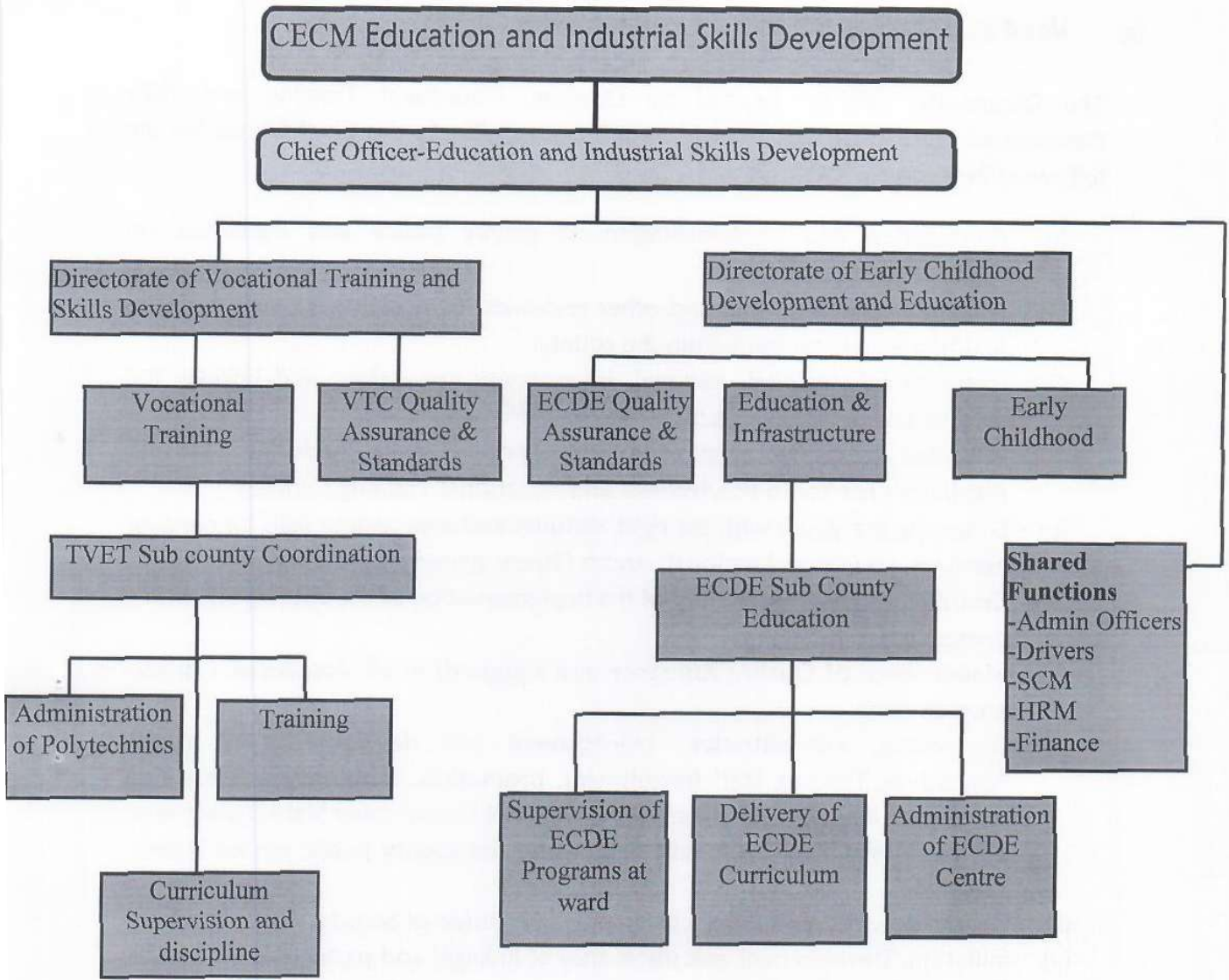


Figure 3.11 : Proposed Organization Structure – Department of Education and Industrial Skills Development

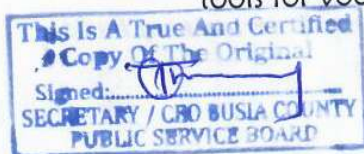


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**(a) Vocational Training and Skills Development Directorate**

The Directorate will be headed by Director, Vocational Training and Skills Development at Job Group "R", who will be responsible to the Chief Officer for the following functions:

- (i) Formulation and implementation of county policy and legislation on vocational education;
- (ii) Mobilization of financial and other resources for vocational training centres and home craft centres within the county;
- (iii) International, regional, national, inter-county networking and linkages for benchmarking on best practices for vocational education;
- (iv) Adoption and implementation of national policies, policy guidelines, rules and regulations for Youth Polytechnics and Vocational Training Centres;
- (v) Equipping the youth with the right attitudes and appropriate skills for creating personal, county and national wealth (Talent development);
- (vi) Coordination and supervision of the implementation of the youth polytechnic curriculum;
- (vii) Maintenance of Quality Assurance and Standards in all Vocational Training programmes;
- (viii) Supervision, administration, management and development of Youth Polytechnic Training Staff (recruitment, promotion, transfers, discipline and training) in line with guidelines of the National Government State Department for Vocational Training, public service and the county public service boards guidelines;
- (ix) Registration of Youth Polytechnics and constitution of boards of management;
- (x) Initiation, Development and sustenance of linkages and partnerships in Youth Polytechnics at County, national, regional and international levels in line with the Public-Private-Partnership Act;
- (xi) Administration of Youth Polytechnic Grants;
- (xii) Construction and equipping of Youth Polytechnics (Physical and Material development);
- (xiii) Integration of ICT, Research and Youth Innovations in vocational training;
- (xiv) Development and implementation of internship and attachment programmes;
- (xv) Domestication & implementation of vocational education curriculum;
- (xvi) Staffing, training, and deployment of instructors to vocational training centres and home-craft centres within the county;
- (xvii) Provision and maintenance of training facilities, materials, equipment and tools for vocational training centres within the county;



- (xviii) Advocacy and awareness creation on policies, programmes and opportunities pertaining vocational education in the county; and
- (xix) Overall supervision and oversight for vocational training education programmes within the county.

**(b) Early Childhood Development Education (ECDE)**

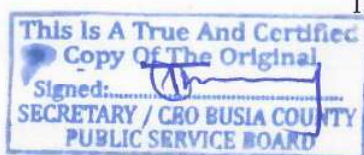
The Directorate will be headed by a Director, ECDE, at Job Group “R” and will be answerable to the Chief Officer for the following functions

- (i) Formulation of county policy and legislation on ECDE education and child care facilities;
- (ii) Establishment of ECDE centres and child care facility centres, Vocational training centres and home craft centres
- (iii) Partnership with the national ministry of Education, Science and Technology in the improvement of education and training Standards in the county;
- (iv) Mobilization of financial and other resources for ECDE centres within the county;
- (v) Domestication & implementation of ECDE curriculum;
- (vi) Staffing, training, and deployment of ECDE teachers to ECDE centres within the county;
- (vii) Provision and maintenance of ECDE teaching and learning materials for ECDE centres within the county;
- (viii) Overall planning, supervision and oversight for ECDE education programmes within the county;
- (ix) Identification and appropriate referral of children with special needs as well as advising their parents and guardians;
- (x) Advising and sensitizing the community on ECDE matters
- (xi) Provide linkage between ECDE teachers, stakeholders and the county government.

**(c) Quality Assurance and Standard Unit.**

The Unit will be headed by Assistant Director Quality Assurance at Job Group “P” who will be responsible for policy implementation and day to day management of the Unit. The functions under this Unit will entail:

- (i) Ensuring that institutions meet educational standards and that teaching, learning, and other services are of high quality



- (ii) Development and dissemination of standards, policies, and procedures for academic and administrative processes.
- (iii) Overseeing the implementation of the curriculum, from design to evaluation
- (iv) Monitor the conduct of assessments and examinations,
- (v) Ensuring that institutions have the physical and human resources they need to support teaching and learning
- (vi) Ensure that VTC/ECDE instructors, teachers, Polytechnic trainers and other education staff comply with national standards
- (vii) Organize in-service training programs, workshops and seminars for VTC/ECDE, instructors, teachers, Polytechnic trainers and education managers
- (viii) Advise the education sector on quality assurance and standards
- (ix) Identify risks that may affect educational quality, such as resource constraints or non-compliance with standards.
- (x) Monitor the quality of support services, such as counseling, libraries, and IT infrastructure.
- (xi) Ensure all ECDE centres and Polytechnics / Vocational training centres provides a positive and supportive learning environment.

In order to perform the above functions, the department will be staffed as follows:

**Table 3.16 : Proposed Staff Establishment –Department of Education and Industrial Skills Development**

S/No.	Designation	Job Group	In post	Approved Establishment
1.	CECM	T	1	1
2.	Chief Officer- Education and Industrial Skills Development	S	1	1
<b>Vocational Training and Skills Development Directorate</b>				
1.	Director, Vocational Training & Skills Development	R	1	1
2.	Deputy Director, Vocational Training & Skills Development	Q	1	1
3.	Assistant Director, Vocational Training & Skills Development	P	0	1
4.	Principal -Vocational Training & Skills Development Officer	N		2
5.	Chief- Vocational Training & Skills Development Officer	M	0	2
6.	Senior Vocational Training & Skills Development Officer	L	3	3
7.	Vocational Training Officer II/I	J/K	0	5
<b>Sub-Total</b>			<b>7</b>	<b>17</b>

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	<b>Instructors</b>			
1.	Principal Youth Polytechnic Instructor	N	0	4
2.	Chief Youth Polytechnic Instructor	M	0	8
3.	Senior Youth Polytechnic Instructor	L	3	10
4.	Youth Polytechnic Instructor I	K	7	14
5.	Youth Polytechnic Instructor II	J	2	30
6.	Youth Polytechnic Instructor III	H	132	132
	<b>Sub-Total</b>		<b>144</b>	<b>198</b>
	<b>Early Childhood Development Education (ECDE) Directorate</b>			
1.	Director ECDE	R	1	1
2.	Deputy Director ECDE	Q	1	1
3.	Asst. Director ECDE	P	0	1
4.	Principal ECDE Officer	N	1	4
5.	Sub County (ECDE Coordinators)	M	8	5
6.	Deputy Sub County (ECDE Coordinators)	L	0	5
7.	ECDE Officers II/I	J/K	0	17
8.	Staffing Officer II/I/Senior	J/K/L	0	0
9.	Examination Officer II/I/Senior	J/K/L	0	0
	<b>Sub-Total</b>		<b>11</b>	<b>34</b>
	<b>ECDE Teachers</b>			
1.	Teacher in charge	H	0	210
2.	Graduate ECDE Teacher I	M	0	20
3.	Graduate ECDE Teacher II	L	0	20
4.	Graduate ECDE Teacher III	K	0	35
5.	Senior Asst. ECDE Teacher III	J	0	35
6.	ECDE Teacher I	H	324	400
7.	Asst. ECDE Teacher III/II/I/Senior	F/G	648	700
	<b>Sub-Total</b>		<b>972</b>	<b>1420</b>
1.	Assistant Director Quality Assurance & Standards (ECDE/ VTC)	P	0	2

2.	Principal Quality Assurance & Standards (ECDE/ VTC)	N	0	2
3.	Quality Assurance Education & Standards II/I/Senior ( ECDE/ VTC)	J/K/L	0	2
4.	Research and Training II/I/Senior (ECDE/ VTC)	J/K/L	0	2
<b>Sub-Total</b>			<b>0</b>	<b>8</b>
<b>Grand total</b>			<b>1134</b>	<b>1677</b>

**SHARED SERVICES (Numbers domiciled in the mother department)**

S/NO.	Administration	Job Group	In post	Approved Establishment
1.	Human Resource Management Officer II/I/Senior	J/K/L	0	1
2.	Procurement Officer II/I/Senior	J/K/L	1	1
3.	ICT Officer II/I/Senior	J/K/L	4	1
4.	Assistant Office Administration III/II/I	H/J/K	0	8
5.	Accountant II/I/Senior	J/K/L	0	1
6.	Economist	K	0	1
7.	Support staff	A/B/C/D/E/F	0	3
8.	Cleaning supervisor III/IIA/B	E/F/G	1	8
9.	Driver II/I/Senior	E/F/G	0	7
10.	Clerical Officer/Senior	G/H	1	8
<b>TOTAL</b>			<b>2</b>	<b>39</b>

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### 3.12 DEPARTMENT OF SMART AGRICULTURE, LIVESTOCK, VETERINARY, FISHERIES BLUE ECONOMY AND AGRIBUSINESS.

The Department will be headed by the County Executive Committee Member (CECM) SMART Agriculture, Livestock, Veterinary, Agribusiness, Fisheries and Blue Economy who will be the policy head.

The department will be charged with the following functions:

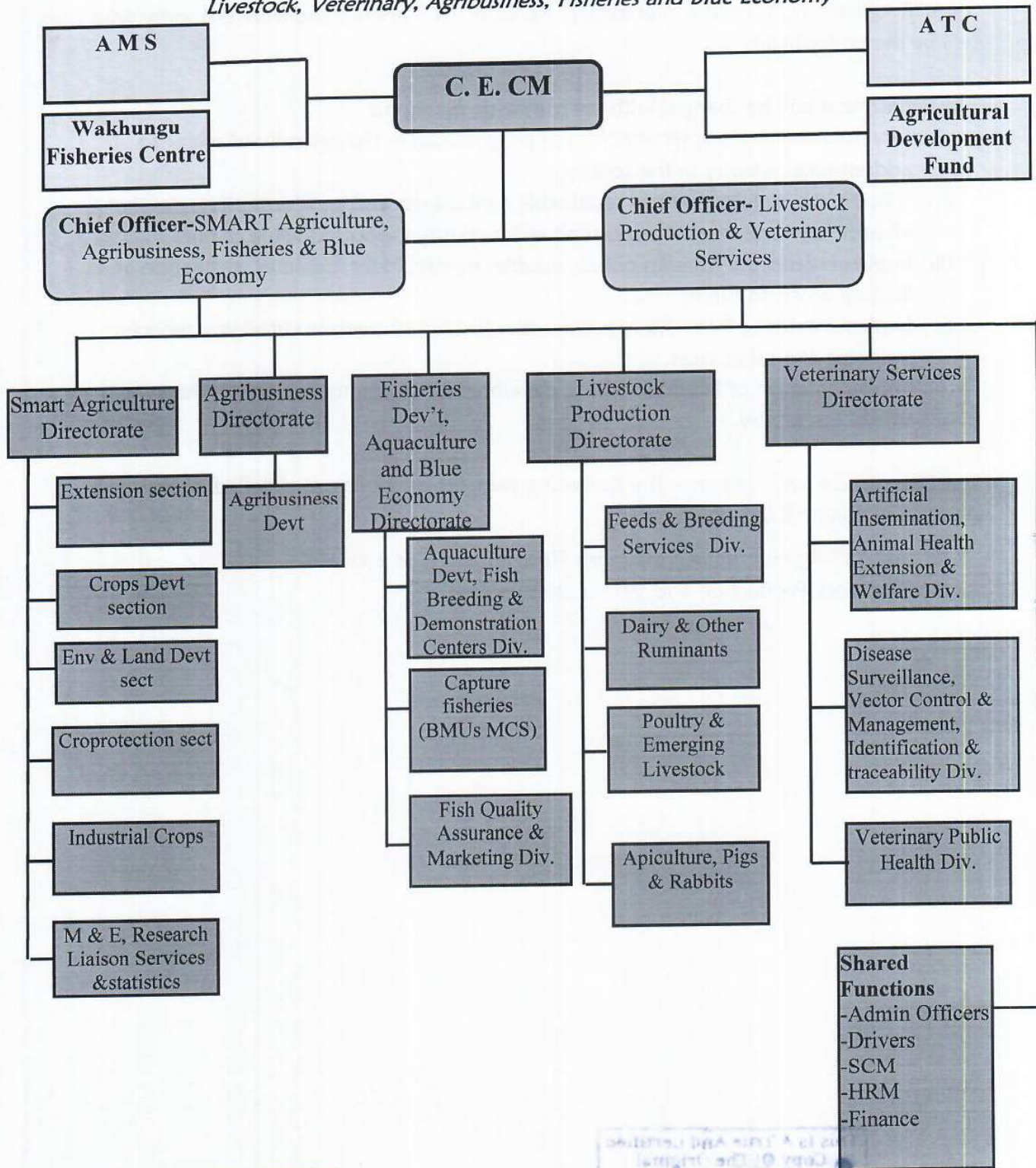
- (i) Development and implementation of programmes in the agricultural sector to address food security in the county.
- (ii) Support the development of sustainable agribusiness and agri-trade strategies that identify key local market opportunities for county supported value chains.
- (iii) Implementation of fisheries policy, fisheries management measures, regulation and limiting access to fishing.
- (iv) Implementation of veterinary policy, coordinate and oversee veterinary services including clinical services.
- (v) Implementation of livestock policy, development of county livestock industry and animal husbandry.

The Department will comprise the following two (2) portfolios as detailed below and depicted in *Figure 3.12*.

- (i) SMART Agriculture, Agribusiness, Fisheries and Blue Economy
- (ii) Livestock Production and Veterinary Services



**Figure 3.12 : Proposed Organization Structure - Department of Smart Agriculture, Livestock, Veterinary, Agribusiness, Fisheries and Blue Economy**



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### 3.11.1 Smart Agriculture, Agribusiness, Fisheries and Blue Economy

The SMART Agriculture, Agribusiness, Fisheries and Blue Economy will be headed by Chief Officer, who will be responsible to the County Executive Committee Member (CECM) SMART Agriculture, Livestock, Veterinary, Agribusiness, Fisheries and Blue Economy.

The portfolio will be organized into three (3) Directorates namely:

- (i) SMART Agriculture;
- (ii) Agribusiness; and
- (iii) Fisheries and Blue Economy.

#### a) SMART Agriculture Directorate

The Directorate will be headed by Director, SMART Agriculture who will be responsible to the Chief Officer, SMART Agriculture, Agribusiness, Fisheries and Blue Economy.

Functions of the Directorate

- (i) Provision of agricultural extension services
- (ii) Development and implementation of programmes in the agricultural sector to address food security in the county
- (iii) Enforcement of regulations and standards on quality controls of inputs, produce and products from agricultural sector
- (iv) Availing of farm input to farmers
- (v) Development of programmes to intervene on soil and water management and conservation of natural resources base for agriculture
- (vi) Management of Agriculture Training Centers and agriculture mechanization stations
- (vii) Land development services such as construction of water pans for horticultural production for food security.
- (viii) Formulation and review of county specific policies

#### b) Agribusiness Directorate

The Directorate will be headed by Director, Agribusiness who will be responsible to the Chief Officer, SMART Agriculture, Agribusiness, Fisheries and Blue Economy.



## Functions of the Directorate

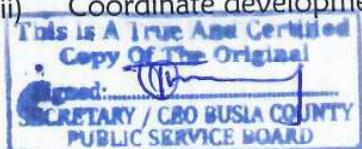
- (i) Support the development of sustainable agribusiness and agro-trade strategies that identify key local market opportunities for county supported value chains
- (ii) Develop and maintain a database of key market actors that can be used to further the county agribusiness objectives, particularly related to strengthening and expanding markets and market opportunities for locally grown fresh and processed produce.
- (iii) Continuously monitor market trends and other analyses of the market system to support decision making
- (iv) Facilitate market-driven linkages between relevant National and county government agencies, agribusiness producers, consolidators, processors, exporters and other market actors to ensure effective partnerships and collaborations on agribusiness and investment opportunities.
- (v) Support liaison with key regulators and supporting service providers that will enhance the effective operation of county market systems
- (vi) Support the monitoring, evaluation and Learning (MEL) framework of the department specifically as it relates to agribusiness and marketing
- (vii) Facilitate capacity building support to effectively mobilize and develop agribusiness opportunities for beneficiaries through agribusiness incubation strategies.

### c) **Fisheries Development Aquaculture and Blue Economy Directorate**

The Directorate will be headed by Director, Fisheries and Blue Economy who will be responsible to the Chief Officer, SMART Agriculture, Agribusiness, Fisheries and Blue Economy.

#### Functions of the Directorate

- (i) Fisheries extension services;
- (ii) County fish seed bulking units;
- (iii) On-farm trials;
- (iv) Fish health certification;
- (v) Development and maintenance of fish landing stations and jetties, fish auction centers and fish landing fees;
- (vi) Demarcation of all fish breeding areas and fencing of fish landing stations;
- (vii) Fish trade licensing and fish movement permits;
- (viii) Collection of fish production statistics;
- (ix) Enforcement of fisheries regulations and compliance with management measures;
- (x) Implementation of fisheries policy, fisheries management measures; regulation and limiting access to fishing;
- (xi) Fisheries monitoring, control and surveillance
- (xii) Coordinate development of County blue economy strategy and policy;



- (xiii) Coordination of development of county regulatory and institutional framework for the blue economy;
- (xiv) Drive sustainable transformation and diversification of counties circular economy by promoting research and promotion;
- (xv) Increase community participation and investment in the blue economy through private sector engagement and partnerships;
- (xvi) Coordinating spatial planning and inert grated water bodies management;
- (xvii) Protection and regulation of water eco system and bio diversity resources;
- (xviii) Overall policy for exploitation of agro based water resources;
- (xix) Capacity building for sustainable exploitation of agro based water resources;

The Smart Agriculture, Agribusiness, Fisheries and Blue Economy Portfolio will be staffed as follows;

*Table 3.17 : Proposed Staff Establishment - Smart Agriculture, Agribusiness, Fisheries and Blue Economy*

	Designation	Job Group	In Post	Approved Establishment
1.	CECM	T	1	1
2.	Chief Officer	S	1	1
<b>SMART Agriculture Directorate</b>				
1.	Director	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director	P	8	2
4.	Principal Agricultural Officer	N	1	3
5.	Chief Agricultural Officer	M	8	5
6.	Senior Agricultural Officer	L	2	10
7.	Agricultural Officer II/I	J/K	18	18
8.	Principal Assistant Agricultural Officer	N	1	1
9.	Chief Assistant Agricultural Officer	M	1	3
10.	Senior Assistant Agricultural Officer	L	2	15
11.	Assistant Agricultural Office III/II/I	H/J/K	37	51
12.	Food Technologist Officer (Agriculture)	K	0	2



13.	Principal Assistant Food Technologist Officer (Agriculture)	N	0	1
14.	Chief Assistant Food Technologist Officer (Agriculture)	M	0	1
15.	Senior Assistant Food Technologist Officer (Agriculture)	L	0	3
16.	Assistant Food Technologist Officer III/II/I (Agriculture)	H/J/K	1	5
17.	Principal Superintending Engineer	Q	0	1
18.	Chief Superintending Engineer (Agriculture)	P	1	1
19.	Senior Superintending Engineer (Agriculture)	N	0	1
20.	Superintending Engineer (Agriculture)	M	0	1
21.	Engineer I (Agriculture)	L	0	7
22.	Engineer II (Agriculture)	K	1	4
23.	Chief Superintending (Agriculture)	M	0	1
24.	Senior Superintending (Agriculture)	L	0	8
25.	Superintending (Agriculture)	K	0	2
26.	Senior Inspector (Agriculture)	J	0	5
27.	Inspector (Agriculture)	H	0	8
28.	Senior Principal Superintendent	N	0	1
29.	Principal Superintendent (Agriculture)	M	0	1
30.	Chief Superintendent (Agriculture)	L	0	1
<b>Sub Total</b>			<b>85</b>	<b>166</b>
<b>Agribusiness Directorate</b>				
1.	Director	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director	P	0	1
4.	Principal Agribusiness Officer	N	0	
5.	Chief Agribusiness Officer	M	0	1
6.	Senior Agribusiness Officer	L	0	5
7.	Agribusiness Officer II/I	J/K	0	

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<b>Sub Total</b>			<b>2</b>	<b>9</b>
<b>Fisheries Development, Aquaculture and Blue Economy Directorate</b>				
<b>Degree level</b>				
1.	Director of Fisheries and Blue Economy	R	1	1
2.	Deputy Director of Fisheries and Blue Economy	Q	1	2
3.	Assistant Director of Fisheries and Blue Economy	P	0	6
4.	Principal Fisheries & Blue Economy Officer	N	0	
5.	Chief Fisheries & Blue Economy Officer	M	3	8
6.	Senior Fisheries & Blue Economy Officer	L	4	16
7.	Fisheries & Blue Economy Officer II/I	J/K	5	20
<b>Sub total</b>			<b>14</b>	<b>53</b>
<b>Diploma Level</b>				
1.	Principal Assistant Fisheries Officer	N	0	1
2.	Chief Assistant Fisheries Officer	M	0	2
3.	Senior Assistant Fisheries Officer	L	0	4
4.	Assistant Fisheries Officer I	K	8	40
5.	Assistant Fisheries Officer II	J		
6.	Assistant Fisheries Officer III	H		
<b>Sub total</b>			<b>8</b>	<b>47</b>
<b>Certificate level</b>				
1.	Chief Fisheries Assistant	K	1	1
2.	Senior Fisheries Assistant	J	0	2
3.	Fisheries Assistant I	H	4	4
4.	Fisheries Assistant II	G	0	6
5.	Ship Crew	D	6	6
6.	Senior Coxwain	G	0	1
7.	Coxwain I	F	0	2
8.	Coxswain II	E	6	3
<b>Sub total</b>			<b>17</b>	<b>25</b>



### 3.11.2 Livestock Production and Veterinary Services

The Livestock Production and Veterinary Services will be headed by Chief Officer, who will be responsible to the County Executive Committee Member (CECM) SMART Agriculture, Livestock, Veterinary, Agribusiness, Fisheries and Blue Economy.

The Livestock Production and Veterinary Services will be organized into two (2) Directorates namely:

- (i) Veterinary Services; and
- (ii) Livestock Production.

#### a) Veterinary Services Directorate

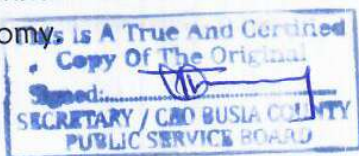
The Directorate will be headed by Director, Fisheries and Blue Economy who will be responsible to the Chief Officer, SMART Agriculture, Agribusiness, Fisheries and Blue Economy.

Functions of the Directorate

- (i) Implementation of national veterinary policies and development of relevant county veterinary policies
- (ii) Management of county abattoirs
- (iii) Primary animal healthcare including vaccination campaigns, disease control and surveillance
- (iv) Local quality control, inspection and certification of animals, animal products, feedstuffs and veterinary products including hides and skins;
- (v) Vector surveillance and control including tick and tsetse fly control
- (vi) Control of animal movement (intra and inter-counties)
- (vii) Implementation of animal welfare standards
- (viii) Veterinary extension and advisory services
- (ix) Implementation of animal breeding services including Artificial Insemination
- (x) Veterinary technical responsibility for livestock sale yards, livestock markets and associated infrastructure
- (xi) Hides and skins improvement services

#### b) Livestock Production Directorate

The Directorate will be headed by Director, Fisheries and Blue Economy who will be responsible to the Chief Officer, SMART Agriculture, Agribusiness, Fisheries and Blue Economy.



## Functions of the Directorate

- (i) Development of livestock value chains (Ruminants & Non ruminants' livestock)
- (ii) Livestock policy development and management
- (iii) Promotion of dairy industry
- (iv) Promotion of bee keeping
- (v) Livestock extension services
- (vi) Livestock Housing & Infrastructure-Shelter designs
- (vii) Animal Nutrition-Pasture/Fodder Management/Feed formulation
- (viii) Livestock marketing

The Livestock Production and Veterinary Services Portfolio will be staffed as follows:

*Table 3.18 : Proposed Staff Establishment - Livestock Production and Veterinary Services*


S/NO.	Designation	Job Group	In Post	Approved Establishment
	Chief Officer, Livestock Production and Veterinary Services	S	1	1
<b>Livestock Production Directorate</b>				
1.	Director	R	1	1
2.	Deputy Director	Q	1	1
3.	Assistant Director Livestock Production	P	1	1
4.	Principal Livestock Production Officer	N	6	
5.	Chief Livestock Production Officer	M	1	5
6.	Senior Livestock Production Officer	L	2	10
7.	Livestock Production Officer II/I	J/K	2	
8.	Assistant Livestock Production Officer III/ II/I/Senior/Chief	H/J/K/M	9	14
9.	Livestock Production Assistant II/I	F/G	8	16
<b>Sub Total</b>			<b>32</b>	<b>49</b>
<b>Veterinary Services Directorate</b>				
1.	Director Veterinary Services	R	1	1



2.	Deputy Director Veterinary Services	Q	1	1
3.	Assistant Director of Veterinary Services	P	0	9
4.	Chief Veterinary Officer	N	2	
5.	Veterinary Officer /Senior	L/M	2	
6.	Animal Health Assistant II/I/Senior/Chief	G/H/J/K	23	16
7.	Junior Livestock Health Assistant II/I/Senior	F/G/H	4	9
8.	Assistant Animal Health Officer II/I/Senior/Chief/Principal	J/K/L/M/N	3	22
9.	Senior Leather development assistant	K	0	4
10.	Leather development assistant I	J	0	
11.	Leather development assistant III/II	G/H	1	
12.	Zoologist II/I/Senior	L/M/N	0	2
13.	Laboratory Technologist II/I	J/K	0	7
<b>Sub Total</b>			<b>37</b>	<b>71</b>
<b>GRAND TOTAL</b>			<b>212</b>	<b>420</b>

**SHARED SERVICES (Numbers domiciled in the mother department)**

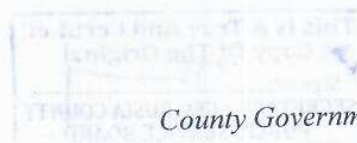
S/NO.	Designation	Job Group	In Post	Approved Establishment
1.	Chief Plant Operator	H	0	4
2.	Senior Plant Operator	G	2	2
3.	Plant Operator I	F		4
4.	Plant Operator II	E		6
5.	Plant Operator III	D		15
6.	Assistant Chef	F		0
7.	Cook I	F	0	1
8.	Cook II	E	1	1

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9.	Cook III	D	0	1
10.	Supply Chain Management Assistant I	K	0	1
11.	Supply Chain Management Assistant II	J	1	1
12.	Supply Chain Management Assistant III	H	1	1
13.	Principal Driver I	K	0	1
14.	Principal Driver II	J	0	1
15.	Chief Driver	H	0	1
16.	Senior driver	G	0	2
17.	Driver I	F	2	4
18.	Driver II	E	13	13
19.	Driver III	D	14	14
20.	Senior Assistant Office Administrator	J	2	2
21.	Assistant Office Administrator II	G	3	5
22.	Principal Assistant Clerical Officer	L	0	1
23.	Chief Assistant Clerical Officer	K	0	9
24.	Senior Assistant Clerical Officer	J	2	
25.	Clerical Officer Assistant I	H	7	
26.	Clerical Officer Assistant II	G		
27.	Clerical Officer Assistant III	F		
28.	Records Management Officer III	H	0	1
29.	Artisan I	G	0	1
30.	Artisan II	F	0	
31.	Principal Support Staff	F	0	0
32.	Chief Support Staff	E	5	3
33.	Senior Support Staff	D	8	8

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34.	Support Staff I	C	0	0
35.	Support Staff II	B	3	0
36.	Support Staff III	A	0	0
37.	Principal Cleaning Supervisor	K	0	0
38.	Chief Cleaning Supervisor	J	0	0
39.	Senior Cleaning Supervisor	H	0	1
40.	Cleaning Supervisor I	G	1	0
41.	Cleaning Supervisor II	F	5	0
42.	Cleaning Supervisor III	E	3	3
43.	Senior accountant	L	0	1
44.	Accountant III/ II/I	H/J/K	1	1
45.	Budget officer II/I	J/K	2	1
46.	Revenue officer	J	0	1
47.	Chief Human Resource Management Officer	M	0	1
48.	Senior Human Resource Management Officer	L	0	
49.	Human Resource Management Officer II/I	J/K	0	
50.	Information officer III	J	1	1
<b>Sub Total</b>			<b>77</b>	<b>114</b>



### 3.13 DEPARTMENT OF LANDS, HOUSING AND URBAN DEVELOPMENT

The Department will be headed by the County Executive Committee Member (CECM) Lands, Housing and Urban Development who will be the policy head of Land, Housing and Urban Development. The CEC member will be assisted by two (2) Chief Officer; one responsible for Urban Development and Physical Planning and the other one responsible for Lands, Survey and Housing who will be the Accounting and Authorized Officer.

The department will be charged with the following functions:

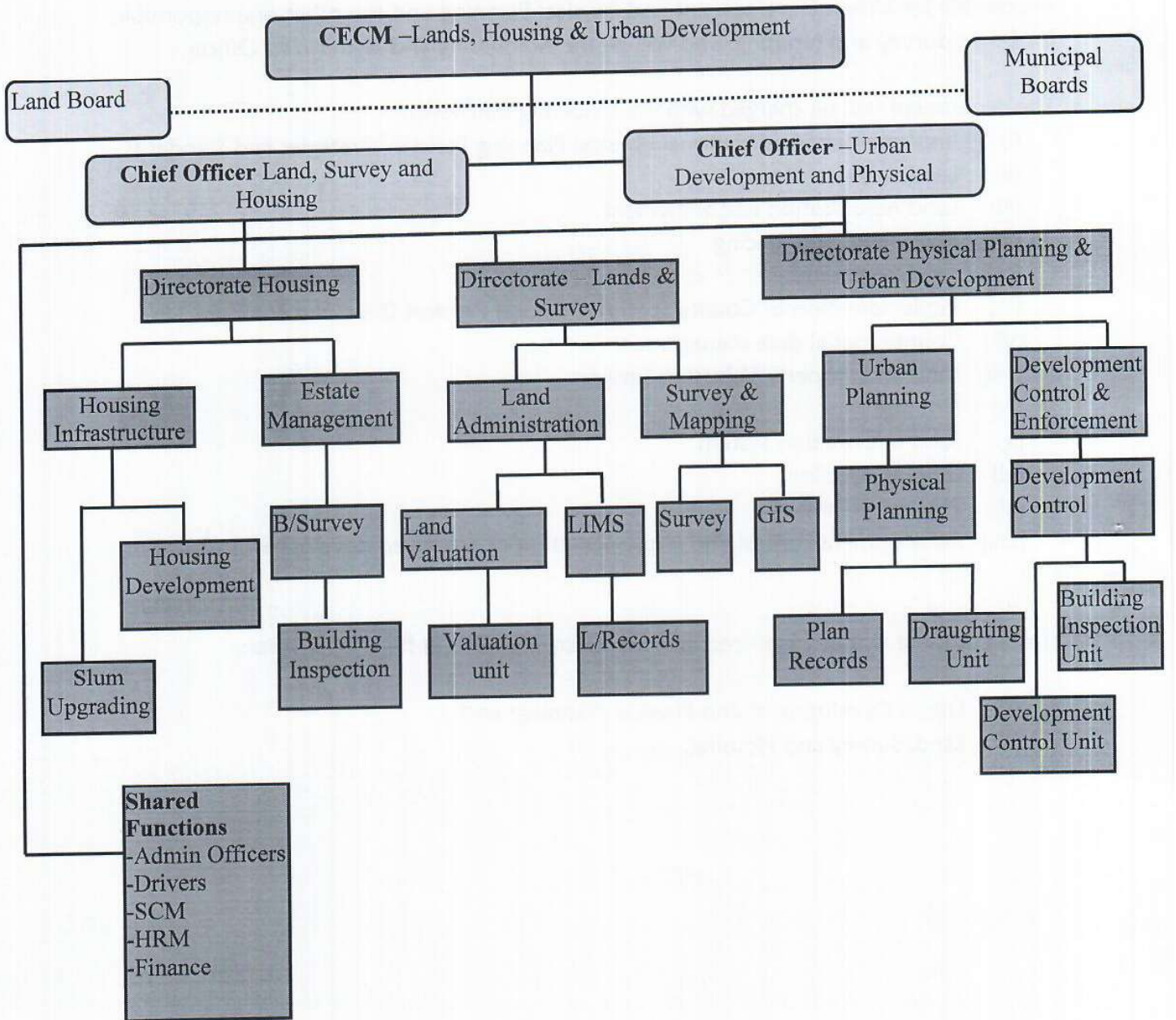
- (i) Implementation of National Physical Planning Policies, Strategies and Standards
- (ii) Land survey and mapping
- (iii) Land Adjudication and Settlement
- (iv) Boundaries and fencing
- (v) Land Registration
- (vi) Implementation of County Spatial and Local Physical Development Plans
- (vii) County spatial data management
- (viii) Land and Property Valuation Services
- (ix) Housing
- (x) Land Information System
- (xi) Land Transactions
- (xii) Physical planning
- (xiii) Development control and implementation of approved development plans

The department will be organized into the following two (2) functional areas:

- (i) Urban Development and Physical Planning; and
- (ii) Land, Survey and Housing.



Figure 3.13 : Proposed Organization Structure - Department of Lands, Housing And Urban Development



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### 3.12.1 Urban Development and Physical Planning Portfolio

The Urban Development and Physical Planning will be headed by Chief Officer, Urban and Physical Planning who will be responsible to the County Executive Committee Member (CECM) Lands, Housing and Urban Development for coordinating urban development and physical planning functions in the County Government of Busia.

The Urban and Physical Planning functional area will be organized into two (2) Directorates namely:

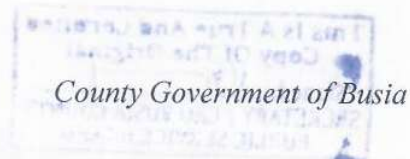
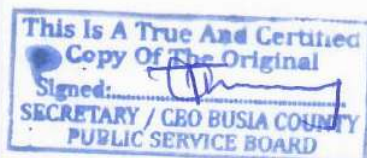
- (i) Urban Development Directorate; and
- (ii) Physical Planning Directorate.

#### a) Urban Development Directorate

The Directorate of Urban Development will be headed by Director, Urban Development who will be responsible to the Chief Officer, Urban Development and Physical Planning for overall management of urban development function in the County Government of Busia.

Functions of the Directorate:

- (i) Formulate and implement urban development policies;
- (ii) Undertake, research on matters relating to physical, and land use development planning at the county level;
- (iii) Approve building plans within the County;
- (iv) Inspection of Constructions sites to ascertain if they comply with the building code and regulations within the County;
- (v) Communicate decisions of the County Government on development applications;
- (vi) Review plans and permit applications to make sure they meet the necessary regulations;
- (vii) Coordinate and manage urban centres, towns, and municipalities as per the relevant Acts;
- (viii) Approval/ enforcement of advertisements of business ;
- (ix) Develop, control and enforcement of compliance; and
- (x) Refuse removal, refuse dumps and solid waste disposal outside municipalities.

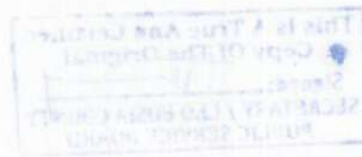


## b) Physical Planning Directorate

The Physical Planning Directorate will be headed by Director, Physical Planning who will be responsible to the Chief Officer, Urban Development and Physical Planning for overall management of physical planning function in the County Government of Busia.

### Functions of the Directorate

- (i) Oversee implementation of development control and preservation orders;
- (ii) Resolve conflicts arising from physical planning processes;
- (iii) Provide an overall spatial development framework for the county, interpret and localize national and regional policies and strategies and provide a basis for a balanced urban and rural development;
- (iv) Preparation of Local physical development plans to provide a framework for development, redevelopment or renewal, guide development of infrastructure, regulates the use and development of land in a city, municipality, town, rural or market center;
- (v) Regulate the orderly planning and growth of urban and rural areas;
- (vi) Monitor and evaluate County spatial development and planning;
- (vii) Research on County physical planning matters and providing technical advice to the County;
- (viii) Prepare current status of County spatial planning response;
- (ix) Resolve conflicts arising from plan preparation and implementation; and
- (x) Enforcement of compliance.



In order to perform the above functions, the directorate will be staffed as follows:

**Table 3.19 : Proposed Staff Establishment - Urban Development and Physical Planning Portfolio**

	Designation	Job Group	In post	Approved Establishment
	CECM	T	1	1
	Chief Officer, Urban Development and Physical Planning	S	1	1
<b>S/NO.</b>	<b>Physical planning &amp; Urban Development Directorate</b>			
1.	Director Physical planning & Urban Development	R	1	1
2.	Deputy Director Urban Planning	Q	0	1
3.	Assistant Director Physical Planning	P	0	1
4.	Assistant Director Development Control	P	0	1
5.	Town Administrator	P	1	4
6.	Principal Planning Assistant	N	0	1
7.	Principal Building Inspector	N	0	1
8.	Principal Development Control	N	0	1
9.	Chief Building Inspector	M	0	2
10.	Chief Physical Planner	M	1	3
11.	Senior Physical Planning Assistant	L	1	2
12.	Senior Building Inspector	L	1	4
13.	Building Inspector II/I	J/K	0	
14.	Chief Administrative Officer	N	1	1
15.	Senior Administration Officers	L	1	2
16.	Administration Officers II/I	J/K	1	
17.	Administration Assistant III/II	G/H	2	2
18.	Draftsman	G	1	2
	<b>Sub Total</b>		<b>13</b>	<b>31</b>



### 3.12.2 Lands, Survey and Housing Portfolio

The Lands, Survey and Housing will be headed by Chief Officer, Lands, Survey and Housing who will be responsible to the County Executive Committee Member (CECM), Lands, and Housing and Urban Development for coordinating land, survey and housing function in the County Government of Busia.

The Lands, Survey and Housing will be organized into two (2) Directorates namely:

- (i) Housing; and
- (ii) Land and Survey.

#### a) Housing Directorate

The Directorate of Housing will be headed by Director, Housing who will be responsible to the Chief Officer, Lands, Survey and Housing for overall management of housing function in the County Government of Busia.

#### Functions of the Directorate

- (i) Coordinate the divisional matters, programs, formulating and implementing policies at the headquarters and field offices.
- (ii) Promote participatory approaches and capacity building in the housing development process, liaising with stakeholders to establish and maintain land banks for housing development
- (iii) Coordinate activities of development partners and other stakeholders involved in housing development; facilitating exchange of ideas among stakeholders through seminars, conferences, workshops and symposiums
- (iv) Ensure proper management of resources for housing and human settlements development;
- (v) Oversee dissemination of information to stakeholders.
- (vi) Monitor workloads and recommending distribution;
- (vii) Analyze and continuous review and implantation of housing infrastructure development policies;
- (viii) Integrate policy objectives into planning and implementing projects;
- (ix) Formulate strategies and preparing budgets;
- (x) Promote public – private partnerships in low – cost housing infrastructure; and
- (xi) Oversee resource mobilization and utilization for implementation of projects and programs.

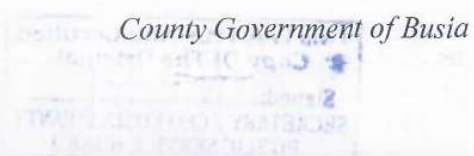


## b) Lands and Survey Directorate

The Directorate of Housing will be headed by Director, Lands and Surveys who will be responsible to the Chief Officer, Lands, Survey and Housing for overall management of lands and survey function in the County Government of Busia.

### Functions of the Directorate

- (i) Undertake Geographical Information System (GIS), Land registration, Title Surveys and Infrastructure surveys within Busia County.
- (ii) Maintains and update register/GIS database for efficient land management.
- (iii) Custodian of all GIS and survey data for county and advisory role on matters pertaining to land and Geospatial information.
- (iv) Coordinate development and review of policies, publication plans, maps, charts and strategies on surveying, GIS and mapping.
- (v) Oversee maintenance of road reserve boundaries.
- (vi) Verify cadastral, adjudication, photo control and engineering surveys.
- (vii) Provide guidance on standardization and certification of survey equipment.
- (viii) Oversee preparation and submission of technical and administrative reports of the department.
- (ix) Supervise and undertake quality control of in-house and outsourced survey services.
- (x) Land survey and mapping;
- (xi) Monitor and evaluate the survey and mapping activities;
- (xii) Prepare departmental budgets, monitoring and evaluating budget control measures;
- (xiii) Lands management services;
- (xiv) Secure County Government land by establishing boundaries and fencing;
- (xv) Manage Land information systems;
- (xvi) Manage Land registry services; and
- (xvii) Facilitate Land purchase for county development use



The Lands, Survey and Housing Portfolio will be staffed as follows:

**Table 3.20 : Proposed Staff Establishment - Lands, Survey and Housing**

S/NO.	Designation	Job Group	In-Post	Approved Establishment
	Chief Officer, Lands, Survey and Housing	S	1	1
<b>Housing Directorate</b>				
1.	Director Housing	R	1	1
2.	Deputy Director Housing	Q	0	1
3.	Assistant Director Housing	P	0	1
4.	Principal Housing Officer	N	1	
5.	Principal Building Surveyor	N	0	1
6.	Chief Estates Management Officer	M	0	3
7.	Senior Estates Management Officer	L	0	
8.	Estates Management Officer II/I	J/K		
9.	Estates Management Assistant III/II	H/J	1	4
10.	Artisan III/II/I/ Charge hand	E/F/G/H	0	2
11.	Housing Officer II/I/Senior/Chief	J/K/L/M	0	2
12.	Rent Inspector II/I	H/J	0	2
13.	Artisan III/II/I	E/F/G	1	1
<b>Sub Total</b>			<b>5</b>	<b>19</b>
<b>Land and Survey Directorate</b>				
1.	Director, Land and Survey	R	1	1
2.	Deputy director Land Administration	Q	0	1
3.	Deputy Director Survey and Mapping	Q	0	1
4.	Assistant Director Survey	P	0	1
5.	Assistant Director Land Valuation	P	0	1
6.	Senior Land Survey Assistant	L	2	2
7.	Land Survey Assistant III/II	H/J	1	
8.	Senior GIS Officer	L	0	2
9.	GIS Officer II/I	J/K	0	
10.	Land Surveyor II/I/Snr	J/K/L	0	0
11.	Valuation Officer II/I	J/K	0	1
12.	Assistant Valuation Officer	H/J	0	0
13.	Assistant Lands Cartographer	H/J	0	0
14.	Assistant Lithographer II/I	H/J	0	0
15.	Lands Registrar	J/K/L	0	0

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16.	Assistant Geospatial Data Management Officer II/I	H/J		
17.	Lands Officer	J/K/L	0	1
18.	Rates Officer II/I	J/K	1	2
19.	Clerical Officers	G/H/J	4	0
	<b>Sub Total</b>		<b>9</b>	<b>13</b>
	<b>Grand total</b>		<b>27</b>	<b>63</b>

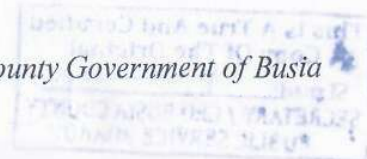
**SHARED SERVICES (Numbers domiciled in the mother department)**

S/NO	ITEM	JG	INPOST	Approved
1	Administrative Officers	G/H/J/K	5	5
2	Procurement	J/K	0	1
3	Clerical III/II/I	G/H/J	4	0
4	Drivers	D/E/F	0	4
5	Office Administrators	G/H/J	1	1
6	Accountant	K	1	2
7	Budget Officers	K	1	1
	<b>TOTAL</b>		<b>12</b>	<b>14</b>

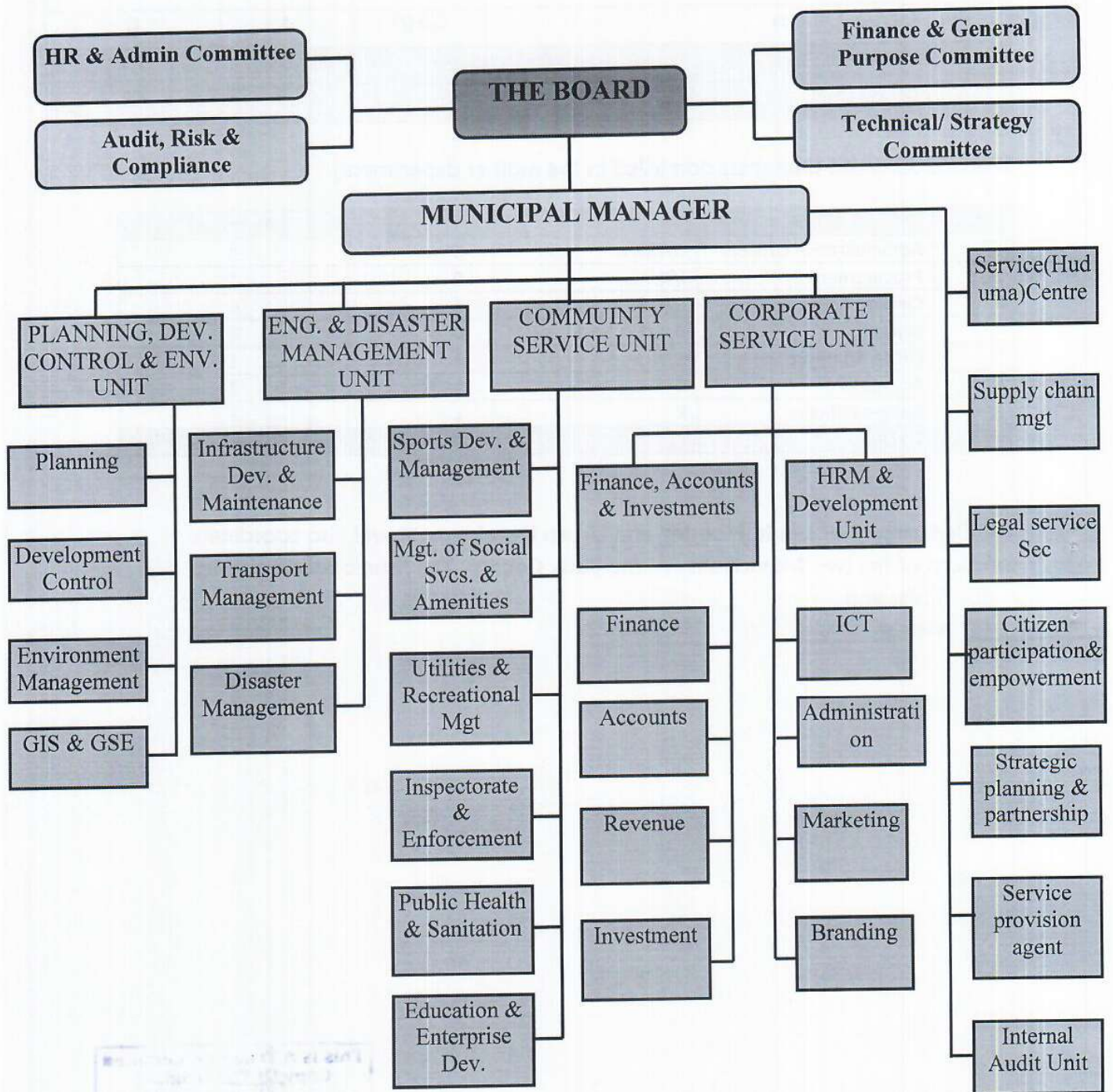
The Department of Lands, Housing and Urban Development will also coordinate functions of the two Municipality of the Busia County. The Municipality include:

- (i) Busia; and
- (ii) Malaba.

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## Proposed Busia/Malaba Municipality's Organizational structure



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## **Busia Municipality**

The Municipality is responsible for the following functions:

- (i) Promotion, regulation and provision of refuse collection and solid waste management services within the respective municipality
- (ii) Promotion and provision of water and sanitation services and infrastructure within the municipality
- (iii) Construction and maintenance of urban roads and associated infrastructures within the municipality
- (iv) Construction and maintenance of storm drainage and flood controls with the respective municipality
- (v) Construction and maintenance of walkways and other non-motorized transport infrastructure within the respective municipality
- (vi) Construction and maintenance of recreational parks and green spaces within the respective municipality
- (vii) Construction and maintenance of street lighting within the respective municipality
- (viii) Construction, maintenance and regulation of traffic controls and parking facilities within the respective municipality
- (ix) Construction and maintenance of bus stands and taxi stands within the respective municipality
- (x) Regulation of outdoor advertising within the respective municipality
- (xi) Promotion, regulation and provision of municipal sports and cultural activities within the respective municipality
- (xii) Any other functions as may be delegated by the county executive committee




The Municipality will be staffed as follows:

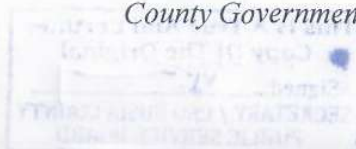
**Table 3.21 : Proposed Staff Establishment - Busia Municipality**

S/NO.	Designation	Job Group	In-Post	Approved Establishment
1.	Municipal Manager	R	1	1
2.	Internal Auditor	J	0	1
<b>Planning, Development Control and Environment Unit</b>				
1.	Environment Officer	K	0	1
2.	GIS Officer	M	0	1
3.	Principal Town Planner	P	0	1
4.	Town Planner	K	1	1
5.	Building Inspector	H	1	1
6.	Principal Town Engineer	P	0	1
7.	Road's Inspector	H/J		1
8.	Plant Operator	E/F/G/H	0	2
9.	Drivers	E/F/G/H	0	4
10.	Quantity Surveyor II	K	0	1
11.	Disaster Management Officer	H	1	1
<b>Community Services Unit</b>				
1.	Sports Officer	J	0	1
2.	Social development officer	K	1	1
3.	Enforcement and Security Officer	E/F/G/H/J	0	21
4.	Public Health Officer	H/J	0	3
5.	Community Development Assistant	H	2	3
<b>Sub Total</b>			<b>7</b>	<b>46</b>
<b>Shared Services</b>				
1.	Human Resource Officer	K	0	1
2.	Revenue Clerk II/I	E/F	10	19



3.	ICT Officer	K	0	1
4.	ICT Assistant	H/J	0	1
5.	Administrative Officer II/I/Senior	J/K/L	2	2
6.	Office Assistant IV/III/II/I	D	0	0
7.	Budget Officer	J	1	1
8.	Senior Accounts Clerk	G	0	0
9.	Accountant I	K	1	1
10.	Clerical Officer II/I/Senior/Chief	F/G/H/J	0	0
11.	Personal Secretary II/I	J/K	0	0
12.	Secretarial Assistant II/I/Senior	G/H	0	0
13.	Administrative Officer II/I/Senior	J/K/L	0	0
14.	Records Management Officer	G	0	1
15.	Office Administrative Assistant II	H	1	1
16.	Procurement Officer II/I	J/K	0	1
17.	Economist II/I	J/K	1	1
18.	Charge hand Mechanical	H/J	0	0
19.	Artisan III/II/I	E/F/G	0	0
20.	Drivers III/II/I/Senior	E/F/G	0	0
<b>TOTAL</b>			<b>23</b>	<b>30</b>

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### **Malaba Municipality**

The Municipality is responsible for the following functions:

- (i) Promotion, regulation and provision of refuse collection and solid waste management services within the respective municipality
- (ii) Promotion and provision of water and sanitation services and infrastructure within the municipality
- (iii) Construction and maintenance of urban roads and associated infrastructures within the municipality
- (iv) Construction and maintenance of storm drainage and flood controls with the respective municipality
- (v) Construction and maintenance of walkways and other non-motorized transport infrastructure within the respective municipality
- (vi) Construction and maintenance of recreational parks and green spaces within the respective municipality
- (vii) Construction and maintenance of street lighting within the respective municipality
- (viii) Construction, maintenance and regulation of traffic controls and parking facilities within the respective municipality
- (ix) Construction and maintenance of bus stands and taxi stands within the respective municipality
- (x) Regulation of outdoor advertising within the respective municipality
- (xi) Promotion, regulation and provision of municipal sports and cultural activities within the respective municipality
- (xii) Any other functions as may be delegated by the county executive committee

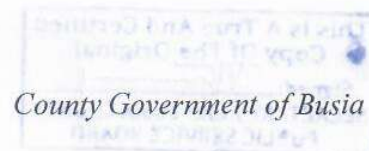
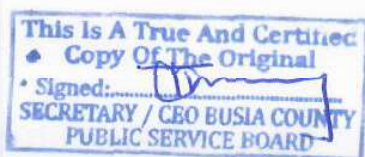
The Municipality will be staffed as follows:

**Table 3.22 : Proposed Staff Establishment - Malaba Municipality**

S/NO.	Designation	Job Group	In-Post	Approved Establishment
1.	Municipal Manager	R	1	1
2.	Internal Auditor	J	0	1
	Planning, Development Control and Environment Unit			
1.	Environment Officer/Senior/Chief	K/L/M	0	1
2.	GIS Officer	M	0	1
3.	Principal Town Planner	P	0	1
4.	Town Planner	K	0	1
5.	Building Inspector	H	0	1

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<b>Engineering and Disaster Management Unit</b>				
1.	Principal Town Engineer	P	0	1
2.	Road's Inspector	H/J	0	1
3.	Plant Operator	E/F/G/H	0	2
4.	Drivers	E/F/G/H	0	4
5.	Quantity Surveyor II	K	0	1
6.	Disaster Management Officer III/II/I/Senior	H/J/K/L	0	1
<b>Community Services Unit</b>				
1.	Sports Officer	J	0	1
2.	Social development officer I/Senior/Chief	K/L/M	0	1
3.	Enforcement and Security Officer	E/F/G/H/J	0	21
4.	Public Health Officer III/II/I/Senior/Chief	H/J/K/L/M	0	3
5.	Community Development Assistant III/II/I	H/J/K	0	3
<b>Sub Total</b>			<b>1</b>	<b>46</b>
<b>Shared Services</b>				
1.	Human Resource Officer I/senior/chief/principal	K/L/M/N	0	1
2.	Revenue Clerk II/I	E/F	0	19
3.	ICT Officer	K	0	1
4.	ICT Assistant	H/J	0	1
5.	Administrative Officer	K	0	2
6.	Budget Officer	J	0	1
7.	Accountant I/senior/chief	K/L/M	0	1
8.	Records Management Assistant/Officer III/II/I	G/H/J/K	0	1
9.	Office Administrative Assistant III/II/I	G/H/J	0	1
10.	Procurement Officer II/I	J/K	0	1
11.	Economist II/I	J/K	0	1
<b>TOTAL</b>			<b>1</b>	<b>30</b>



### 3.14 DEPARTMENT OF YOUTH, SPORTS, TOURISM, GENDER AFFAIRS, CULTURE AND CREATIVE ARTS.

The department will be headed by a County Executive Committee Member (CECM) who will be responsible to the Governor for Youth, Sports, Culture, Gender and Social Protection matters in the County. The Executive Member will be assisted by two Chief Officers who will be responsible for policy implementation and day to day management of the department. The Chief Officer will also be the Authorized and Accounting Officer for the department responsible for ensuring prudent utilization of resources.

The functions shall include:

- (i) Gender mainstreaming;
- (ii) Coordination of gender and special interest groups;
- (iii) Protection of orphans and vulnerable children and other vulnerable groups;
- (iv) Mainstreaming people with disabilities;
- (v) Monitoring affirmative action towards vulnerable groups;
- (vi) Culture policy, promotion & development of culture;
- (vii) Management and development of county parks and recreational facilities;
- (viii) Promotion and development of cultural activities and facilities; and
- (ix) Management of Museums and Tourist attraction sites.
- (x) Promotion of women and entrepreneurship

The Department will be organized into the following two (2) portfolios each under a Chief Officer as detailed below and depicted in *Figure 3.14*

- (i) Sports, Tourism, Youth and Creative Arts
- (ii) Gender, Culture and Social Services Gender

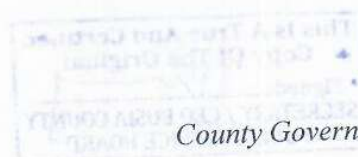
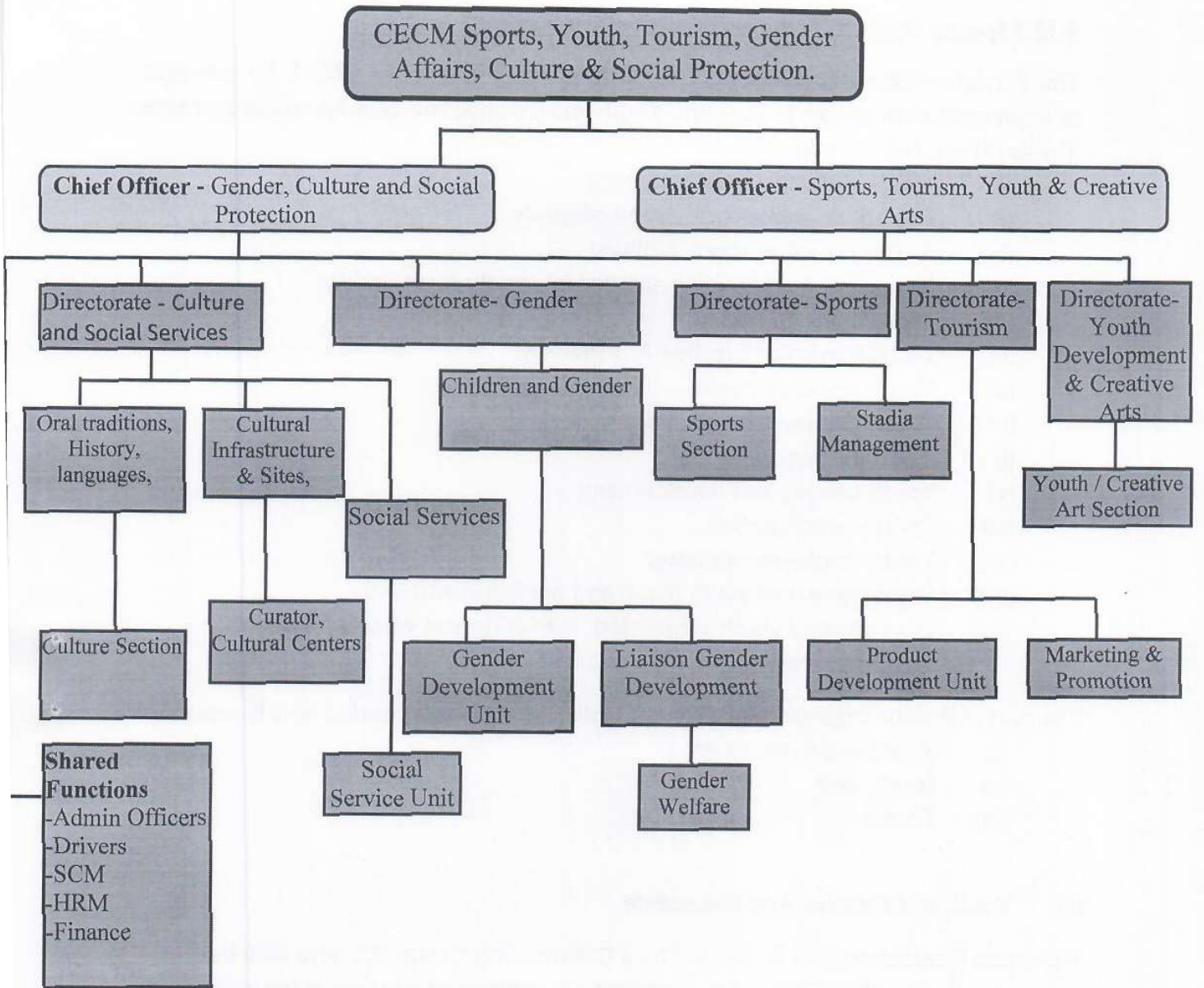


Figure 3.14 : Proposed Organization Structure – Department of Youth, Sports, Culture, Gender and Creative Arts



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### **3.13.1 Sports, Tourism, Youth and Creative Arts Portfolio**

This Portfolio shall be headed by a Chief Officer responsible to the CECM, for oversight of implementation of Sports, Tourism, Youth and Creative Arts policies and programmes.

The functions shall include:

- (i) Development of sports industry;
- (ii) Promotion and diversification of sports;
- (iii) Development of sports facilities;
- (iv) Formulation and implementation of county sports policy;
- (v) Promotion of Tourism
- (vi) Development of Creative Arts Industry
- (vii) Youth empowerment;
- (viii) Youth employment creation;
- (ix) Talent management;
- (x) Youth training and development;
- (xi) County youth policy;
- (xii) Youth employment policy;
- (xiii) Development of youth micro and small business; and
- (xiv) Promotion of youth production, marketing and value addition co-operative ventures.

The docket shall be organized into Three (3) directorates, each headed by a Director:

- (i) Youth and Creative Arts;
- (ii) Sports; and
- (iii) Tourism.

#### **(a) Youth and Creative Arts Directorate**

The youth Directorate shall be headed by a Director, Job Group 'R', who shall be responsible to the Chief Officer, for coordination and implementation of the Youth and Creative arts mandate.

The functions of the directorate are:

- (i) Domestication of the National Youth Policy and other National Youth Strategies;
- (ii) Development and implementation of Busia County youth policy;
- (iii) Development and implementation of Youth employment policy;
- (iv) Ensure Youth Development through structured organization, collaborations and networking;
- (v) Youth organizations in the County;
- (vi) Implementation of youth empowerment programmes to ensure youth have an equal opportunity as other citizens to realize their fullest potential, productively participating in economic, social, political and cultural life;

- (vii) Maximize the full potential of the Youth through participatory engagements that serve their needs and aspirations in nation building;
- (viii) Promotion of public participation among all Youth in the County;
- (ix) Youth employment creation;
- (x) Promotion and facilitation of programmes that build young people's capacity to resist risk factors and enhance protective factors;
- (xi) Facilitate and implement of Youth Enterprise Fund and Uwezo Fund;
- (xii) Generate and continuously up-date a County Youth data base;
- (xiii) Identification and canvass for Youth attachments & internships both internally and externally;
- (xiv) Build bridges between stakeholders and Youth on issues pertaining to Youth Development;
- (xv) Undertake periodic TNAs on County Youth to enrich the data base;
- (xvi) Work with departments to mainstream youth issues in their portfolios to enhance realization of the Youth agenda in the County;
- (xvii) Organize and execute programmes and activities for talent identification, nurturing and promotion;
- (xviii) Identification of youth training needs;
- (xix) Development of programmes for youth training and development;
- (xx) Development of youth micro and small business enterprises; and
- (xxi) Promotion of youth production, marketing and value addition cooperative ventures.
- (xxii) Develop and regulate the film industry
- (xxiii) Develop and regulate the fine, creative, and performing arts industry.

**(b) Sports Directorate**

The Sports Directorate shall be headed by a Director, Sports, Job Group 'R', who shall be responsible for coordination and implementation of the following functions:

- (i) Coordinate the formulation and implementation of county sports policy;
- (ii) Development of sports industry;
- (iii) Promotion of sports and sports education which targets the youth;
- (iv) Provide youth with information and recreational facilities;
- (v) Youth training and development on sports;
- (vi) Identification and development of sports talent;
- (vii) Promotion and diversification of sports activities and facilities;
- (viii) Organize and coordinate sports functions and events at the grassroots, national and international levels;
- (ix) Coach and officiate sports activities;



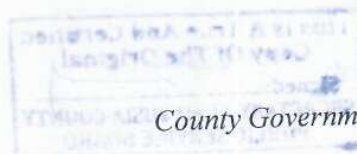
- (x) Prepare and facilitate teams to participate in local and international sports events
- (xi) Mobilize financial resources for sports programme and activities;
- (xii) Establishment of youth sports centres and facilities and ensuring care and safety of sports facility users;
- (xiii) Promote sports tourism.
- (xiv) Register sports clubs;
- (xv) Partner with public and private organizations and individuals in developing sports facilities in the county;
- (xvi) Liaise with stakeholders on research and dissemination on sports development issues in the county;
- (xvii) Coordinate the participation in sports in the county;
- (xviii) Organization and execution of sports for people living with disabilities;
- (xix) Control the doping and drugs/subsistence abuse in sports; and
- (xx) Organize and coordinate training for sports technical and administration personnel advising on sports infrastructural development.

### (c) Tourism

The directorate shall be headed by a director, Job Group 'R', who shall be responsible to the Chief Officer Sports, Tourism, Youths and Creative Arts.

The functions of the directorate entails:

- (i) Formulation and implementation of tourism policy in the county
- (ii) Development, promotion, and marketing of local tourism pageants e.g. miss tourism pageant
- (iii) Establishment of hotel standards
- (iv) Enhance wildlife conservation and promote wildlife-based tourism
- (v) Development of tourism products and sites e.g. beaches, hill, cultural sites and monument
- (vi) Niche Tourism product development;
- (vii) Promotion and marketing of local tourism in the county;
- (viii) Facilitation of collaboration with diverse stakeholders in the tourism and environmental conservation sectors;
- (ix) Promotion of tourism research, documentation and dissemination of cultural information, hospitality growth and research findings;
- (x) Initiate programmes to brand the county as a whole;
- (xi) Market the county tourism products Internationally
- (xii) Undertake research and innovation in tourism
- (xiii) Development of eco-tourism involving communities and investors in tourism industry



The Sports, Tourism, Youth and Creative Arts Portfolio will be staffed as follows

*Table 3.23 : Proposed Staff Establishment - Sports, Tourism, Youth and Creative Arts*

S/NO.	Designation	Job Group	In Post	Approved Establishment
1.	CECM	T	1	1
2.	Chief Officer, Sports, Tourism, Youth and Creative Arts	S	1	1
<b>Youth and Creative Arts Affairs Directorate</b>				
1.	Director Youth Affairs & Creative Arts	R	1	1
2.	Deputy Director Youth Affairs & Creative Arts	Q	1	1
3.	Asst. Director Youth Affairs & Creative Arts	N/P	0	1
4.	Principle Youth Affairs & Creative Arts Officer		0	
5.	Chief Youth & Creative Arts Officer	M	0	5
6.	Senior Youth Affairs & Creative Arts Officer	L	0	7
7.	Youth and Creative Arts Officer III/II/I	H/J/K	0	10
8.	Support Staff II/II/I/Supervisor II/I	D/E/F/G	1	0
9.	Security Warden II/I/Senior	D/E/F/G	0	0
<b>Sub Total</b>			<b>5</b>	<b>27</b>
<b>Sports Directorate</b>				
1.	Director Sports	R	1	1
2.	Deputy Director Sports	Q	1	1
3.	Assistant Deputy Director	P	0	1
4.	Principal Sports Officer	N	1	1
5.	Chief Sports Officer	M	0	1
6.	Sports Officer I/Senior	K/L	1	9
7.	Sports Technician III/II/I	E/F/G/H	0	11
<b>Sub Total</b>			<b>4</b>	<b>25</b>
<b>Tourism Directorate</b>				
1.	Director Tourism	R	1	1

2.	Deputy Director Tourism	Q	1	1
3.	Principal Tourism Officer	N	0	1
4.	Chief Tourism Officer	M	0	1
5.	Senior Tourism Officer	L	2	4
6.	Tourism Assistant III/II/I	H/J/K	0	6
<b>Sub-Totals</b>			<b>4</b>	<b>14</b>

### 3.13.2 Gender, Culture and Social Services Portfolio

This Portfolio shall be headed by a Chief Officer responsible to the CECM, for oversight of implementation of Gender, Culture and Social Services policies and programmes. The functions shall include:

- (i) Strengthen gender mainstreaming and accountability across all County sector policies, planning, frameworks and strategies
- (ii) Promote gender equality and equity by ensuring equal access to and control of productive resources and economic opportunities that foster gender transformation within a comprehensive framework
- (iii) Identify, map and address persistent cultural norms, gender stereotypes and imbalances affecting the principles of gender equality and equity across the County
- (iv) Strengthen women's participation in leadership and decision making, ensuring a balanced gender representation including vulnerable and marginalized groups
- (v) Establish a gender data management information system to monitor and evaluate progress on gender equality and equity for an informed decision-making

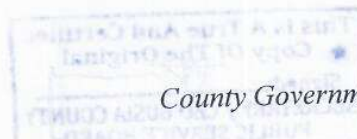
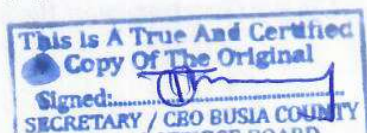
The portfolio shall be organized into the following two (2) directorates, each headed by a director:

#### (a) Gender Directorate

The directorate shall be headed by a director, Job Group 'R', who shall be responsible to the Chief Officer Gender, Culture and Social Services.

The functions of the directorate entail:

- (i) Develop and implement Gender policies;
- (ii) Gender mainstreaming;
- (iii) Coordinate gender programmes and special interest groups;



- (iv) Implement policies, guidelines, standards and programmes on gender in the county;
- (v) Provide support in implementation of Socio-Economic Empowerment Funds;
- (vi) Implement policies and legislative frameworks for gender and social development;
- (vii) Coordinate and monitor gender mainstreaming in county programs/projects and activities;
- (viii) Coordinate and monitor the promotion of awareness on harmful cultural practices such as Female Genital Mutilation/Cutting (FGM/C) and Gender Based Violence (GBV);
- (ix) Coordinate and monitor the thirty percent (30%) affirmative action on gender representation in social economic development;
- (x) Sensitize and train special interest groups on Access to Government Procurement Opportunities (AGPO);
- (xi) Promote gender equity and empowerment of women to participate in leadership in all sectors of the County;
- (xii) Establish engagement mechanisms with other stakeholders, especially civil society groups, working on gender issues in the County;
- (xiii) Collaborate with National Council for Persons with disability in provision of financial subsidies to persons with severe disability;
- (xiv) Coordinate and monitor the provision of financial subsidies to build capacity of household with needy older persons aged 65 and above;
- (xv) Promote and coordinate recruitment and placement of volunteers in community development;
- (xvi) Collaborate with WEF in the empowerment of women through the provision of alternative financial support to individual women and women groups;
- (xvii) Implementation of training programmes for Persons with Disabilities in Vocational Rehabilitation Centres;
- (xviii) Ensure gender mainstreaming in all County programmes;
- (xix) Liaise with other partners in the provision of volunteer services and coordinate the provision of social welfare to vulnerable groups within the County;
- (xx) Involvement of communities in development activities and supervision of programmes and community institutions within the County and collaboration with line departments and stakeholders;
- (xxi) Collaborate with NCPWD in disability mainstreaming issues in County programmes;
- (xxii) Monitor the implementation of gender affirmative action;
- (xxiii) Undertake impact studies on implementation of gender affirmative actions.
- (xxiv) Development and implementation of children protection and service policies;
- (xxv) Coordination of children welfare and Child protection services;



- (xxvi) Implementation of policies, guidelines, standards and programmes on children welfare services in the county;
- (xxvii) Provide support to orphaned and vulnerable children (OVCs); and
- (xxviii) Rehabilitate street and stray children.

**(b) Culture and Social Services Directorate**

The Directorate shall be headed by a Director, Culture and Social Services at Job Group 'R,' who shall be reporting to the Chief Officer. The functions of the Directorate shall entail.

- (i) Plan and implement all cultural and social services development programmes;
- (ii) Implement policies and programs on social services and vulnerable groups e.g. disabled, widows and elderly
- (iii) Establish and manage community cultural centres and art galleries;
- (iv) Provide technical backstopping to communities for the promotion and preservation of tangible and intangible cultural diversity;
- (v) Provide education to the public on the cultural rights;
- (vi) Document viable elements of intangible cultural heritage for inscription and safeguarding;
- (vii) Capacity building programmes to empower Cultural, music and dance practitioners in the county;
- (viii) Organize Cultural, music and dance festivals and performances;
- (ix) Social support for elderly and PWDs
- (x) Development of social amenities and infrastructure;
- (xi) Child care and protection;
- (xii) Enforce child rights and development;
- (xiii) Organize children's assemblies in the county;
- (xiv) Processing certification of child care centers/orphanage in the county;
- (xv) Coordinate construction and management of child protection centers in the county; and
- (xvi) Conduct, monitor and evaluate child protection services in the county

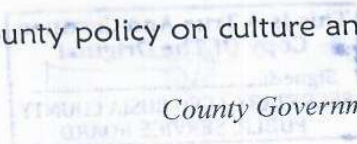
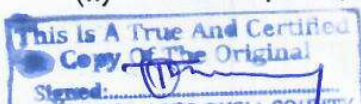
The directorate shall be organized into two divisions:

- (i) Culture; and
- (ii) Social Services Division

**Culture Division**

The Division shall be responsible for the following functions:

- (i) Domestic/ implement national policy on culture and heritage at county level;
- (ii) Develop, implement and review County policy on culture and heritage



- (iii) Regulate betting, casinos and other forms of gambling;
- (iv) Compliment and operationalize community cultural centers as focal point of promotion of cultural dialogue and expressions;
- (v) Document and preserve historical/cultural sites, indigenous knowledge and other elements of intangible cultural heritage;
- (vi) Develop creative cultural industries and commercialization of the arts (fine, creative and performing arts);
- (vii) Co-ordinate cultural exchange programs at the county, inter-county national and international levels;
- (viii) Empower cultural practitioners through capacity building workshops, exhibitions, symposia, seminars, concerts art and traditional food competitions and festivals;
- (ix) Educate the public on cultural rights and intellectual property rights in the county;
- (x) Organize county music and cultural festivals to promote unity, cohesion and the spirit of patriotism;
- (xi) Promote indigenous healthy nutrition;
- (xii) Identify development partners and stakeholders for cultural development and prosperity;
- (xiii) Complement and operationalize County museums;
- (xiv) Develop policies and legislative frameworks for culture and heritage;
- (xv) Promote and develop cultural/creative industries, such as performing arts and Visual/Literary Arts as an economic sector;
- (xvi) Promote national cohesion, integration and appreciation of cultural diversity;
- (xvii) Mainstream cultural national ethos/universal living values systems in society;
- (xviii) Research, document and disseminate cultural information and research findings;
- (xix) Coordinate registration of community cultural groups and herbal practitioners; and
- (xx) Coordinate and facilitate issuance of grants to community cultural groups

### **Social Services Division**

The Division shall be responsible for the following functions:

- (i) Registration of social welfare organizations;
- (ii) Protection of orphans and vulnerable children and other vulnerable groups;
- (iii) Provision of social welfare support e.g. for aged person, vulnerable children;
- (iv) Sensitization on Drug/Substance abuse;
- (v) Mainstream people with disabilities (PWDs);



- (vi) Monitor affirmative action towards vulnerable groups such as PWDs, elderly persons, women and children;
- (vii) Establish and maintain county parks and recreational facilities;
- (viii) Promote and conduct entertainment activities;
- (ix) Development and implementation of social protection and service policies;
- (x) Establishment of Social groups and social organizations development;
- (xi) promotion of public interests and peoples' general welfare;
- (xii) Implement policies, guidelines, standards and programmes on social amenities and peoples' general well-being in the county;
- (xiii) Provide support to marginalized, people at risk, and vulnerable groups;
- (xiv) Prevention and control of drugs and substance abuses.
- (xv) Rehabilitation of drugs and substance abusers
- (xvi) Conduct and regulate public entertainments
- (xvii) Promotion of cohesion and reconciliation services in the county.
- (xviii) Organize county and external exchange programmes for the promotion of integration and cohesion among the people in the county; and
- (xix) Promotion of social and economic empowerment initiatives for all including children, women and marginalized groups; and
- (xx) Development and promotion of community libraries.

**Table 3.24 : Proposed Staff Establishment - Gender, Culture and Social Services Portfolio**

S/No.	Designation	Job Group	In Post	Approved Establishment
	Chief Officer, Gender, Culture and Social Services	S	1	1
<b>Gender Directorate</b>				
1.	Director Gender Affairs	R	1	1
2.	Deputy Director Gender Affairs	Q	1	1
3.	Asst. Deputy Director Gender Affairs	P	0	1
4.	Principal Gender Affairs Officer	N	0	1
5.	Senior /Chief Gender Affairs Officer	L/M	0	4
6.	Gender Affairs Officer III/II/I	H/J/K	0	8
7.	Senior/ Principal Gender Development Officer	L/M	0	2
8.	Children's Officer I/II	J/K	0	4
9.	Gender and Social Development Assistant II/I	G	0	4
<b>Sub-Totals</b>			<b>3</b>	<b>27</b>

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Culture Directorate				
1.	Director Culture and Social Services	R	1	1
2.	Deputy Director Culture and Social Services	Q	1	1
3.	Assistant Director Culture and Social Services	P	0	1
4.	Principal Culture and Social Development Officer	N	0	2
5.	Chief Cultural Officer/Social Development Officer	M	1	1
6.	Senior Cultural Officer/Social Development Officer	L	0	4
7.	Cultural Officer I/Social Development Officer I	J	0	4
8.	Culture II/Social Development Officer II	J	1	4
9.	Cultural Officer III/Social Development Officer III	H	0	4
10.	Hospitality III/II/I	G/H/J	1	1
11.	House Keeping Assistant III/II/I	E/F/G	2	2
12.	Artisan III/II/I	E/F/G	1	1
13.	Cook III/II/I	E/F/G	1	1
<b>Sub-Totals</b>			<b>9</b>	<b>27</b>
<b>Grand total</b>			<b>25</b>	<b>120</b>

### SHARED SERVICES

S/NO.	Designation	Job Group	In post	Approved Establishment
1.	Support Staff II/II/I/Supervisor II/I	D/E/F/G	7	7
2.	Security Warden II/I/Senior	D/E/F/G	1	0
3.	Supply Chain management Assistant III/II/I	G/H/J	1	1
4.	Secretarial Assistant II/I/Senior	G/H/J	2	0
5.	Clerical Officer II/I/Senior	F/G/H	5	5
6.	Support Staff III/II/I/Supervisor II/I	D/E/F/G	3	3
7.	Driver III/II/I/Senior	D/E/F/G	1	1
<b>Total</b>			<b>20</b>	<b>17</b>

### 3.15 OFFICE OF THE COUNTY ATTORNEY

The Office of The County Attorney will consist of the County Attorney, the County Solicitor and such other number of County Legal Counsel as the County Attorney may, in consultation with the county public service board, consider necessary.

The County Attorney shall be the principal legal adviser to the County government and shall:

- (i) Attend the meetings of the county executive committee as an ex officio member of the executive committee;
- (ii) Represent the county executive in court or in any other legal proceedings to which the county executive is a party, other than criminal proceedings;
- (iii) Advise departments in the county executive on legislative and other legal matters;
- (iv) Negotiate, draft, vet and interpret documents and agreements for and on behalf of the county executive and its agencies;
- (v) Be responsible for the revision of county laws; and
- (vi) Liaise with the Office of the Attorney-General when need arises.
- (vii) Perform any other functions/duties as may be necessary for the effective discharge of duties and exercise of the power of the County Attorney

The Office of the County Attorney will be organized into three (3) Directorates and one (1) unit:

- (i) Directorate of Litigation, Dispute Resolution and Commercial Services and Contracts
- (ii) Directorate of Legislative Drafting, Policy, Compliance and Advisory Services
- (iii) Administration Unit/Division

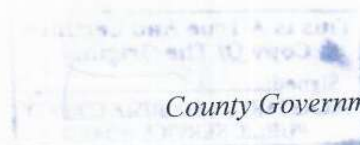
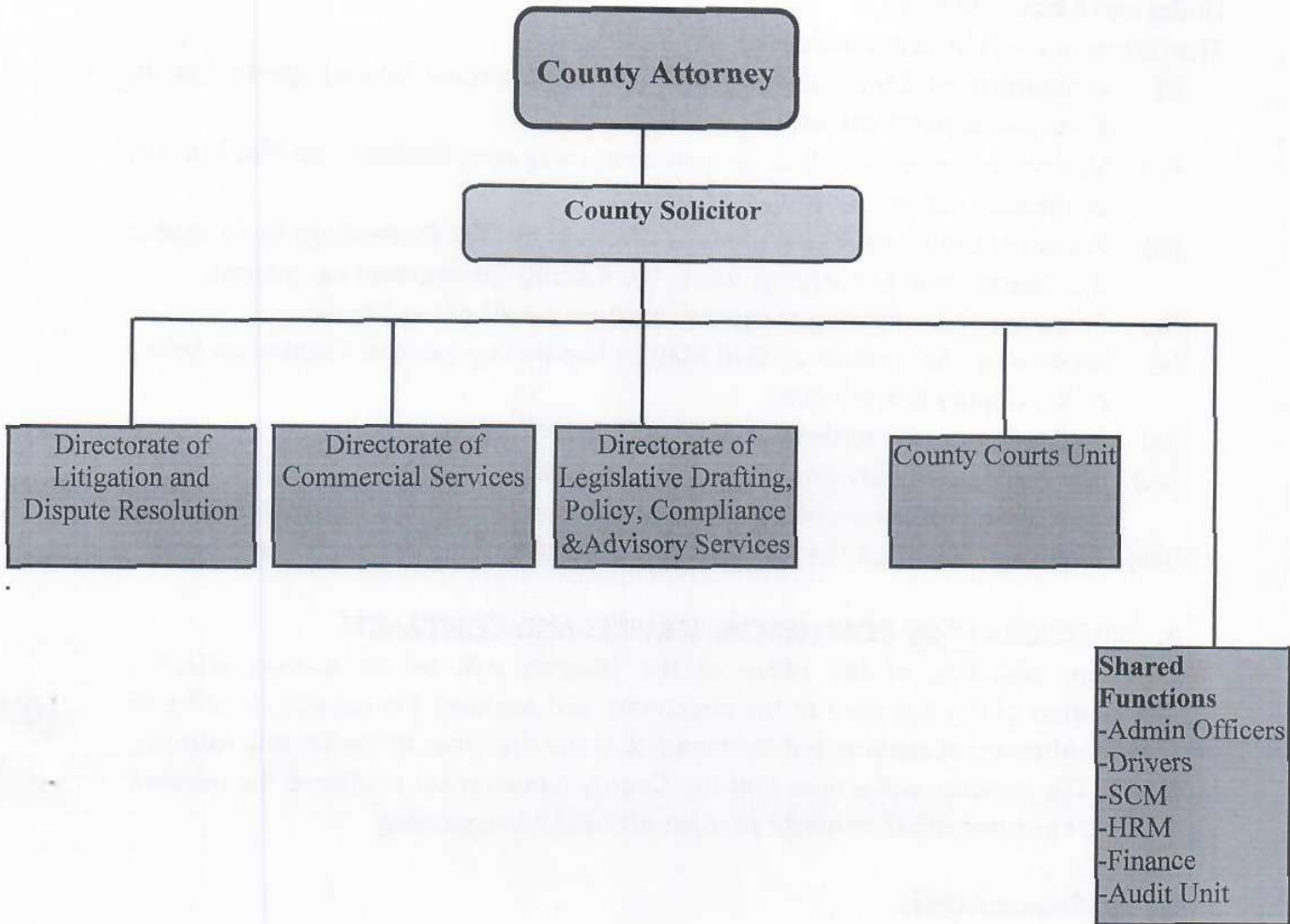


Figure 3.15 : Proposed Organization Structure – Office of County Attorney



**1. DIRECTORATE OF LITIGATION AND DISPUTE RESOLUTION**

The Directorate will be headed by a director who will be mandated to oversee the effective implementation of the functions of the directorate and augment the capacity of the office of the County Attorney in carrying out the mandate under the office of County Attorney Act 2020. The Director will ensure that the County Government is supported/represented in all litigation and alternative dispute matters filed by and against the County.

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 SECRETARY / CEO BUSIA COUNTY PUBLIC SERVICE BOARD

SECRETARY / CEO BUSIA COUNTY PUBLIC SERVICE BOARD

### **Duties and Responsibilities**

The Directorate will be responsible for:

- (i) Conducting all Civil and Constitutional cases instituted by and against County Executive departments and/or entities.
- (ii) Vetting and reviewing all documents concerning cases filed or to be filed in Court or tribunals for or against the County.
- (iii) Preparing Counter Affidavits and/or affidavits in Civil Proceedings by or against the County or in proceedings where the County Government has interest.
- (iv) Preparing and instituting matters in court on behalf of the County.
- (v) Supervising the conduct of Civil Matters handled by external Counsel on behalf of the County Government.
- (vi) Facilitating speedy settlement of Civil Claims.
- (vii) Conducting or supervising arbitration proceedings and other forms of Alternative Dispute resolutions on behalf of the County Government in arbitral bodies.
- (viii) Preparing reports on the status of all matters before the courts and/or tribunals

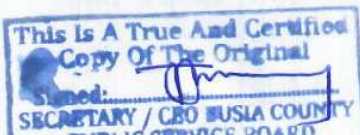
## **2. DIRECTORATE OF COMMERCIAL SERVICES AND CONTRACTS**

The primary objective of the office of the Director will be to oversee effective implementation of the functions of the directorate and augment the capacity of office of the County Attorney in carrying out the mandate under the office of the County Attorney Act 2020. The Director will ensure that the County Government is offered the relevant legal support in commercial transactions, contracts and conveyancing.

### **Duties and Responsibilities**

The Directorate will be responsible for:

- (i) Providing legal advice on Public Procurement, Public Private Partnerships and procurement Contracts at the request of County Sectors, Departments and Entities.
- (ii) Drafting contracts on behalf of the County and its entities.
- (iii) Offering legal advice and opinions on various legal issues. This will involve drafting, vetting, negotiating or interpreting Agreements (including MOUs) before they are signed by County Executives.
- (iv) Providing legal advice on all land transactions involving the County Government.
- (v) Witnessing all Contracts, Agreements and County Legal Conveyancing documents signed by and on behalf of the County Government.
- (vi) Providing transactional legal advice on the restructuring of County Government entities or agencies in which the County has interest.
- (vii) Undertaking legal due diligence on contractors and partners for PPP projects and other capital-intensive infrastructure projects before their engagement by the County and its entities.



- (viii) Providing Commercial and Transaction legal advice to the County Executive and its entities to ensure that all County Government transactions are undertaken in strict compliance with the law and various policy directives that are in place.

### **3. DIRECTORATE OF LEGISLATIVE DRAFTING, POLICY, COMPLIANCE AND ADVISORY SERVICES**

The primary objective of the office of the Director will be to oversee the effective implementation of the functions of the Office of the County Attorney and augment the capacity of the office of the County Attorney in carrying out its mandate under the Office of the County Attorney, Act 2020. The Director will ensure that the County Government is offered the relevant legal support in matters legislative drafting, policy review and compliance.

#### **Duties and Responsibilities**

The Directorate will be responsible for:

- (i) Interpreting the Constitution Statutes and subsidiary legislation for the County Government departments' entities.
- (ii) Conducting research for the County Government and its entities on various challenges encountered in the implementation of their legal mandate.
- (iii) Coordinating capacity building on legal compliance for the County Executive entities.
- (iv) Informing the County Executive and its entities of any current legal developments in various fields.
- (v) Conducting research on all legal matters including Contracts, Civil Litigation and Legislation to support other Departments in the office of the County Attorney in the execution of their mandate.
- (vi) Drafting of Bills and Subsidiary Legislation, for introduction to the County Assembly.
- (vii) Preparing Acts of the County Assembly and subsidiary Legislation for publication. Ensure Publication of Acts and subsidiary legislation enacted by the Nairobi County Assembly in the Kenya Gazette.
- (viii) Communicating legal advice to entities, sectors and departments upon receipt of drafting instructions.
- (ix) Participating in preparing the County Finance Bill.
- (x) Advising the County Government and its entities on legislative affairs and other legal matter.
- (xi) Revision of County Laws.
- (xii) Preparing advisory opinions on the propriety or otherwise of County Assembly Bills for assent.



- (xiii) Monitoring and tracking bills before parliament and the County Assembly and bringing them to the attention of the County Attorney for review, legal advice or consideration as the case may be.
- (xiv) Attending the passage of bills in the County Assembly.
- (xv) Any other duties that may be assigned from time to time.

### ADMINISTRATION UNIT/DIVISION

The Administration Unit is mandated with the responsibility of coordinating the proper functioning of all the directorates within the Office of the Attorney General and Department of Justice. The unit will be headed by Senior Administration Officer shall oversee the implementation of programs, management of the office, administrative, and asset management issues as well as production, documentation, and dissemination of the relevant information, all in support of the technical legal directorates.

*Table 3.25 : Proposed Staff Establishment – County Law Office*

S/NO.	Designation	Job Group	In Post	Approved Establishment
1.	County Attorney	T	1	1
2.	County Solicitor	S/R	1(R)	1(S)
Directorate Litigation & Dispute resolution				
1.	Director Legal Services	R	0	1
2.	Chief Legal Counsel	M	0	1
3.	Principal Legal Counsel	P	1	1
4.	Legal Counsel II/I	M/N	3	3
Directorate Commercial Service				
1.	Director Commercial Services	R	0	1
2.	Chief Commercial Services	M	0	1
3.	Legal Counsel II/I	M/N	1	1
Directorate of Legislative Drafting, Policy, Compliance & Advisory Services				
1.	Director Legislative Drafting Policy , Compliance & Advisory Services	R	0	1
2.	Principal Legislative Drafting Policy, Compliance & Advisory Services	P	1	1
3.	Chief Legislative Drafting Policy, Compliance & Advisory Services	M/N	0	1
4.	Legal Counsel II/I	L/M	1	1

Administrative Unit				
1.	County court Administrator	J/K/L	0	1
2.	Research Officer II/I	J/K	0	2
3.	Librarian	H/J/K	1	1
4.	Records Officer	H/J/K	0	1
5.	Legal Clerk	H	0	2
6.	County court clerk	H	0	2
Grand Total			10	24

**SHARED SERVICES (Numbers domiciled in the mother department)**

S/No.	ITEM	JG	APPROVED	IN POST
1.	Administration Officer	J/K/L	0	0
2.	Office Administrator	H/J	1	2
3.	Budget Officer II/I/ Senior	J/K/L	0	1
4.	Librarian	H/J/K	0	1
5.	HRM Officer	H/J/K	0	0
6.	Records Officer	H/J/K	0	0
7.	Drivers	D/E/F	0	1
<b>TOTAL</b>			<b>2</b>	<b>5</b>



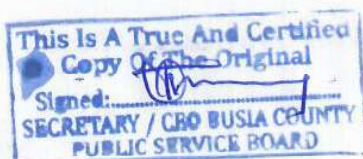
### 3.16 COUNTY PUBLIC SERVICE BOARD

The County Governments Act, No 17 of 2012, section 59 states that the County Public Service Board shall:

- (i) Establish and abolish offices in the county public service
- (ii) 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
- (iii) Exercise disciplinary control over and remove persons holding or acting in those offices as provided for under this Part
- (iv) Prepare regular reports for submission to the county assembly on the execution of the functions of the Board
- (v) Promote in the county public service the values and principles referred to in Articles 10 and 232
- (vi) 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
- (vii) Facilitate the development of coherent, integrated human resource planning and budgeting for personnel emoluments in counties
- (viii) Advise the county government on human resource management and development
- (ix) Advise county government on implementation and monitoring of the national performance management system in counties
- (x) 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

The Board will also perform the following functions:

- (i) Advise on Departments organizational structures, staffing and career progression guidelines;
- (ii) Advise on alternative dispute resolution (ADR) in addressing staff grievances and disputes;
- (iii) Advise on change management and especially with regard to the three categories of the employees in the County Government – National government, Local Authorities and County employees – to ensure synergy and full utilization of the human resources in the County.



The County Public Service Board will be headed by the Chairperson and five (5) members. The Board will execute its mandate through the following five (5) Committees:

- (i) Selection and Recruitment Committee
- (ii) Audit and Compliance Committee
- (iii) Finance and Administration Committee
- (iv) Training and Capacity Building Committee
- (v) Disciplinary Committee

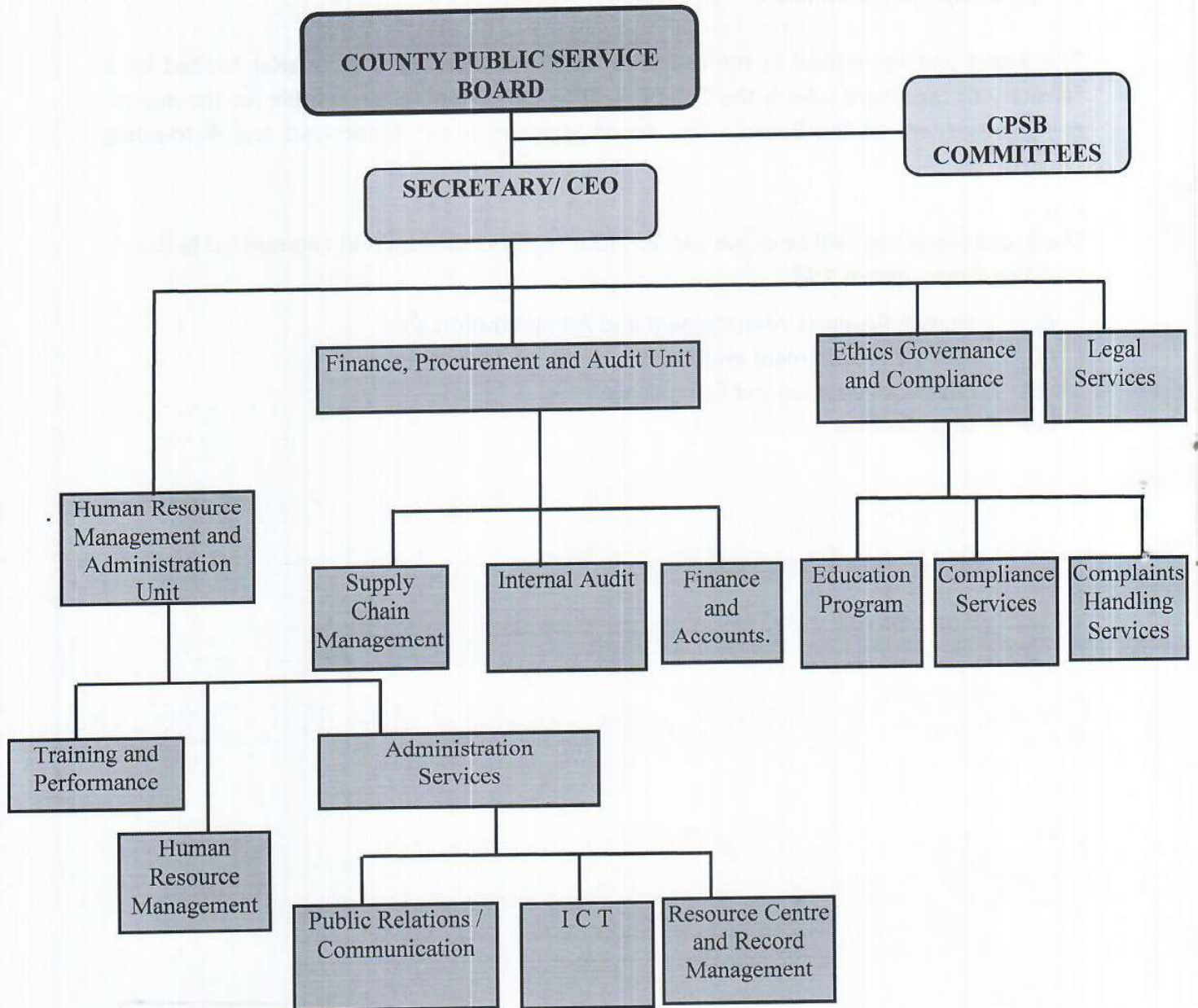
The Board will be assisted in the execution of its mandate by a Secretariat headed by a Secretary to the Board who is the Chief Executive Officer and is responsible for the day-to-day management of the Board. The Board Secretary is the Authorized and Accounting Officer.

The Board Secretariat will be organized into four (4) functional units as enumerated below and depicted in *Figure 3.16*

- (i) Human Resource Management and Administration Unit
- (ii) Finance Procurement and Audit
- (iii) Ethics Governance and Compliance
- (iv) Legal Services



Figure 3.16 : Proposed Organization Structure - County Public Service Board



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This is A True and Certified Copy of the Original  
 Signed: \_\_\_\_\_  
 SECRETARY / CEO BUSIA COUNTY  
 PUBLIC SERVICE BOARD

## Staff Establishment

The following is the recommended staff establishment for the County Public Service Board

*Table 3.26 : Proposed Staff Establishment County Public Service Board*

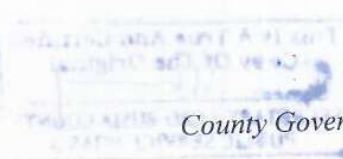
S/No.	Designation	Job Group	In Post	Approved Establishment
1.	Chairperson	T	1	1
2.	Board Members	S	5	5
3.	CEO/Secretary	S	1	1
<b>Sub Total</b>			<b>7</b>	<b>7</b>
<b>Human Resource Management and Administration Unit</b>				
1.	Deputy Director Human Resource	Q	1	1
2.	Assistant Director Human Resource Management & Development	P	0	1
3.	Principal Human Resource Management & Development Officer	N	0	1
4.	Human Resource Officers/Snr/Chief	K/L/M	0	2
5.	Human Resource Management & Development Officer I/II	J/K	0	3
6.	Administration officer I/Senior/Chief	K/L/M	0	3
7.	Office Administrator II/I/Senior	J/K/L	0	2
8.	Record Management Officer II/I	J/K	0	4
9.	Receptionists II/I	E/F/G	2	1
10.	Drivers III/II/I/Senior	E/F/G/H	0	3
<b>Sub Total</b>			<b>5</b>	<b>21</b>
<b>Finance, Procurement and Audit Unit</b>				
1.	Director Finance	R	1	0
2.	Accountant	J/K/L	0	1
3.	Budget Officer	J/K/L	0	1
4.	Supply Chain Management Assistant	J/K	0	1
5.	Internal Auditor	J/K	0	1
6.	ICT officer	K/L	1	1
7.	Public Relations/ Communications Officer	L/M	0	1
<b>Sub Total</b>			<b>2</b>	<b>6</b>
<b>Legal Services Unit</b>				

	Senior Legal Officer/Secretary	P	0	1
	<b>Sub Total</b>		0	1
	<b>Grand Total</b>		13	35

### Summary Staff Establishment

S/N O.	Departments	Approved Establishment	In-Post	County Proposed Optimum Staffing Level	Shared Services
1.	Governorship	32	56	134	76
2.	Strategic Partnership, ICT and Digital Economy	0	22	56	4
3.	County Treasury	163	485	510	14
4.	Public Service Management	304	504	810	22
5.	Transport, Roads and Public Works	76	120	278	36
6.	Health Services and Sanitation	2865	1464	2887	293
7.	Water, Environment and Irrigation	165	63	172	64
8.	Trade, Investment and Co-Operatives	1	27	98	19
9.	Education and Vocational Training	504	1134	1677	39
10.	Smart Agriculture, Livestock, Fisheries and Veterinary	417	212	420	114
11.	Lands, Housing and Urban Development	39	27	63	14
	Busia Municipality	0	7	46	30
	Malaba Municipality	0	7	46	30
12.	Youth, Sport, Culture and Creative Arts	115	25	120	17
13.	County Attorney	5	10	24	5
14.	County Public Service Board	35	13	35	
	<b>GRAND TOTAL</b>	<b>4721</b>	<b>4176</b>	<b>7376</b>	<b>777</b>

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Signed:   
SECRETARY / CEO BUSIA COUNTY  
PUBLIC SERVICE BOARD



## 1. Structural and Organizational Challenges

### Challenges:

- Overlaps and duplication of functions – Some roles and mandates in different departments are duplicated, leading to inefficiencies.
- Poorly defined reporting structures – Ambiguity in job roles and responsibilities results in slow decision-making and lack of accountability.
- Organizational structure – The County's current structure does not fully align with the best practices, changing laws and policies and evolving service demands.

### Recommendations:

- Redesign the county's organizational structure to clearly define roles, mandates, and reporting lines.
- Eliminate redundant positions and merge overlapping functions to improve efficiency.
- Align the county's structure with the Integrated Human Resource Information System (HRMIS) to ensure compliance with best practices.

## 2. Staffing and Human Resource Challenges

### Challenges:

- Staff shortages in critical departments – Many authorized positions remain vacant, creating workload imbalances.
- Mismatched skills and job placements – Some staff members lack the necessary qualifications or expertise for their roles.
- Poor succession planning – Lack of a structured career progression framework leads to low staff motivation and retention issues.
- Non-compliance with HR policies – Some job titles do not conform to the Integrated Payroll and Personnel Database (IPPD) system.

### Recommendations:

- Prioritize the recruitment of critical staff in essential service areas such as health, education, and infrastructure.
- Conduct a county-wide staff skills audit and implement a restructuring strategy to match employees with their appropriate roles.
- Develop and implement a staff succession plan to ensure smooth transitions and career growth.
- Standardize job designations and align with national HR policies to enhance professionalism and efficiency.

## 3. Financial and Budgetary Constraints

### Challenges:

- Limited budget allocations and delayed disbursements from the national government.
- Inefficient revenue collection mechanisms lead to low own-source revenue generation.

- Unclear budget priorities and misallocation of resources, affecting critical service delivery.

Recommendations:

- Improve internal revenue collection strategies by automating revenue streams and expanding tax bases.
- Prioritize budget allocations towards essential services such as healthcare, water, and infrastructure.
- Strengthen financial accountability mechanisms to eliminate wastage and mismanagement of county funds.

#### 4. Governance, Accountability, and Transparency Issues

Challenges:

- Weak monitoring and evaluation frameworks make it difficult to track project implementation and service delivery impact.
- Limited citizen participation in decision-making, leading to mistrust in county operations.
- Lack of clear performance management systems for county employees and departments.

Recommendations:

- Establish a robust monitoring and evaluation (M&E) system to track progress on county projects.
- Enhance public participation and civic engagement by creating open forums for feedback and involving residents in decision-making, consider infusing digital aspects (e-participation) to increase scope.
- Introduce performance-based contracting and reward systems to improve service delivery.

#### 5. Infrastructure and Service Delivery Bottlenecks

Challenges:

- Poor road networks and lack of maintenance hinder movement and economic activities.
- Inadequate healthcare facilities and staffing shortages limit access to quality medical services.

Recommendations:

- Increase investments in road and infrastructure development to enhance connectivity and economic growth.
- Expand and equip healthcare facilities while hiring more medical professionals to improve service coverage.



## 6. Enforcement and Compliance Challenges

### Challenges:

- Weak enforcement of county laws and regulations, particularly in areas like plan approvals, revenue collection, public health, land management, and trade licensing.
- Inadequate staffing in enforcement units leads to poor compliance monitoring.
- Low capacity of inspection teams to handle violations and maintain order.

### Recommendations:

- Strengthen county enforcement agencies by recruiting more officers and providing adequate training.
- Digitize and streamline compliance processes to enhance transparency and ease of enforcement.
- Introduce stricter penalties for non-compliance to deter violations and improve governance.

## Conclusion

For Busia to achieve efficient and effective service delivery, it must address structural inefficiencies, staffing issues, financial constraints, governance gaps, and infrastructure challenges. By implementing these recommendations, the county can enhance its ability to serve residents better, foster economic growth, and improve overall governance and accountability.



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