



**REPUBLIC OF KENYA**  
**COUNTY GOVERNMENT OF HOMABAY**  
EXECUTIVE OFFICE OF THE GOVERNOR

EXECUTIVE ORDER NO.1 OF 2022

ORGANIZATION OF THE COUNTY GOVERNMENT OF HOMABAY





# COUNTY GOVERNMENT OF HOMABAY

EXECUTIVE OFFICE OF THE GOVERNOR

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## ORGANIZATION OF THE COUNTY GOVERNMENT OF HOMABAY

**WHEREAS** under Article 129 of the Constitution of Kenya, Executive authority of the Republic derives from the people of Kenya and is to be exercised in accordance with the Constitution in a manner compatible with the principle of service to the people of Kenya and for their well-being and benefit;

**WHEREAS** pursuant to Section 179(1)(b) of the County Government Act 2012, the Governor exercises the Executive authority of the County, with the assistance of the Deputy Governor and Executive Committee;





**WHEREAS** the Governor appoints Executive Committee members pursuant to Article 179(2) (b) of the Constitution of Kenya 2010 and Section 30(2) (d) of the County Government Act 2012;

**WHEREAS** the Governor through a decision notified in Kenya gazette, assign members of the executive committee, responsibilities to ensure the discharge of any responsibility within the county and provision of related services to the people pursuant to Section 30(2) (i);

**WHEREAS** pursuant to Section 30 (2) (e) 7(1)(a) of the County Government Act 2012 the governor may constitute the county executive committee portfolio to respond to the functions and competencies assigned to and transferred to each county;

**FOR** the orderly conduct and coordination of Homabay County Government functions;

I, **GLADYS ATIENO NYASUNA WANGA**, Governor Homabay County, by the authority vested in me by the Constitution and Statute Laws of Kenya hereby order and direct:

- i. **THAT** the Homabay County Government shall be organized as set out in this Order;
- ii. **THAT** this Order assigns functions and institutions among County Executive Committees and Departments as hereunder:



## ORGANISATION OF THE COUNTY GOVERNMENT OF HOMABAY

### I. EXECUTIVE OFFICE OF THE GOVERNOR

**GLADYS ATIENO NYASUNA WANGA,  
Governor, Homabay County.**

Email: [governor@homabay.go.ke](mailto:governor@homabay.go.ke)  
Website: [homabay.go.ke](http://homabay.go.ke)  
Facebook: Homa Bay County Government  
Twitter: @HomabayGovt  
Tel:





## A: EXECUTIVE OFFICE OF THE GOVERNOR

### KEY OFFICES

1. Chief of Staff
2. Chief of Protocol
3. Advisor Political Affairs
4. Advisor Economic Affairs
5. Advisor Legal Affairs
6. Advisor Blue Economy and Fisheries
7. Advisor Education Stakeholders Management
8. Advisor Youth Affairs
9. Governor's Secretary
10. Liaison Officer Nairobi/Diaspora Desk
11. Advisor, Governance Ethics and Public Finance Management Reforms
12. Head of Governor's Service Delivery and Monitoring & Evaluation Unit  
Management Reforms
13. Advisor, Security and Intelligence Operations
14. Advisor, Climate Change



## EXECUTIVE OFFICE OF THE GOVERNOR

### FUNCTIONS/RESPONSIBILITIES

- ▶ Diligently execute the functions and exercise the authority provided for in the Constitution and Legislations.
- ▶ Represent the county in national and international fora and events.
- ▶ Appoint, with the approval of the County Assembly, the County Executive Committee Members in accordance with Article 179(2)(b) of the Constitution.
- ▶ Constitute the County Executive committee portfolio structure to respond to the functions and competencies assigned to and transferred to the county as per schedule four of the Constitution.
- ▶ Submit the County plans and policies to the County Assembly for approval.
- ▶ Consider, approve and assent to bills passed by the County Assembly.
- ▶ Chair meetings of the County Executive Committee.
- ▶ 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 service to the people.
- ▶ Submit to the County Assembly an annual report on the implementation status of County policies and plans.
- ▶ Deliver annual state of the County address containing such matters as may be specified in County Legislation.
- ▶ Sign and cause to be published in the County Gazette, notice of all-important formal decisions made by the him or by the County Executive Committee.
- ▶ Chair meetings of the County Executive Committee.
- ▶ Provision of leadership in the County's Governance and Development.





- ▶ Provision of leadership to the county executive committee and administration based on the county policies and plans.
- ▶ Promotion of democracy, good governance, unity and cohesion within the county.
- ▶ Promotion of peace and order within the county.
- ▶ Promotion of competitiveness of the county.
- ▶ Accountability for the management and use of the county resources.
- ▶ Promotion and facilitation of citizen participation in the development of policies, and delivery of services in the county.
- ▶ Submission of annual report to the County Assembly on citizen Participation in the affairs of the County Government as specified under section 92(1) of the County Government Act, 2012.
- ▶ Submission of the annual performance reports of the County Executive Committee and Public service to the County Assembly for consideration as specified under section 47(3) of the County Government Act, 2012.
- ▶ To chair the County Intergovernmental forum as specified under section 54(2) of the County Government Act, 2012.
- ▶ To chair such other committees or other fora as may be established at the County level pursuant to Article 6(2), 189(2) and 239(5) of the constitution as specified under section 54(5) of the County Government Act, 2012.
- ▶ In both her absence and the Deputy Governor, governor to designate a member of the County Executive Committee to chair the County Intergovernmental forum.
- ▶ Exercising disciplinary control over all county executive committee members.
- ▶ Appointment of an accounting officer for each department, entity or decentralized unit of the county gov.



## FUNCTIONS OF THE CHIEF OF STAFF

- ▶ Managing the Governor's and Deputy Governor's diary;
- ▶ Coordinating the Governor's overseas contacts and visits in liaison with the Department of Governance and Administration.
- ▶ Liaising and coordinating with the staff in the office of the governor for efficient flow of information and delivery of services.
- ▶ Supervising the activities of the county protocol office.
- ▶ Coordinating cabinet sub-committees in consultation with county secretary.
- ▶ Following up actions on Executive decisions and directives with the relevant departments.
- ▶ Head of the Governor's staff.
- ▶ Any other duties that may be assigned by the Governor.

## FUNCTIONS OF THE ADVISOR POLITICAL AFFAIRS

- ▶ Advising on political direction to the Governor;
- ▶ Monitoring political trends both in the county and at the national level and advice the Governor accordingly;
- ▶ Ensuring separation of powers between the office of the Governor, County Assembly and other offices in the County;
- ▶ Promoting national unity, peace and stability in the County;
- ▶ Conducting socio-political research to advice on policy;
- ▶ Monitoring and evaluating political trends in the County;
- ▶ Providing linkage between the office of the Governor, media and other Stakeholders;







- ▶ Briefing the Governor on matters of political interest; and
- ▶ Assisting to develop procedures and strategies for addressing issues of political interest; and
- ▶ Participating in the preparation of campaign and electoral material and policy positions and papers as directed by the Governor.

## FUNCTIONS OF THE ADVISOR ECONOMIC AFFAIRS

- ▶ Preparing policy briefs on macroeconomic, financial and monetary policy issues;
- ▶ Analyzing economic issues in close collaboration with State Departments responsible for Finance and Planning;
- ▶ Coordinating with other government offices and agencies in mobilizing resources to enhance the resource base for County Government;
- ▶ Contributing to the coordination of County Government's relations with bilateral and multilateral donors in consultations with other relevant offices;
- ▶ Conducting and/or coordinating economic research on topics of strategic interest to the Governor;
- ▶ Briefing the Governor on monthly basis on the latest developments and emerging issues.
- ▶ Advising Governor and the County Committees on all aspects of economic, financial and fiscal policy;
- ▶ Attending to sectoral issues related to regional and international co-operation;
- ▶ Collating and providing advice on trade, international economic and financial market policies including addressing the impact of the global financial crisis;
- ▶ Providing policy advice on strategic policy and operational issues relating to economic development;
- ▶ Undertaking any other assignments as may be directed by the Governor;



## FUNCTIONS OF THE DIRECTOR PARTNERSHIPS AND PROJECT IMPLEMENTATION UNIT

- ▶ Promoting partnerships with government institutions, private sector, foundations civil society, bilateral and multilateral partners in support of county programs and projects;
- ▶ Putting in place the County partnership engagement framework, policies and guidelines;
- ▶ Promoting and reinforcing partner reporting within County systems;
- ▶ Putting in place up to date database of active and concluded projects involving partners
- ▶ Serve as the Focal person for implementation of the partner funded and other specific projects as assigned by the governor.
- ▶ Design robust sustainability systems, develop detailed county engagements and private and public partnership strategy aligned to Homa Bay County core programming principles and objectives.
- ▶ Lead the conceptualization and implementation of the programs under funds from donors and support from defined partners
- ▶ Proactively lead and/or participate in meetings with the County Government to ensure the project activities are given due attention and is reflected within inter-governmental fora.
- ▶ Facilitate policy frameworks that allows county to invest on partnerships projects.
- ▶ Participate and ensure the coherence of the work of the multi-sector group in accordance with the County Government.
- ▶ Facilitate linkages with government programs and other stakeholders to ensure that activities complement other economic strengthening initiatives and adhere to county, national and global standards.
- ▶ Analyze and evaluate partnership suitability and performance.
- ▶ Proactively identify issues and concerns and use participatory processes to overcome implementation obstacles.
- ▶ Coordinate and monitor financial and material resources relevant to achieve the assigned partnership outcome.
- ▶ Proactive resource mobilization to support county development projects





- ▶ Ensure sustainable change is attained through partnerships with a wide array of organizations, non-profits, faith-based, host governments, international agencies, and others working to achieve core objectives of the partnership.

## **FUNCTIONS OF THE HEAD OF GOVERNOR'S SERVICE DELIVERY AND MONITORING & EVALUATION UNIT.**

- ▶ Develop and strengthen monitoring, inspection and evaluation procedures
- ▶ Monitor all project activities, expenditures and progress towards achieving the project output;
- ▶ Recommend further improvement of the logical frame work for projects;
- ▶ Develop monitoring and impact indicator for the project success;
- ▶ Monitor and evaluate overall progress on achievement of results;
- ▶ Monitor the sustainability of the project's results;
- ▶ Provide feedback to the County Governor on project strategies and activities;
- ▶ Suggest strategies to the County Governor for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- ▶ Report monthly, quarterly, half-yearly and annual progress on all project activities across the County to the Governor.
- ▶ Conduct capacity assessment on existing monitoring and evaluation system Develop indicators and a monitoring strategy for the project.
- ▶ Provide inputs, information and statistics for quarterly, annual and other reports to the Governor.
- ▶ Participate in project reviews and planning and assist the Governor in preparing relevant reports;
- ▶ Support monitoring and evaluation of the effects and impact of the project;
- ▶ Assist the project personnel with M&E tools and in supporting them in their use
- ▶ Assist in the preparation of reports on the findings and lessons learned from project innovations;
- ▶ Preparing and issuing completion certificates for verified and assessed projects completed as per the bill of quantities.



- ▶ Provide input and update information related to project outcome in close collaboration with the communication department;
- ▶ Develop M&E system for the Project and for the government counterpart/stakeholders;
- ▶ Prepare and maintain county project data base.
- ▶ Supporting the work of external affairs on strategic projects and major policy issues on the county strategy;
- ▶ Supervise overall delivery of projects as per the government plan and budgets.
- ▶ Undertaking project evaluations and providing completion reports to support issuance of completion certificates for county projects.
- ▶ Organizing inter-ministerial field mission on Key priority projects and identification of bottlenecks and milestones to inform and advice the Governor's office;
- ▶ Liaising with County departments to keep track of the implementation and status of Governors' priority projects;
- ▶ Translating and monitoring Governors commitments into action plans, budgets and timelines and any other duty as may be assigned by the Governor from time to time.





## B: OFFICE OF THE DEPUTY GOVERNOR

### KEY ROLES AND RESPONSIBILITIES

- ▶ Accountable to the Governor, in the exercise of the powers and performance of the duties and responsibilities assigned to the office,
- ▶ Attendance and appearance before a committee of the County Assembly when required to do so,
- ▶ Answering any question relating to the departmental functions and assigned portfolio when appearing before the County Assembly committees,
- ▶ Shall be responsible for the **Agriculture and Livestock Production** portfolio and shall therefore preside over ministerial responsibilities as enumerated here under:
  - I. Formulation and alignment of county departmental policies to state Department Policies for Implementation at County Level;
  - II. Organizing and coordinating annual agricultural and blue economy trade fairs, exhibitions and shows at county level.
  - III. Development and dissemination of appropriate technologies and strategies through Good Agricultural Practices (GAP) through strengthened Farmer Extension Research linkages;
  - IV. Capacity build farmers and other stakeholders through Agriculture Advisory services and coordinate farmer trainings at the Agriculture Training Centers (ATCs);
  - V. Provision of field extension services to farmers on technology application in crop husbandry practices and integrated pest and disease management;
  - VI. Carrying out food security and Nutrition campaigns through stakeholder and other mechanisms;
  - VII. Promotion of food safety and safe use of pesticides at the same time providing farmer training on pre-and post-harvest handling of crops and produce;



- VIII. Promotion of organic farming and certification;
- IX. Maintaining mechanisms for Early Warning Systems through proper collection and management of data and information on crops and food security;
- X. Promotion of farmer organizations and Youth in Agriculture, farming as a business, Agriculture Value Chains and Entrepreneurship;
- XI. Provision of data and information on farm inputs and create mechanisms for increased access to farm inputs;
- XII. Promotion of the concept of Warehouse Receipting Systems (WRS), market surveys and disseminating information on market prices to farmers;
- XIII. Carrying out field surveys, prepare structural designs and promote on-farm water harvesting;
- XIV. Provision of advisory services on soil and conservation technologies;
- XV. Preparation agriculture land use plans and assist farmers do farm layouts and farm plans;
- XVI. Provision of advice on maintenance of standards on agricultural machinery and equipment for on-farm mechanization and agro-processing (calibration of equipment and machinery);
- XVII. Promotion of on-farm water applications and management;
- XVIII. Promotion of farm structures;
- XIX. Provision advisory services on agricultural environmental management and biodiversity;
- XX. Promotion of Youth Agriculture and Environmental Protection;
- XXI. Mainstreaming socio-economic (cross cutting) perspectives in Agricultural Development.
- XXII. Implementation of national policies on livestock development;
- XXIII. Animal control and welfare services;
- XXIV. Provision of facilities for the accommodation, care and burial of animals;
- XXV. Coordination of implementation of national disease management strategies;
- XXVI. Disease vector surveillance and control;
- XXVII. Tsetse fly surveillance and control;
- XXVIII. Coordination of primary animal health care, including vaccination campaigns;





- XXIX. Coordination of provision of livestock sale yards, livestock markets and associated infrastructures;
- XXX. Coordination of construction of county abattoirs;
- XXXI. Implementation of animal reproductive services including Artificial Insemination;
- XXXII. Implementation of livestock programmes and projects;
- XXXIII. Development of markets and agro-processing infrastructure.
- XXXIV. Promotion of market development and value addition initiatives;
- XXXV. County Seed bulking units-upgrading of the satellite station

## KEY OFFICES

Chief Officer	Roles and Responsibilities
Agriculture	<ul style="list-style-type: none"><li>• Accounting officer of the department.</li><li>• Plant disease surveillance and control</li><li>• Undertaking agricultural extension services</li><li>• Promote horticulture and fruits agriculture development</li><li>• Promote agricultural mechanization and value addition initiatives</li><li>• Promote soil conservation practices</li><li>• Enhances food and nutrition security strategies</li><li>• Facilitates emerging agricultural technology transfers</li><li>• Undertakes agricultural information management</li><li>• Promote and facilitate agricultural based income generation and wealth creation programs</li><li>• Formulates policies and regulations for the agriculture sub-sector</li><li>• Promotes sustainable land use and resource management</li></ul>



#### Livestock Production

- Accounting officer of the department.
- Livestock production enhancement
- Undertake livestock extension services
- Livestock products value chains and marketing
- Animal husbandry practices
- Animal diseases control and vaccination
- Livestock breed improvement services

### C: OFFICE OF THE COUNTY SECRETARY AND HEAD OF PUBLIC SERVICE

#### KEY ROLES AND RESPONSIBILITIES

- ▶ The head of the County Public Service;
- ▶ Responsible for arranging the business, and keeping the minutes, of the County Executive Committee subject to the directions of the Executive Committee;
- ▶ Conveying the decisions of the county Executive Committee to the appropriate persons or authorities;
- ▶ Establishing strong linkages between county departments and external stakeholders;
- ▶ Establishing and developing collaboration with national government ministries or departments, partners and other relevant stakeholders;
- ▶ Ensure efficient management of resources;
- ▶ Interpret, disseminate and oversee the implementation of national and County Government policies;
- ▶ Coordinate County Government activities;
- ▶ Provide direction to public officers in the County;
- ▶ Coordinating development and implementation of the County Performance Framework;
- ▶ Responsible for performance contracting;
- ▶ Performing any other functions as directed by the Governor and County Executive Committee.
- ▶ Pay roll management







## II. COUNTY EXECUTIVE COMMITTEES, DEPARTMENTS.

### COUNTY EXECUTIVE COMMITTEE MEMBER FOR FINANCE AND ECONOMIC PLANNING

Department of Finance and Economic Planning

P.O Box 469-40300 HOMABAY

Tel:

Email

## DEPARTMENT OF FINANCE AND ECONOMIC PLANNING

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees</li> <li>Administering the county Government Emergency Fund for the county government in accordance with a framework and criteria approved by the County Assembly as is provided under section 111 of the Public Finance Management Act, 2012</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>Head of Accounts</li> <li>Chief Finance Officer (CFO)</li> <li>Director Revenue</li> <li>Director Planning</li> <li>Director Procurement</li> </ol>
	Finance	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Coordinating fiscal responsibility</li> <li>Revenue collection and management</li> <li>Coordination of the supply chain services in the County</li> <li>Advises the county government on all county public financial accounting and management,</li> <li>Oversees the implementation of approved accounting standards, policies and concepts to ensure compliance</li> </ul>	

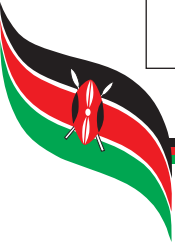


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Establishment and maintenance of a separate account into which all money appropriated to the Emergency Fund shall be paid</li> <li>Payment from the county government's emergency fund in strict adherence with the provisions of sections 112, 113 and 114 of the Public Finance Management Act, 2012</li> <li>Establishment of other county public funds in strict adherence with the provisions of section 116 of the Public Finance Management Act, 2012</li> <li>Management of the budget process for the county government as specified under section 128 of the Public Finance Management Act, 2012</li> <li>Submission to the county executive committee for its approval –               <ul style="list-style-type: none"> <li>(a) budget estimates and other documents supporting the budget of the county government excluding the County Assembly; and</li> <li>(b) the draft bills at county level required to implement the county government budget, in sufficient time to meet the</li> </ul> </li> </ul>		<ul style="list-style-type: none"> <li>Develops and implements plans to enhance efficient revenue collection and growth,</li> <li>Coordinates supply chain services in the county through provision of administrative guidelines on implementation and interpretation of public procurement acts</li> <li>Develops and implements consolidated county annual procurement plans</li> <li>Any other functions in compliance with Finance, revenue and procurement laws</li> </ul>	
	Economic Planning and budgets	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Economic Planning, fiscal budget and development coordination</li> <li>Planning and analysis of policies</li> <li>Provision of advice on planning and economic policy issues to various county departments</li> </ul>	6. Director Budget





Functions	Chief Officers		Directorates
<p>deadlines prescribed by section 129 of the Public Finance Management Act, 2012</p> <ul style="list-style-type: none"> <li>• Submission to the County Assembly the budget estimates, supporting documents, and any other bills required to implement the budget, except the finance bill by 30th April in that year following approval of the budget estimates by the county executive committee</li> <li>• Ensuring that estimates submitted as stated above are in accordance with the resolutions adopted by the County Assembly of the county Fiscal Strategy Paper</li> <li>• Preparation and presentation of comments on the budget estimates presented by the county assembly clerk.</li> <li>• Ensuring that the budget process is conducted in a manner and within a time frame sufficient to permit the participants in the process to meet the requirements of the constitution and the Public Finance Management Act, 2012.</li> <li>• Publishing and publicizing the documents after the budget estimates and other documents have been submitted to the County Assembly as soon as practicable</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Economic analysis roles</li> <li>• Monitoring and Evaluation of development projects and programs</li> <li>• Prefeasibility and feasibility studies</li> <li>• Collection and analysis of data relating to economic development decision making</li> <li>• Review of development policy strategies and programs</li> <li>• Co-ordination of development policy document preparation; CIDP, ADP, CFSP and Sectoral plans</li> <li>• Formulation of economic and statistical development activities</li> <li>• Linking policies, economic planning and budgetary processes</li> <li>• Mobilizes resources to enhance the resource base for the county government,</li> </ul>	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Preparation and submission of a county appropriation bill to the County Assembly of the approved estimates upon approval of the budget estimates by the County Assembly</li> <li>• Submission to the County Assembly the documents in respect of the budget in every financial year as specified under section 130 (1)(a), and (b), (c) and (d) of the Public Finance Management Act, 2012</li> <li>• Ensuring that the expenditure appropriations in the annual appropriation bill to be put before the county assembly are in a form that –               <ul style="list-style-type: none"> <li>(a) is accurate, precise, informative and pertinent to budget issues; and</li> <li>(b) Clearly identifies the appropriations by Vote and programme.</li> </ul> </li> <li>• With approval of the county executive committee, make a pronouncement of the revenue raising measures of the county government for each financial year</li> <li>• Submission to the County Assembly of all matters specified under section 132 (2) of the Public Finance Management Act, 2012.</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Issues guidelines on the budget process to be followed by all county government entities,</li> <li>• Advises the county on budget management and assists in assessment of the potential risk involved in new and existing budget policies</li> <li>• Issues guidelines on the budget process to be followed by all county government entities,</li> <li>• Advises the county on budget management and assists in assessment of the potential risk involved in new and existing budget policies</li> <li>• Budget policy documents; Budget Circular, CBROP, Budget Estimates, Budget Implementation progress reports, Appropriation Bills</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Coordination of the Development of County Integrated Development Plan</li><li>• Monitoring and evaluation of the implementation of County Integrated Development Plan (CIDP) and reporting on the same.</li><li>• Management of county statistics</li><li>• Coordination of the preparation of County annual work plan</li><li>• Response to the Auditor General's Management Letters and Annual Audit reports.</li><li>• Establishment of the county audit committee.</li><li>• Consultation with the relevant Chief Officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as specified under Section 53 (5) of the same Act. and approval of procurement plan as specified under Section 53 (5) of the same Act.</li><li>• Raising a loan on behalf of a county Government only as specified under section</li></ul>			



Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<p>140 of the Public Finance Management Act,2012</p> <ul style="list-style-type: none"><li>• Takes overall responsibility for the county economic planning and budget making process.</li><li>• In-charge of the county's revenue collection and revenue stream management.</li></ul>			





**COUNTY EXECUTIVE COMMITTEE MEMBER  
FOR GOVERNANCE ADMINISTRATION,  
COMMUNICATION AND DEVOLUTION**

Department of Governance Administration, Communication  
and Devolution  
P.O Box 469-40300 HOMABAY  
Tel:  
Email

**DEPARTMENT OF GOVERNANCE ADMINISTRATION, COMMUNICATION AND DEVOLUTION**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>The department is domiciled in the office of the governor.</li> <li>Assumes ministerial responsibility in the office of the governor.</li> <li>Responsible for public participation and stakeholder management</li> <li>In charge of special projects and the county fire brigades.</li> <li>In-charge of the special welfare service.</li> <li>Responsible for enforcement and inspectorate</li> <li>Responsible for liaison on devolution, Council of Governors and other relevant regional fairs e.g. LREB.</li> <li>In charge of county administration and devolved units.</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>Director Devolution</li> <li>Director of Administration and Public Service</li> <li>Director Enforcement</li> <li>Director Human Resource</li> <li>Head of Payroll Services</li> <li>Director Public Communication</li> </ol>
	Administration, Communications and Devolution	<ul style="list-style-type: none"> <li>Accounting officer in the executive office of the Governor.</li> <li>Building inter-governmental liaison and execution of delegated functions</li> <li>Manages liaison and hospitality roles</li> <li>Institute good corporate governance compliances processes</li> <li>Manages enforcement and compliance practices</li> <li>Leads in performance management and measurement</li> <li>Facilitates information</li> </ul>	



Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>• Responsible for public communication</li> <li>• Monitoring and coordination of community mobilization and development programmes;</li> <li>• Corporate Services;</li> <li>• Coordinate participation of Communities in governance at the local levels;</li> <li>• Governor can through an executive order assign more functions.</li> </ul>		<ul style="list-style-type: none"> <li>communication and feedback mechanisms</li> <li>• Coordinates all administrative units including sub-counties, wards and villages</li> <li>• Coordination of County administrative functions</li> <li>• Support county Human Resources management</li> </ul>	
	Stakeholder Management, public Participation, Special Projects and Disaster Management.	<ul style="list-style-type: none"> <li>• Accounting officer of the department.</li> <li>• Facilitation of public participation forums and civic education</li> <li>• Coordinates and implements alcoholic drinks control</li> <li>• Facilitates the success of the Public Complaints Management processes</li> <li>• Performs fire-fighting/lighting protection</li> </ul>	7. Director Teachers Welfare 8. Director Special Projects and Disaster Management 9. Director Stakeholder Management and Public Participation 10. Head of County Fire Brigade







**COUNTY EXECUTIVE COMMITTEE MEMBER  
FOR EDUCATION, HUMAN CAPITAL  
DEVELOPMENT AND VOCATIONAL  
TRAINING**

Department of Education, Human Capital Development and Vocational Training  
P.O Box 469-40300 HOMABAY  
Tel:  
Email:

**DEPARTMENT OF EDUCATION, HUMAN CAPITAL DEVELOPMENT AND VOCATIONAL TRAINING**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office.</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so.</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees.</li> <li>Consultation with the relevant chief officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	County Dept.	Roles and Responsibilities	1. Director E.C.D
	Early Years Education	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Administration of early childhood education standards and Norms</li> <li>Promote staff skill development</li> <li>Formulates, disseminates and implements ECDE and vocational training policies,</li> <li>Administers and manages early childhood programmes,</li> <li>Implements ECDE a curricula,</li> <li>Provides curriculum support materials to ECDE centres</li> <li>Provides infrastructure to ECDE centres</li> </ul>	

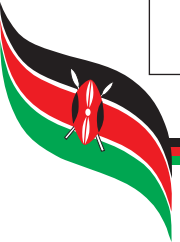


Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>• Early Year of Education</li> <li>• Home craft Centers</li> <li>• Childcare and rescue facilities</li> <li>• Vocational Training;</li> <li>• Village/Youth Polytechnics.</li> <li>• Responsible for the development and keeping of the county human capital data base.</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Maintains quality standards in ECDE.</li> </ul>	<p>2. Director vocational training and human capital.</p>
	<p>Education, Human Capital Development and Vocational Training</p>	<ul style="list-style-type: none"> <li>• Accounting officer of the department.</li> <li>• Management of Technical Training Institutes including Youth Polytechnics</li> <li>• Supervision Administration of management of Youth Polytechnic Training Staff</li> <li>• Vocational Curriculum reforms</li> <li>• Quality Assurance and Standards in Youth Polytechnics</li> <li>• Instructors management and development in Youth Polytechnics</li> <li>• Constructing and equipping of Youth Polytechnics</li> <li>• Administration of Youth Polytechnic Grants</li> <li>• Registration of Youth Polytechnics and constitution of boards of management</li> <li>• Research and development</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"><li>• Revitalization program -Enhancing capacity of Youth Polytechnics</li><li>• Promote linkage between middle level tertiary institutions in the county with higher learning institutions and industry</li><li>• Disburses county bursaries to various institutions as per the approved beneficiary lists</li><li>• Maintains quality standards in vocational training institutions</li><li>• Formulates, disseminates and implements vocational training policies,</li><li>• Administers and manages vocational training programmes,</li><li>• Implements vocational training curricula,</li><li>• Provides curriculum support materials to vocational training centres (VTCs),</li><li>• Provides infrastructure to VTCs.</li></ul>	





**COUNTY EXECUTIVE COMMITTEE MEMBER  
FOR BLUE ECONOMY, AGRICULTURE,  
LIVESTOCK, FISHERIES, MINING AND  
DIGITAL ECONOMY**

Department of Blue Economy, Agriculture, Livestock, Fisheries,  
Mining and Digital Economy  
P.O Box 469-40300 HOMABAY  
Tel:  
Email:

## DEPARTMENT OF BLUE ECONOMY, FISHERIES, MINING AND DIGITAL ECONOMY

Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<p><b>Blue Economy and Fisheries</b></p> <ul style="list-style-type: none"> <li>• Implementation of national policies on fisheries development with approval of county executive committee;</li> <li>• Develop and implement a comprehensive blue economy policy framework and action plan</li> <li>• Development of policy framework for the development of fish value chain</li> <li>• Provision of fisheries extension services;</li> <li>• Enforcement of compliance with regulations and standards on fish quality;</li> <li>• Development and maintenance of county specific fish related infrastructure;</li> <li>• Provision of sanitary facilities at the Lake landing sites;</li> </ul>	<p>Blue Economy, Fisheries, Mining and Digital Economy</p>	<ul style="list-style-type: none"> <li>• Accounting officer of the department.</li> <li>• Fisheries extension services</li> <li>• County fish seed bulking services</li> <li>• Fish pond siting and pegging</li> <li>• Develops, implements and maintains information systems in the county</li> <li>• Support of end users on our ICT platforms</li> <li>• ICT Networking</li> <li>• ICT centers establishment and maintenance</li> <li>• Automations processes development</li> </ul>	<ol style="list-style-type: none"> <li>1. Director Blue Economy and Fisheries</li> <li>2. Director Digital Economy.</li> </ol>





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Development and implementation of local fisheries projects;</li> <li>• Formation and supervision of Beach Management Units and Aquaculture Cluster groups;</li> <li>• Fisheries licensing and management;</li> <li>• Collection of Fisheries Statistics;</li> <li>• Implementation of training programmes and plans for fish farmers;</li> <li>• Enforcement of international treaties and protocols on fisheries management with approval of the county executive committee</li> <li>• Supervision of county government activities related to fisheries management and security to ensure that there is harmony and adherence to fisheries laws and regulations;</li> <li>• Promote sustainable use of freshwater and wetland resources by promoting livelihood options that are compatible with sustainable use of freshwater and wetland resources</li> <li>• Resolution of transboundary challenges and conflicts</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Intranet mail system management</li> <li>• Knowledge management data system</li> </ul>	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Build capacity, Research and Development in the Blue economy</li> <li>• Promotion of Trade and Investment in blue economy resources</li> <li>• Promotion of Tourism, Cultural and Aquatic Sports</li> </ul> <p><b>Digital Economies</b></p> <ul style="list-style-type: none"> <li>• In charge of e-government and ICT</li> <li>• Development and implementation of e-commerce and digital payment</li> <li>• Supervise installation of ICT in learning institutions by installing Wi-Fi in public schools</li> <li>• Connecting the youth to the digital economy and global networks for employment</li> <li>• Development county library and/archive center and amphitheater</li> <li>• Supervision of county government activities related to connecting villages with ICTs and community access points (use of digital village model)</li> </ul>	County Dept.	Roles and Responsibilities	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Development and implementation of policies that supports circular economy including use of e-waste as a raw material for manufacturing</li><li>• Support establishment of i-hubs to promote innovation and commercialization in all wards</li></ul>			
<b>Mining</b> <ul style="list-style-type: none"><li>• Licensing of prospecting rights;</li><li>• Licensing for quarrying of building and construction materials;</li><li>• Inspection of mines;</li><li>• Inspection of explosives;</li><li>• Support modernization of artisan mining;</li><li>• Enact policies for safety of mines.</li></ul>			3. Director mining





**COUNTY EXECUTIVE COMMITTEE  
MEMBER FOR ROADS, PUBLIC WORKS,  
TRANSPORT AND INFRASTRUCTURE**

Department of Roads, Public Works, Transport and  
Infrastructure  
P.O Box 469-40300 HOMABAY  
Tel:  
Email:

**DEPARTMENT OF ROADS, PUBLIC WORKS, TRANSPORT AND INFRASTRUCTURE**

Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so,</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees,</li> <li>Consultation with the relevant chief officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	Roads and Transport	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Roads planning, design, research and supervision</li> <li>Construction, development and maintenance of county roads and road structures</li> <li>Procurement, management and disposal of county motor vehicles, plant and equipment</li> <li>Control and management of public road transport</li> <li>Procures, manages and disposes county motor vehicles, plants and equipment</li> </ul>	<ol style="list-style-type: none"> <li>Director Roads</li> <li>Director Transport and Fleet Management</li> <li>Chief Engineer</li> <li>Director Mechanical Services</li> </ol>







Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>Implementation of county and national government policies and guidelines in the provision of mechanical and electrical building services for government buildings in the county;</li> <li>Implementation of policies and guidelines in the provision of construction and maintenance of other public works in the county;</li> <li>Implementation of policies on road works, quality standards, materials, mechanical and transport services for county roads;</li> <li>Undertaking performance and technical audit on road construction and maintenance for county roads;</li> <li>Implementation of findings on material research and testing to ensure compliance both for Government and Private sector construction and industry on county road works;</li> <li>Provision of equipment for development and maintenance of infrastructure,</li> </ul>	County Dept.	Roles and Responsibilities	
	Public Work and Infrastructure Development	<ul style="list-style-type: none"> <li>Formulates policy and regulate public transport roads</li> <li>Accounting officer of the department.</li> <li>Public projects implementation management and supervision</li> <li>Tests material and advice on usage</li> <li>Provision of basic infrastructure facilities to the public which include development and maintenance of public buildings and other public works.</li> </ul>	





Functions	Chief Officers		Directorates
<p>technical consultancy and other mechanical services to the public and private sectors;</p> <ul style="list-style-type: none"> <li>• Collaborating with Kenya Building Research Centre (KBRC);</li> <li>• Preparation and production of Designs, BQs and drawings of county Government projects;</li> <li>• Technical advisory services on Estate Management to County Government agencies;</li> <li>• Supervision of the construction of all government buildings, roads and other related infrastructure, electrical and mechanical works.</li> <li>• In charge of county transport system and fleet management.</li> <li>• Planning of traffic flow.</li> <li>• Licensing of motor vehicles.</li> <li>• Provision and management of bus terminus within urban areas</li> <li>• Design and construction of new roads within the county;</li> <li>• Maintenance of both rural and urban roads within the county;</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Formulates policy, research and regulate standards of buildings and other public works,</li> <li>• Civil, Mechanical and electrical Services works</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Construction of county bridges; and Protection of county road reserves.</li><li>• Inspection and identification of private garages suitable for repairing GKs and County vehicles, plant and equipment.</li><li>• Assessment of transport charges for Government officers who are proceeding on transfer.</li><li>• Valuation of vehicles, plant and equipment for the following purposes: - Determine resale value for disposal, Security in courts of law, Insurance Loans for public servants desiring to purchase used vehicles.</li><li>• Suitability/occupational testing of drivers and plant operators for employment &amp; promotion in the public sector.</li></ul>			





**COUNTY EXECUTIVE COMMITTEE MEMBER  
FOR YOUTH, SPORTS, TALENT  
DEVELOPMENT, GENDER INCLUSIVITY,  
CULTURAL HERITAGE AND SOCIAL  
SERVICES**

Department of Youth, Sports, Talent Development, Gender  
Inclusivity, Cultural Heritage and Social Services  
P.O Box 469-40300 HOMABAY  
Tel:  
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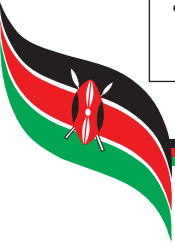
**DEPARTMENT OF YOUTH, SPORTS, TALENT DEVELOPMENT, GENDER INCLUSIVITY, CULTURAL  
HERITAGE AND SOCIAL SERVICES**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees</li> <li>Consultation with the relevant chief officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>Director Youth, Sports and Talent Development</li> <li>Director Heritage &amp; Social Services</li> </ol>
	Youth, Sports, Talent Development, Cultural Heritage and Social Services	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Formulates and implements policy on sports</li> <li>Evaluates and monitors the County Government on all aspects of sports</li> <li>Recommends the issuance of visas, passports and other travel documents to athletes and sports officials</li> <li>Sports talent development</li> <li>Sports facility development and management</li> </ul>	





Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>• Administration of programmes and institutions for children’s care and development;</li> <li>• Regulation of Cinemas, videos show and hiring of equipment;</li> <li>• Developing and managing Museums</li> <li>• Promotion and regulation of cultural activities;</li> <li>• Management of County parks, sanctuaries, beaches and recreation facilities;</li> <li>• Controlling use of drugs and pornography;</li> <li>• Implementing policies and programmes on child protection and care including CT-OVC programme;</li> <li>• Enforcement of policy, guidelines and standards on child protection, participation, care, reintegration and children going through the juvenile system in the County;</li> <li>• Maintenance and custody of records and data on the management of children</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Formulates, implements, coordinates, reviews and monitors youth development policies and initiatives</li> <li>• Develops youth empowerment centres</li> <li>• Facilitates youth participation in the development process</li> <li>• Facilitates leadership/mentorship, entrepreneurship and life skills in training</li> <li>• Maintaining and updating databases on jobs and education opportunities nationally and globally</li> <li>• Gives access to Government Procurement Opportunities (YAGPO)</li> <li>• Partners with stakeholders in cultural development programmes such as festivals, exhibitions and cultural dialogue forums, among others</li> </ul>	





Functions	Chief Officers		Directorates
<p>services in the County;</p> <ul style="list-style-type: none"> <li>• Networking with relevant government department, public and private agencies to ensure the efficiency and effectiveness of all social programmes established in the interest of all children in the County;</li> <li>• Establishment and coordination of children assemblies;</li> <li>• Monitoring and evaluation of all children’s programmes in the county;</li> <li>• Monitoring and regulation of activities of organizations dealing with children to ensure they meet the standards e.g. monitoring and regulating childcare facilities;</li> <li>• Placement and follow up of Children in foster care;</li> <li>• Rehabilitation and reintegration of children in the community;</li> <li>• Psychosocial support to dysfunctional families with vulnerable children;</li> <li>• Monitoring of all children’s programmes in the County including child care facilities and charitable children institutions;</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Implements socio-economic programs for the youth</li> <li>• Promote cultural development, documentation and perpetuation</li> <li>• Mobilizing and managing human, financial and other resources for cultural development</li> <li>• Promoting and developing creative cultural industries, such as performing, visual and literary arts as an economic sector</li> <li>• Promotes, preserves and develops Kenya’s indigenous knowledge systems and safeguards the Intangible Cultural Heritage (ICH) for posterity</li> <li>• Promoting and developing cultural infrastructure such arts centre, arts gallery and community cultural centres</li> <li>• Registering cultural groups &amp; individual cultural practitioners</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Establishment and provision of secretariat of Area Advisory Councils (AACs);</li> <li>Coordination of the process of recruitment and supervision of Volunteer Children Officers (VCOs);</li> <li>Implementation of the Child protection systems (Child Protection Units, Child Protection Centers. Children courts, Child Help lines);</li> <li>Implementation of street children programmes;</li> <li>Collection, collation and maintenance of data on the management of children services in the County;</li> <li>Sensitization and creation of awareness on child rights and welfare including celebrations regional and international children days;</li> <li>Implementation of policies and legislative frameworks for gender and social development;</li> <li>Coordination and monitoring of gender mainstreaming in county programs/projects and activities;</li> </ul>			
	Gender Inclusivity and Women Empowerment	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Formulates and reviews policies and guidelines for gender mainstreaming</li> <li>Advises and gives technical support on gender and social development issues</li> <li>Sensitizes and builds capacity for women and vulnerable groups</li> <li>Facilitates equal opportunities for special needs groups in education, employment, decision-making, representation and business</li> <li>Develops and maintains a database of gender disaggregated data, elderly persons, persons with disabilities,</li> </ul>	3. Director Gender and inclusivity





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>• Coordination and monitoring of the promotion of awareness on harmful cultural practices such as Female Genital Mutilation/Cutting (FGM/C) and Gender based Violence (GBV);</li> <li>• Coordination and monitoring of the thirty percent (30%) affirmative action on</li> <li>• Collaborating with National Council for Persons with disability in provision of financial subsidies to persons with severe disability;</li> <li>• Coordination and monitoring of the provision of financial subsidies to build capacity of household with needy older persons aged 65 and above;</li> <li>• Collaboration with WEF in the empowerment of women through the provision of alternative financial support to individual women and women groups;</li> <li>• Implementation of training programmes for Persons with Disabilities in Vocational Rehabilitation Centers.</li> <li>• Ensuring gender mainstreaming in all County programmes;</li> </ul>		<p>orphans and vulnerable children</p> <ul style="list-style-type: none"> <li>• Builds capacity on child rights, welfare, advisory and referral of individuals and groups to relevant service providers</li> <li>• Ensures gender equity and equality in development</li> </ul>	







Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Liaising with other partners in the provision of volunteer services and coordinate the provision of social welfare to vulnerable groups within the County;</li><li>• Involvement of communities in development activities and supervise programmes and community institutions within the County and collaboration with line ministries and stakeholders;</li><li>• Collaboration with NCPWD in disability mainstreaming issues in County programmes;</li><li>• Collaborating with LUO Council of Elders in promoting and supporting their activities towards culture promotion and national cohesion.</li><li>• Promotion of Kiswahili, sign language and indigenous languages.</li><li>• Mainstreaming of Gender into Development;</li><li>• Provision of support to Women Enterprise Development Fund;</li><li>• Promotion and coordination of volunteer services; Promotion of Youth Health;</li><li>• Nurturing Youth Talent in all areas;</li></ul>			





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"><li>• Addressing Youth Crime and Drugs;</li><li>• Mainstreaming Gender Concerns in Youth Programs;</li><li>• Addressing Special Needs of Youth;</li><li>• Provision of Guidance and Counseling Services for Youth;</li><li>• Management and Promotion of Youth Enterprise;</li><li>• Development of Youth Employment Programs;</li><li>• Promotion of Research for Youth Development;</li><li>• Integrating ICT in Youth Programs;</li><li>• Promotion of Empowerment of Youth;</li><li>• Participation in Development of Youth Policy;</li><li>• Racing activities;</li><li>• Promotion and Regulation of Sporting activities;</li><li>• Organization and coordination of sports functions and events at the grassroots, national and international levels;</li><li>• Mobilization of financial resources for sports programme and activities;</li><li>• Provision of Essential Infrastructure for Youth Development;</li></ul>	County Dept.	Roles and Responsibilities	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Development of Youth Networks for Social Mobilization;</li><li>• Promotion of Youth Peace in Social Integration;</li><li>• Promotion of Youth projects;</li><li>• Coaching and officiating sports activities;</li><li>• Establishment of Youth sports centers and facilities and ensuring care and safety of sports facility users;</li><li>• Registration of sports clubs;</li> <li>• Collaboration with the relevant public and private institutions on development of sports facilities.</li><li>• Control of doping and drugs/subsistence abuse in sports.</li><li>• Organization and coordination of training for sports technical and administration personnel.</li><li>• Establish premium parks and heritage sites, e.g., Build Gor Mahia mausoleum, Nyam Godho wuon Omabre Shrine, the old Rapedhi SDA Church National Monument, etc.</li></ul>			





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Develop and implement policy framework to ensure that PWDs are treated with respect including developing a comprehensive program to support and ensure that they live in dignity by including PWDs in plans, programs, policies and governance</li><li>• Ensure equitable employment and representation of PWDs by achieving the 5% constitution threshold in all the working departments</li><li>• Make public spaces, facilities and structures accessible to PWDs including toilets, hospital facilities, educational facilities and recreational facilities.</li><li>• Including PWDs into the society and the economy as much as possible including access to affordable credit and other economic opportunities</li><li>• Full implementation of the county disability act 2022 and immediate formulation of the PWDs mainstreaming policy</li></ul>			





**COUNTY EXECUTIVE COMMITTEE  
MEMBER FOR WATER, IRRIGATION,  
SANITATION, ENVIRONMENT, ENERGY,  
FORESTRY AND CLIMATE CHANGE**

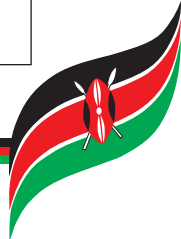
Department of Water, Irrigation, Sanitation, Environment,  
Energy, Forestry and Climate Change  
P.O Box 469-40300 HOMABAY  
Tel:  
Email:

## DEPARTMENT OF WATER, IRRIGATION, SANITATION, ENVIRONMENT, ENERGY, FORESTRY AND CLIMATE CHANGE

Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees</li> <li>Consultation with the relevant chief officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015</li> </ul>	Water, Sanitation and Irrigation	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Increase access to clean and portable water</li> <li>Undertake irrigation infrastructure development</li> <li>Promote irrigation development partnerships and resource mobilization</li> <li>Promote irrigation schemes establishment and management</li> <li>Undertakes water pollution controls</li> <li>Formulates and implements policies, by-laws and legislations</li> </ul>	1. Director Water, Sanitation and Irrigation.



Functions	Chief Officers		Directorates
<p>and approval of procurement plan as specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>• Implementation of national policies at the County level;</li> <li>• Develop water resources in the County</li> <li>• Develop and implement policies for</li> <li>• Conservation, control and protection of water catchment areas;</li> <li>• Control of: - Air pollution, Noise pollution, Other public nuisance and outdoor advertisement;</li> <li>• Management of forests and water conservation;</li> <li>• Acquisition of data on weather, climate, water and related environmental information;</li> <li>• Provision of essential data and information to support systems such as agriculture, water resources, human health, disaster management and transport for improving the well-being of societies;</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>2. Director Energy.</li> <li>3. Director Climate Change</li> <li>4. Director Environment and Forestry</li> </ol>
		<p>relating to the management of land, water, environment and natural resources</p>	
	<p>Environment, Energy and Climate Change</p>	<ul style="list-style-type: none"> <li>• Accounting officer of the department.</li> <li>• Conserve develop and sustainably manage forestry resources</li> <li>• Ensure sustainable management of environment</li> <li>• Energy mapping and generation functions</li> <li>• Green technology initiatives and innovations</li> <li>• Pursuing energy development partnership opportunities</li> <li>• Manages storm water systems</li> <li>• Enhancing lighting of towns, markets and rural areas and promoting renewable sources of energy</li> </ul>	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Rehabilitation and protection of indigenous forests in the all water towers.</li> <li>• Rehabilitation and restoration of degraded river basin systems;</li> <li>• Development and coordination of the implementation of climate change policy, Act and Regulations;</li> <li>• Development and promotion of initiatives for mainstreaming poverty reduction in environment programmes;</li> <li>• Promotion of school-based partnerships and clubs in environmental conservation and management;</li> <li>• Integrating Lake Basin Development Programmes;</li> <li>• Coordination of NEMA field operations;</li> <li>• Mobilization of resources for implementation of NEMA activities;</li> <li>• Facilitation of environmental education;</li> <li>• Enforce environmental regulations and standards; a</li> <li>• Promotion of compliance with the environmental laws, regulations and standards</li> <li>• Management of water resources,</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Implements county specific water conservation and forestry policies through water resource users associations (WRUAs)</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Provision of water services</li><li>• Provision water storage services</li><li>• Implementation of county specific policies on electrical energy, renewable energy, geothermal exploration and development;</li><li>• Collection of Data/statistics necessary for energy projects designs e.g. river flow data could be provided at County level;</li><li>• Generation: small hydropower, small geothermal, thermal less than 3MW as IPPs;</li><li>• Undertake feasibility studies for county-based energy projects;</li><li>• Generation of energy statistics;</li><li>• Undertaking county specific feasibility studies for projects less than 3MW;</li><li>• Coordination of licensing and registration, formulation and enforcement of standards, codes and regulations for energy projects in the county.</li><li>• Licensing and registration of projects of 3MW &amp; below;</li><li>• Conducting Independent technical assessment, monitoring and evaluation of transmission projects within the county;</li></ul>			







Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Making recommendation for intervention and corrective measures during implementation of energy projects.</li><li>• Planning, Development, Operation and Maintenance of Mini-grids &amp; dispersed (isolated) systems;</li><li>• Generation of Energy Support Data.</li><li>• Mobilizing financial resources for County-specific energy projects.</li><li>• Monitoring and evaluation of Renewable Energy Projects, particularly those being undertaken by Ministry of Energy SAGAs and consultants, and other partners</li><li>• Coordination of research studies – desk studies, design and development plans for County- specific energy research projects and innovations;</li><li>• Promotion of appropriate renewable energy technology within the county through extension, training/capacity building, public awareness campaigns and demonstration;</li><li>• Promotion of Energy Efficiency and Conservation (EEC);</li><li>• Training energy managers;</li></ul>			



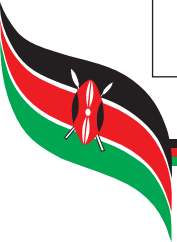


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>• Undertaking Energy audits in public buildings, industry, commercial buildings and institutions;</li> <li>• Promotion of Minimum Performance Standards (MEPS) and Labels for energy equipment and appliances;</li> <li>• Undertaking preliminary assessments, mapping and allocation of steam (Geothermal) blocks;</li> <li>• Coordination of feasibility studies and development of geothermal stations;</li> <li>• Undertaking preliminary assessments, mapping and allocation of steam (Geothermal) blocks;</li> <li>• Coordination of feasibility studies and development of geothermal stations.</li> <li>• Sensitize, develop and disseminate appropriate agro forestry technologies</li> <li>• Increase and improve accessibility of tree seeds/seedlings in the community</li> <li>• Produce and distribute tree seedlings and seed of appropriate agro forestry/wood fuel species</li> <li>• Develop and establish effective collaboration in extension of services</li> </ul>			





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
	<p>through GOK Agencies, NGOs and other tree planting groups / organizations and relevant stake holders</p> <ul style="list-style-type: none"><li>• Promote farm forestry, dry lands forestry and commercial tree farming</li><li>• Establishment, development and management county irrigation programmes.</li><li>• Aggressively promote environmental protection awareness among the people, ensure the achievement of cleanliness in our urban centers, towns and villages, and educate on personal accountability towards pollution.</li><li>• Place the environment at the heart of government policy and enforce adherence to environmental policy.</li><li>• Promote research and innovation aligned to the exploitation, utilization, conservation and management of the environment and natural resources</li><li>• Raise the tree cover to the 10% level required by the Constitution.</li></ul>		



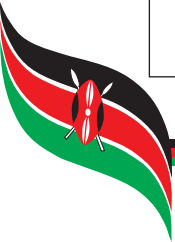


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>• Conserve sensitive forest ecosystems such as Gwasssi Hill Forest, Lambwe, Wire, Koderu, Gembe, aesthetic value and tourism potential</li> <li>• Develop and implement a County strategy for rehabilitation and restoration of degraded forest ecosystems, hilltop forests and water catchment areas with active community involvement/participation</li> <li>• Conserve wetland resources in the County by enacting County wetlands regulations.</li> <li>• Support rehabilitation and restoration of degraded wetlands, riverbanks and lakeshores</li> <li>• Develop and implement policies for sustainable harvesting of sand and mining activities</li> <li>• Regulate and encourage sustainable utilization and bio-prospecting of biological resources, e.g. Aloes</li> <li>• Develop and implement a strategy to contain, control and mitigate alien and invasive species, e.g., water hyacinth, Rhino grass etc.</li> </ul>			





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Provision of adequate solid waste collection and disposal facilities, including waste to energy</li><li>• Establish facilities and incentives for cleaner production, waste recovery, recycling and re-use for employment creation</li></ul>			





**COUNTY EXECUTIVE COMMITTEE  
MEMBER FOR PUBLIC HEALTH AND  
MEDICAL SERVICES**

Department of Public Health and Medical Services  
P.O Box 469-40300  
HOMABAY  
Tel:  
Email:

**DEPARTMENT OF PUBLIC HEALTH AND MEDICAL SERVICES**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees</li> <li>Consultation with the relevant chief officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>County Director of Health Services</li> <li>Deputy Director Medical Services</li> <li>Deputy Director Preventive and Promotive Health</li> <li>Deputy Director Health and Policy and Planning</li> </ol>
	Health	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Managing county health facilities and pharmacies</li> <li>Promotion of primary health care</li> <li>Licensing and control of undertakings that sell food to the public</li> <li>Provision of curative and rehabilitative services</li> <li>Food hygiene/food handling examination services</li> <li>Provision of ambulance and hearse services</li> </ul>	





Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>• Implementation of National Policies at the County Level;</li> <li>• Provision of Community Health Services;</li> <li>• Provision of Health Education;</li> <li>• Quarantine Administration;</li> <li>• Implementation of preventative health programmes including vector control;</li> <li>• Provision of reproductive health services;</li> <li>• Provision of radiation protection services;</li> <li>• Mosquito control;</li> <li>• Provision of preventive health services;</li> <li>• Promotion of food quality, hygiene and Waste management systems;</li> <li>• Health inspection and other public health services;</li> <li>• Provision of National Public Health Laboratory Services;</li> <li>• Provision of Government chemist services;</li> <li>• Provision of curative services;</li> <li>• Treatment and management of HIV/AIDs and other Sexually Transmitted Infections;</li> </ul>	County Dept.	Roles and Responsibilities	<ul style="list-style-type: none"> <li>5. Deputy Director General Administration and Support Services</li> <li>6. CEO Homabay Referral Hospital</li> </ul>
		<ul style="list-style-type: none"> <li>• Pest control services in private and public spaces (disinfestations and fumigation)</li> <li>• Mortuary and cemetery services (preservation, dressing, embalming, cemetery services)</li> <li>• Public health premise inspection and licensing services</li> <li>• Provision of emergency and disaster management including quarantine services</li> <li>• Issuance of building occupation certificate</li> <li>• Dissemination of Government policies, regulations, standards and guidelines</li> <li>• Distribution of health commodities and equipment</li> <li>• Inspection and regulation of health facilities including private clinics</li> </ul>	





Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Provision of maternity services;</li><li>• Management of clinics and hospitals;</li><li>• Provision of Health Insurance Services;</li><li>• Provision of Clinical Laboratory Services;</li><li>• Development and management of public mortuaries, cemeteries and crematoria;</li><li>• Management of dispensaries and health centers;</li><li>• Procuring, distribution and management of drugs and medical supplies;</li><li>• Promotion of Community health Services.</li></ul>			







**COUNTY EXECUTIVE COMMITTEE  
MEMBER FOR LAND, PHYSICAL  
PLANNING, HOUSING AND URBAN  
DEVELOPMENT**

Department of Land, Physical Planning, Housing and Urban  
Development  
P.O Box 469-40300HOMABAY  
Tel:  
Email:

**DEPARTMENT OF LAND, PHYSICAL PLANNING, HOUSING AND URBAN DEVELOPMENT**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office.</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so.</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees.</li> <li>Consultation with the relevant Chief Officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	County Dept.	Roles and Responsibilities	<ol style="list-style-type: none"> <li>Director Lands</li> <li>Director Physical Planning</li> </ol>
	Land and Physical Planning	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Collect, process, disseminate and archive accurate geospatial data for sustainable utilization of resources</li> <li>Quantity surveying</li> <li>Prepares, implements, monitors and evaluates spatial plans and physical development plans,</li> <li>Undertakes development control, and implementation of approved development plans</li> <li>Issues operation licenses in county forests and community lands</li> </ul>	





Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act. and approval of procurement plan as specified under Section 53 (5) of the same Act.</p> <p><b>Land Administration</b></p> <ul style="list-style-type: none"> <li>Responsible for supervision of land administration institutions and valuation of land and other properties.</li> <li>Policy formulation in management and administration of County land;</li> <li>Land banking involving purchase of land parcels for development of markets, special Economic Zones, dumping sites, ECDs and dispensaries; etc.</li> <li>Oversee the operations of County Land Control Boards;</li> <li>Establishment of Draft Valuation Roll;</li> <li>Facilitating the enactment of policies and pieces of legislations to bridge the gaps currently in land administration within the County;</li> <li>Coordinating arbitration on county land issues and boundary disputes;</li> </ul>	County Dept.	Roles and Responsibilities	
	Housing and Urban Development	<ul style="list-style-type: none"> <li>Undertake survey and technical designs of irrigation projects and Land management structures</li> <li>Undertakes mapping, surveys and Physical Planning</li> <li>Facilitate land registration and provide security of land tenure to the landless towards efficient administration and management of the same</li> </ul>	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Liaising with County Valuer and National Government Valuer on property valuation;</li> <li>• Establishing a database of properties acquired through devolved functions;</li> <li>• Generation and collection of County land revenue and other related fees;</li> <li>• Land Titles Processing;</li> <li>• Documentation and preservation of public purpose land;</li> <li>• Provision of reliable land information (Land Information Management System);</li> <li>• Provision of technical advice on subdivision, charges, succession, transfer and amalgamation caution;</li> <li>• Forms County Land Management Boards membership through County Surveyors and Planners;</li> <li>• Represent the County in all matters that appertain to Land;</li> <li>• Liaison with department of land adjudication and settlement in preparation of plans for land adjudication programmes;</li> <li>• To facilitate land and development loans acquisition and recovery;</li> </ul>	County Dept.	Roles and Responsibilities	



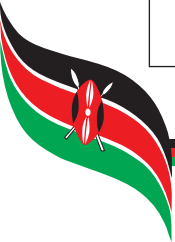


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>To facilitate security of tenure by ascertaining and recording rights and interests on land;</li> <li>To identify the arable agricultural land for settlement purposes;</li> <li>To facilitate preparation of all settlements land records for documentation and land registration process</li> </ul>			
<p><b>Physical Planning, Survey and GIS</b></p> <ul style="list-style-type: none"> <li>Preparation of Plans for Upcoming Towns and Implementation of Physical &amp; Land Use Planning Act (ensuring that all development application are to be carried out under the guideline of revised Physical and Land Use Planning Act 2019) ; and the formulation of County Spatial Plan;</li> <li>Preparation of county specific physical development policies, guidelines, standards and strategies in line with national principles, norms and standards</li> <li>Outdoor Advertisements and Billboards Management;</li> </ul>			5. Director GIS





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Enforcement of physical planning rules, regulations and compliance with approved physical development plans;</li> <li>• Supervising the professional and technical performance of municipal, towns and market centers physical planning units and (i) Undertaking studies and research on county specific matters related to physical planning ; (ii) planning and survey of markets; (ii) Preparing an annual status report on the physical planning matters in the county for submission to the county executive member responsible for physical planning; (iii) evaluation of applications for development permission and recommending to the respective Board for approval;</li> <li>• Extension of new grant survey; compilation of deed plan and registry index maps required to support registration and issuance of land titles;</li> <li>• Producing County Atlas, digitize all villages and related GIS data</li> </ul>	County Dept.	Roles and Responsibilities	



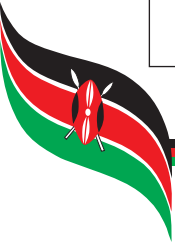


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Surveys and Mapping including establishment of survey and geodetic controls, quality checks of cadastral jobs, survey of County land and boundaries, production and printing of topographical maps; and Densification of Geodetic Controls;</li><li>• Technical support relating to land registration and acquisition processes to the County Government.</li><li>• Fixation of boundaries of all county public land that are registered under general boundaries and Geo-referencing of parcels of land within general boundary adjudication sections;</li><li>• Survey and production of registry index maps for settlement schemes, company and co-operative farms;</li><li>• Identification of all un-alienated public land, survey and regularization;</li><li>• Creation and installation of a departmental geographical information systems lab and Training of technical staff on emerging trends in survey mapping and GIS technology;</li></ul>			





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Processing and preparing deed plans and registry index maps and Authenticating all survey plans submitted by licensed land surveyors in private practice;</li> <li>• Assisting and advising the County Government on matters related to physical planning and land surveys;</li> <li>• Attend and resolve boundary disputes;</li> </ul> <p><b>Housing and Urban Development</b></p> <ul style="list-style-type: none"> <li>• Establishment of Municipal, Town and Market Center Management Boards and general town administration; Enactment of town laws and by-laws</li> <li>• Service delivery to town dwellers.</li> <li>• Preparation of Integrated Development Plans</li> <li>• Implementation and Effective driving of projects;</li> <li>• Resource mobilization through proposal writing, collaborations, joint ventures and general donor engagements</li> <li>• Governance and Management of Towns</li> </ul>	County Dept.	Roles and Responsibilities	





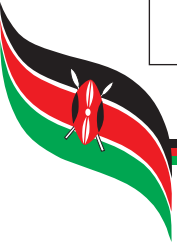
Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Revenue generation, collection and management</li><li>• Facilitating representation of citizens in town affairs (Citizens Fora)</li><li>• Formulation, implementation and review of housing sector policies and legal framework for the Government of County.</li><li>• Provision, management and maintenance of County Government houses</li><li>• Improving the living environment in slums and informal settlements through slum upgrading initiatives</li><li>• Management of The Kenya Informal Settlement Improvement Project (KISIP 2)</li><li>• Promotion of low-cost housing development through housing sector incentives.</li><li>• Promotion of research and utilization of appropriate building materials and technologies.</li><li>• Co-ordination of stakeholders in housing and human settlement matters.</li><li>• Building integrity safety audit</li></ul>			







Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Liaising with donors for Development of housing including Private Public Partnership (PPP) on housing development.</li> <li>• Office accommodation for County Government functions;</li> <li>• Implementation of policies on construction of government buildings;</li> <li>• Implementation of policies and guidelines in the maintenance and rehabilitation of government buildings;</li> <li>• Overseeing implementation of Maintenance Policy for buildings</li> <li>• Identification, implementation and management of projects in slums and informal settlements to improve living standards;</li> <li>• Conducting research on housing and human settlements;</li> <li>• Maintaining and updating of inventory of County Government houses and buildings;</li> <li>• Capacity building for communities on Appropriate Building Materials and Technologies;</li> </ul>	County Dept.	Roles and Responsibilities	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"><li>• Planning and development of Housing Infrastructure Projects;</li><li>• Overseeing the implementation of the National Building Regulations;</li><li>• Implementation of real estate management policies and strategies;</li><li>• Developing housing units for sale and low-cost rental houses for county public servants and citizens through the big 4 affordable housing agenda.</li><li>• Implementation of social and physical infrastructure policies and strategies for slum upgrading;</li><li>• County housing surveys and statistics.</li></ul>	County Dept.	Roles and Responsibilities	



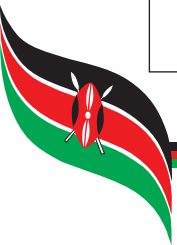


**COUNTY EXECUTIVE COMMITTEE  
MEMBER FOR TRADE, INDUSTRY,  
TOURISM, CO-OPERATIVE DEVELOPMENT  
AND MARKETING**

Department of Trade, Industry, Tourism, Co-operative  
Development and Marketing  
P.O Box 469-40300 HOMABAY  
Tel:  
Email:

**DEPARTMENT OF TRADE, INDUSTRY, TOURISM, CO-OPERATIVE DEVELOPMENT AND  
MARKETING**

Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>Accountable to the Governor in the exercise of the powers and performance of the duties and responsibilities assigned to the office.</li> <li>Attendance and appearance before a committee of the County Assembly when required to do so.</li> <li>Answering any question relating to the departmental functions when appearing before the County Assembly committees.</li> <li>Consultation with the relevant Chief Officer of the department in establishing an ad hoc evaluation committee for a tender as per section 46(2) of the Public Procurement and Asset Disposal Act, 2015 and approval of procurement plan as</li> </ul>	County Dept.	Roles and Responsibilities	1. Director Trade and Industry
	Trade, Industry and Tourism	<ul style="list-style-type: none"> <li>Accounting officer of the department.</li> <li>Promotion, Revamping and developing tourism infrastructure to enhance diversified tourism attraction.</li> <li>Management, protection and conservation of wildlife within the county reserves and promotion and development of community conservancies</li> <li>Promotion of investments of small, medium and large scale industrial ventures</li> <li>Establishment of markets</li> </ul>	



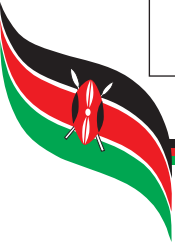


Functions	Chief Officers		Directorates
<p>specified under Section 53 (5) of the same Act. and approval of procurement plan as specified under Section 53 (5) of the same Act.</p> <ul style="list-style-type: none"> <li>• Implementation of the National Trade Policy;</li> <li>• Promotion of Investments;</li> <li>• Trade licensing and regulation;</li> <li>• Provision of Business Development Services;</li> </ul>	County Dept.	Roles and Responsibilities	
		<ul style="list-style-type: none"> <li>• Provision of affordable credit services to traders and establishment of acceptable and fair standards of trading</li> <li>• Promoting industrial development and innovations initiatives</li> <li>• Supports trade development,</li> <li>• Promotes retail and wholesale markets,</li> <li>• Develops micro, small and medium enterprises (MSMEs),</li> <li>• Develops, coordinates and implements county tourism plans, programs and projects</li> <li>• Raises awareness of communities about conservation of tourism attractions,</li> <li>• Markets the county as the best tourism destination</li> <li>• Verifies and inspects weighing and measuring equipment,</li> <li>• Enhances fair trade practices and consumer protection.</li> </ul>	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Coordination and development of micro, small and medium business engaged in trade;</li> <li>• Development of wholesale and retail trade;</li> <li>• Management of credit scheme for micro and small businesses;</li> <li>• Collection of business information and Management of County Business information centers;</li> <li>• Promotion of export business and domesticating bilateral, regional and multilateral agreement on trade and investment at the County level;</li> <li>• Promotion of fair-trade practices;</li> <li>• Advocacy for the provision of market infrastructure;</li> <li>• Promotion and facilitation of intra, inter-county trade;</li> <li>• Management of county physical markets and regulation of hawking activities;</li> <li>• Promotion of use of e-commerce;</li> <li>• Conducting trade fairs/exhibitions and facilitating trade mission in the county; and</li> </ul>	County Dept.	Roles and Responsibilities	2. Director Cooperative Development and Marketing
	Cooperatives Development and Marketing	<ul style="list-style-type: none"> <li>• Accounting officer of the department.</li> <li>• Promoting a strong and vibrant cooperatives movement</li> <li>• Builds capacity of cooperative societies,</li> <li>• Monitors and audits cooperative societies</li> </ul>	



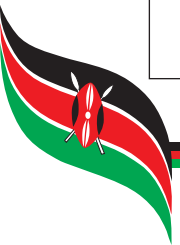


Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Promotion of consumer protection.</li> <li>• Coordination of the management of the SME Industrial Parks and IDCs;</li> <li>• Carrying out resource surveys and resource endowment mapping in the county and identify opportunities for industrial investment;</li> <li>• Collection, procession, analysis and dissemination of industrial statistics and information to facilitate investors in manufacturing sectors to develop and expand new business opportunities in the county;</li> <li>• Undertaking market and technology research, collecting market information, and organizing trade fairs and product exhibitions to stimulate market access;</li> <li>• Development and management of database on capacity of Micro-Small and Medium Industries (MSMIs) to deliver quality inputs and products;</li> <li>• Undertaking training and technical assistance to MSMIs through feasibility studies, business plans, mentoring, and management training;</li> </ul>	County Dept.	Roles and Responsibilities	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Facilitation of financing mechanisms including supplier credit, equipment leasing and rentals;</li> <li>• Identification and initiation of industrial Research and Development (R&amp;D) activities and commercialization of research findings;</li> <li>• Implementation of Micro and Small Enterprises Development Policy;</li> <li>• Promotion of self-employment in Micro and Small Enterprise;</li> <li>• Facilitation of marketing of Micro and Small Enterprise products at the local level;</li> <li>• Implement Business Development Services (BDS) programmes;</li> <li>• Facilitation of research, innovation and transfer of technology for the MSE Sector;</li> <li>• Facilitation of access to information on markets, finance and technology;</li> <li>• Liaising with Government Departments, MSE Organizations and other stakeholders in implementation of MSE sector programme;</li> <li>• Preparation and submission of budget proposals for the County office to facilitate MSE development activities;</li> </ul>	County Dept.	Roles and Responsibilities	





Functions	Chief Officers		Directorates
<ul style="list-style-type: none"> <li>• Facilitating linkage between MSEs and large enterprises, research institutions, institutions of Higher Learning and other technology providers;</li> <li>• Implementation of Micro and Small Enterprises Development projects and programmes;</li> <li>• Collection, processing, analysing and dissemination of data relating to Micro and Small Enterprise Sector;</li> <li>• Lobby for acquisition of land parcels for development of MSE worksites;</li> <li>• Regulation of Betting, casinos and other forms of gambling;</li> <li>• Regulation of Liquor licensing;</li> <li>• Coordination MSE worksites development and management;</li> <li>• Conducting training/capacity building programmes for MSEs;</li> <li>• Facilitating, mentoring and incubation programmes for MSEs;</li> <li>• Mobilization of Micro and Small Enterprises to form and register associations;</li> </ul>	County Dept.	Roles and Responsibilities	







Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"> <li>Maintenance of a register of MSE associations and MSE operators in the County;</li> <li>Facilitation of MSE associations to build institutional capacity;</li> <li>Facilitation of gender mainstreaming in MSE Sector activities;</li> </ul>			
<p><b>Tourism</b></p> <ul style="list-style-type: none"> <li>Implementation of national tourism policies, strategies and programmes;</li> <li>Development and implementation of County tourism development plans, programmes and projects;</li> <li>Coordinating and facilitating the management and control of county specific tourism matters;</li> <li>Development of partnerships between county government and other stakeholders on tourism matters with approval of the county executive committee;</li> <li>Implementation of bilateral, regional and international agreements in tourism with approval of county executive committee;</li> </ul>			3. Director Tourism



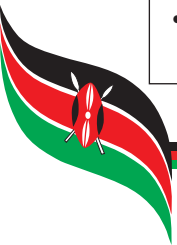


Functions	Chief Officers		Directorates
	County Dept.	Roles and Responsibilities	
<ul style="list-style-type: none"><li>• Development of community-based tourism projects and programmes;</li><li>• Developing programmes for attracting tourism investments in the County;</li><li>• Enforcement of the provisions of the Tourism Act and any other laws relating to tourism in the County;</li><li>• Rendering technical support to entities engaged in tourism activities and services;</li><li>• Facilitating provision of funds for development of tourism facilities in the County;</li><li>• Sensitization of communities on conservation of tourism attractions sites.</li><li>• Marketing tourism in the region in collaboration with the Kenya Tourism Board;</li><li>• Collection and compilation of tourism information and data in the County</li><li>• Coordinating maintenance of tourism product and facilities standards and quality management in liaison with industry stakeholders.</li></ul>			





Functions	Chief Officers		Directorates
<p><b>Cooperative Development and Marketing</b></p> <ul style="list-style-type: none"> <li>• Implementation of cooperative policies, standards and regulations;</li> <li>• Implementation of strategies for promotion of cooperative movement; Promotion of cooperative value addition, processing and marketing;</li> <li>• Promotion of cooperative finance and banking services (SACCOS);• Arbitrations/ Settlement of co-op disputes (Co-op tribunal);</li> <li>• Undertaking investigations/inquiries into cooperative malpractices;</li> <li>• Conducting of co-op education and training services;</li> <li>• Co-op auditing and registration of audited accounts;</li> <li>• Co-operative extension, consultancy and advisory services.</li> <li>• Identifies and maps tourism sites;</li> <li>• Organizes tourism events;</li> <li>• Sensitizes public and key stakeholders on tourism matters</li> <li>• Offers training to key stakeholders involved in tourism.</li> </ul>	County Dept.	Roles and Responsibilities	





## COUNTY INSTITUTIONS

1. HOMAWASCO
2. HOMABAY TEACHING AND REFERRAL HOSPITAL

PROPOSED FOR CREATION THROUGH ONGOING AND FUTURE LEGISLATIVE FRAME WORK

3. RURAL WATER DEVELOPMENT COMPANY
4. HOMABAY COUNTY INVESTMENT AUTHORITY
5. MUNICIPALITY (HOMABAY, OYUGIS, MBITA)
6. HOMA BAY COUNTY AUTHORITY
7. COUNTY REVENUE BOARD





ISSUED under the **HAND AND SEAL** of the Governor at

**HOMA BAY**

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on this **11<sup>TH</sup>** day of **OCTOBER** 2022

A handwritten signature in black ink, appearing to read "Gladys Atieno Nyasuna Wanga", written over a dotted line.

**GLADYS ATIENO NYASUNA WANGA**  
**GOVERNOR**



