

**REPUBLIC OF KENYA**  
**BARINGO COUNTY GOVERNMENT**

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Email.governorbaringo@gmail.com



Baringo County Government,  
P.O. BOX 53-30400,  
**KABARNET**

**OFFICE OF THE GOVERNOR, KABARNET**

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**Our Ref:** BCG/APP/69/VOL.I/262

20<sup>th</sup> August, 2019

Irene Jepchumba Chebon  
**KABARNET.**

Dear Ms. Chebon,

**RE: APPOINTMENT TO THE POSITION OF BOARD MEMBER**

This is to inform you that you have been appointed to Baringo County Government as Member of Kabarnet Municipal Board on 5-year contract on part time basis with effect from 1<sup>st</sup> September, 2019 to 31<sup>st</sup> August, 2024. You will be remunerated on account of attendance of Board meetings as per SRC guidelines.

You will be reporting to H.E. the Governor and your duties and responsibilities will be as follows: -

- (a) Overseeing the affairs of the municipality;
- (b) Developing and adopting policies, plans, strategies and programmes, and setting targets for delivery of services;
- (c) Formulating and implementing an integrated development plan;
- (d) controlling land use, land sub-division, land development and zoning by public and private sectors for any purpose within the framework of the spatial and master plans for the municipality as may be delegated by the county government;
- (e) As may be delegated by the county government, promoting and undertaking infrastructural development and services within the municipality;
- (f) Developing and managing schemes, including site development in collaboration with the relevant national and county agencies;
- (g) Maintaining a comprehensive database and information system of the administration and provide public access thereto upon payment of a nominal fee to be determined by the board;
- (h) Administering and regulating its internal affairs;
- (i) Implementing applicable national and county legislation;

- (j) Entering into such contracts, partnerships or joint ventures as it may consider necessary for the discharge of Board functions under this Act or other written law;
- (k) Monitoring and, where appropriate, regulating municipal services where those services are provided by service providers other than the board of the municipality;
- (l) Preparing and submitting its annual budget estimates to the County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- (m) As may be delegated by the county government, collecting rates, taxes levies, duties, fees and surcharges on fees;
- (n) Settling and implementing tariff, rates and tax and debt collection policies as delegated by the county government;
- (o) monitoring the impact and effectiveness of any services, policies, programmes or plans;
- (p) Establishing, implementing and monitoring performance management systems;
- (q) Promoting a safe and healthy environment;
- (r) Facilitating and regulating public transport; and
- (s) Performing such other functions as may be delegated by the county government or as may be provided for by any written law.

Please note that either party may terminate the contract by giving a notice period of 30 days.

In addition, you are requested to forward copies of your certificates and testimonials to this office for our necessary action. If you accept this appointment please indicate by signing appropriately herebelow and return the signed copy to Human Resource Department for further action within 7 days of the date of this letter.

On behalf of County Government of Baringo, I take this opportunity to congratulate you for your new appointment and I wish you the best as you perform your duties.

H.E. Stanley K. Kiptis  
**Governor**

- c.c. - The Clerk – County Assembly
- CEO/County Public Service Board

I IRENE CHEBON.....accept /~~do not accept~~ the above terms of appointment (Delete the one not appropriate).

Signature IRENE CHEBON.....