



ORGANIZATIONAL STRUCTURE AND STAFFING FOR NAKURU CITY BOARD

FEBRUARY, 2026

Background

Nakuru City was conferred City Status in December 2021 under the Urban Areas and Cities Act, 2011.

It serves as the headquarters of Nakuru County and is strategically located along the Northern Corridor, connecting Nairobi to Western Kenya and the East African region. The City plays a critical role as a commercial, agricultural, industrial, tourism, education and logistics hub within the Rift Valley region.

The city comprises two sub-counties, Nakuru East and Nakuru West, and eleven wards: Biashara, Flamingo, Kivumbini, Menengai, Nakuru East, London, Kaptembwa, Rhoda, Shaabab, Barut and Kapkures.

In line with the Urban Areas and Cities Act, 2011, Nakuru City Board is mandated to provide strategic urban governance, coordinate development, ensure sustainable land use, safeguard public resources, and enhance service delivery in Nakuru City. The City Management under the Board has therefore been undertaking different functions in addition to the delegated functions cutting across different sectors including infrastructure development. Huge milestones have been made, and the city management has grown both institutionally and in terms of service delivery. Further strengthening needs to be done to enhance its capacity with the growing needs based on the natural urban growth of the city, particularly on human resources.

Over the recent past the city has experienced rapid population growth driven by rural–urban migration, natural population increase, and economic expansion which has led to significant spatial expansion and rising demand for urban services. Increased demand for housing and infrastructure, and climate related risks, growing need for disaster preparedness and emergency response and increased demand for urban services are some of the foreseen issues that require enhancement of city’s staff capacity and human resources to tackle the growth needs.

A robust institutional structure is therefore essential to manage growth, support economic transformation, and improve quality of life of the city residents.

Mandate

The mandate of Nakuru City Board is to provide overall strategic leadership, governance, and oversight of the City, ensuring efficient, accountable, and inclusive management of urban affairs in line with the Constitution, the Urban Areas and Cities Act, and the City Charter; this includes setting policy direction, approving plans and strategies such as the City Integrated Development Plan, exercising delegated development control and regulatory functions,

overseeing service delivery across core urban services, safeguarding public resources through budget approval and financial oversight, making or recommending by-laws, promoting public participation and stakeholder engagement, entering into partnerships and contracts where necessary, and supervising the City Manager by setting direction and monitoring performance while avoiding operational micromanagement, with the overarching objective of enhancing service delivery, economic development, environmental sustainability, and the quality of life of city residents.

Vision

A model city that enhances quality of life and fosters economic prosperity

Mission

To formulate & implement citizen-oriented policies, foster sustainable development and innovation, and deliver quality services.

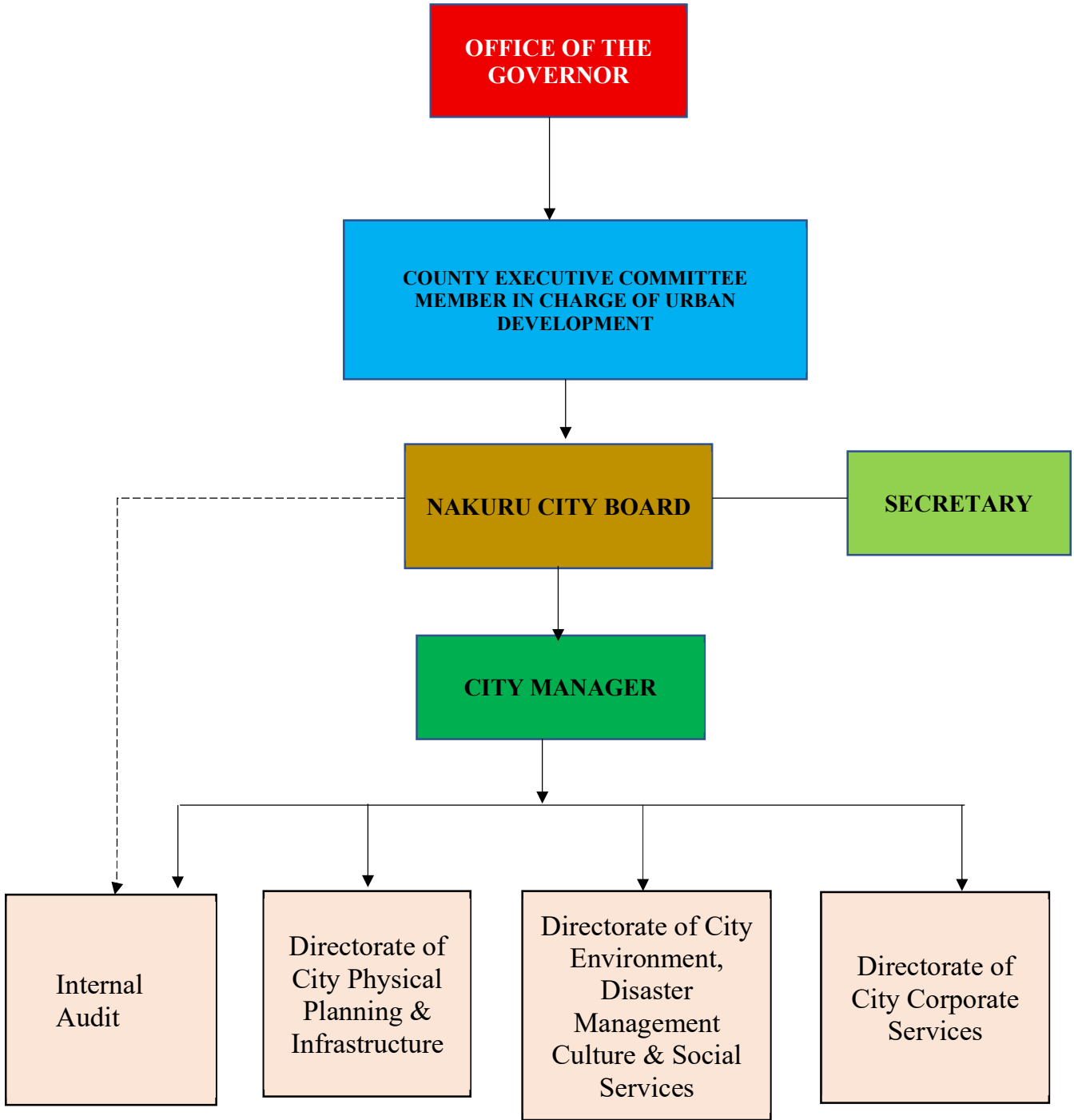
Strategic goals

- a) Efficient service delivery to the residents of Nakuru City
- b) Provide a framework to guide land use planning and development
- c) Develop and promote cultural diversity and socio-economic empowerment.
- d) Provide care, support, and build capacities of the vulnerable groups and communities for equity and self-reliance.
- e) Promote civic education, citizen participation in governance, policy formulation and implementation for good governance, and creation of a conducive business environment.

Functions

- a) Oversee the affairs of the City;
- b) Develop or adopt policies, plans, strategies and program and set targets for service delivery;
- c) Formulate and implement an integrated development plan;
- d) Control, land sub-division, land development and zoning by public and private sectors for any purpose, including industry, commerce, markets, shopping and other employment centers, residential areas, recreational areas, parks, entertainment, passenger transport, agriculture, and freight and transit stations within the framework of the spatial and master plans for the City as delegated by the County Government of Nakuru;

- e) Promote and undertake infrastructural development and services within the City of Nakuru as delegated by the County Government of Nakuru;
- f) Develop and manage schemes, including site development in collaboration with the relevant national and county agencies;
- g) Maintain a comprehensive database and information system of the administration;
- h) Administer and regulate its internal affairs;
- i) Implement applicable national and county legislation;
- j) Enter into contracts, partnerships or joint ventures as it may consider necessary for the effective discharge of its functions;
- k) Monitor and, where appropriate, regulate municipal services where those services are provided by service providers other than the Board of the City;
- l) Prepare and submit its annual budget estimates to the relevant County Treasury for consideration and submission to the County Assembly for approval as part of the annual County Appropriation Bill;
- m) Collect rates, taxes levies, duties, fees and surcharges on fees, as delegated by the County Government of Nakuru;
- n) Settle and implement tariff, rates and tax and debt collection policies, as delegated by the County Government of Nakuru;
- o) Monitor the impact and effectiveness of any services, policies, programs or plans;
- p) Establish, implement and monitor performance management systems;
- q) Promote a safe and healthy environment;
- r) Facilitate and regulate public transport; and
- s) Perform such other functions as may be legislated or delegated by the County Government of Nakuru or as provided by the Charter.



STAFF ESTABLISHMENT

	DIRECTORATES	DESIGNATION	JOB GRADE	OPTIMAL STAFFING LEVEL	IN POST	VARIANCE
1.	OFFICE OF THE CITY MANAGER	City Manager	Q	1	1	0
2.		Senior Internal Auditor	M	1	0	1
3.		Support Staff	F	3	1	2
4.		Assistant Office Administrator	H	2	1	1
5.		Driver	D	1	1	0
		Subtotal		8	4	4
6.	DIRECTORATE OF PHYSICAL PLANNING AND INFRASTRUCTURE	Principal Physical Planner	P	1	0	1
7.		Clerical Officer	F	1	0	1
8.		Support Staff	D	1	0	1
9.		Driver	D	1	0	1
			Subtotal		4	0
		CITY PLANNING SECTION				
10.		Chief Physical Planner	N	1	0	1
11.		Senior Physical planner	L	2	1	1
12.		Physical Planner	K	4	1	3
		Subtotal		7	2	5
		DEVELOPMENT CONTROL SECTION				
13.		Principal Development Control Officer	P	1	0	1
14.		Principal Building Inspector	P	1	0	1
15.		Chief Development Control Officer	N	1	0	1
16.		Chief Building Inspector	N	1	0	1
17.		Senior Development Control Officer	L	1	0	1
18.		Development Control Officers	K	3	0	3
19.		Building Inspectors	J	3	0	3
		Subtotal		11	0	11
		LANDS & HOUSING SECTION				
20.		Principal Housing Officer	P	1	0	1
21.		Principal Land Valuer	P	1	0	1
22.		Principal Surveyor	P	1	0	1
23.		Principal Geo Technical Engineer	P	1	0	1
24.		Chief Housing Officer	N	1	0	1
25.		Chief Architect	N	1	0	1
26.		Chief Surveyor	N	1	0	1
27.		Chief Land Valuer	N	1	0	1
28.		Chief Geo-Technical Engineer	N	1	0	1
29.		Senior Land Valuer	L	1	0	1
30.		Senior Housing Officer	L	1	0	1
31.		Senior Land Surveyor	L	1	0	1
32.		Senior Architect	L	1	0	1

33.		Surveyors	K	3	0	3
34.		Architects	K	3	0	3
35.		Housing Officer I	K	1	0	1
36.		Housing Officer II	J	2	0	2
37.		GIS Officer	J	3	0	3
38.		Valuers	J	3	0	3
		Subtotal		28	0	28
		INFRASTRUCTURE SECTION				
39.		Principal Architect	P	1	0	1
40.		Principal Quantity Surveyor	P	1	0	1
41.		Principal Engineer	P	1	0	1
42.		Chief Engineer	N	1	0	1
43.		Chief Quantity Surveyor	N	1	0	1
44.		Civil/Structural Engineer	K	2	1	1
45.		Electrical Engineer	K	2	0	2
46.		Mechanical Engineer	K	2	0	2
47.		Quantity Surveyor	K	2	0	2
48.		Construction Projects Officer	K	2	0	2
49.		Electrical Technician	J	5	0	5
		Subtotal		20	1	19
50.	DIRECTORATE OF ENVIRONMENT, DISASTER MANAGEMENT, CULTURE AND SOCIAL SERVICES	Director/ Principal Trade Officer	P	1	0	1
51.		Clerical Officer	F	1	0	1
52.		Support Staff	F	1	0	1
53.		Driver	D	1	0	1
		Subtotal		4	0	4
		TRADE SECTION				
54.		Chief Trade Officer	N	1	0	1
55.		Senior Trade Officer	M	1	0	1
56.		Trade Officers	J	3	0	3
		Subtotal		5	0	5
	TOURISM SECTION					
57.	Principal Tourism Officer	P	1	0	1	
58.	Chief Tourism Officer	N	1	0	1	
59.	Senior Tourism Officer	M	1	0	1	
60.	Tourism Officers	J	3	0	3	
	Subtotal		6	0	6	
	MARKET SECTION					
61.	Principal Market Officer	P	1	0	1	
62.	Chief Market Officer	N	1	0	1	
63.	Senior Market Officer	M	1	0	1	
64.	Market Officers	J	3	0	3	
	Subtotal		6	0	6	
	SOCIAL SERVICES SECTION					
65.	Principal Social Development Officer	P	1	0	1	
66.	Chief Social Development Officer	N	1	0	1	
67.	Senior Social Development Officer	M	1	0	1	

68.	Social Development Officers	J/K	3	0	3
	Subtotal		6	0	6
CREATIVES AND CULTURE SECTION					
69.	Principal Culture Officer	P	1	0	1
70.	Chief Culture Officer	N	1	0	1
71.	Senior Culture Officer	M	1	0	1
72.	Culture Officer	J	3	1	2
	Subtotal		6	1	5
SPORTS SECTION					
73.	Principal Sports Officer	P	1	0	1
74.	Chief sports Officer	N	1	0	1
75.	Senior Sports Officer	M	1	0	1
76.	Sports Officers	J	3	0	3
	Subtotal		6	0	6
77.	Director/Principal Environmental Officer	P	1	0	1
78.					
79.	Clerical Officer	F	1	0	1
80.	Support Staff	D	1	0	1
81.	Driver	D	1	0	1
	Subtotal		4	0	4
ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT SECTION					
82.	Principal Water Engineer	P	1	0	1
83.	Principal Social Safeguards Officer	P	1	0	1
84.	Chief Environment Officer	N	1	0	1
85.	Chief Social Safeguards Officer	N	1	0	1
86.	Chief Water Engineer	N	1	0	1
87.	Senior Environment Officer	M	1	0	1
88.	Senior Social Safeguards Officer	M	1	0	1
89.	Senior Water Engineer	M	1	0	1
90.	Environment Officer I	K	3	0	3
91.	Environment Officer II	J	3	1	2
92.	Waste Management Officers	J	3	0	3
93.	Social safeguards Officers	J	3	0	3
94.	Cleaning & Park Attendants	A	100	0	100
	Subtotal		120	1	119
CLIMATE CHANGE AND RESILIENCE SECTION					
95.	Principal Climate Change and Resilience Officer	P	1	0	1
96.	Chief Climate Change and Resilience Officer	N	1	0	1
97.	Senior Climate Change and Resilience Officer	M	1	0	1
98.	Climate Change and Resilience Officer I	K	3	0	3
99.	Climate Change and Resilience Officer II	J	3	0	3
	Subtotal		9	0	9
DISASTER MANAGEMENT SECTION					

100.		Principal Disaster Management Officer	P	1	0	1
101.		Principal Occupational Health and Safety Officer	P	1	0	1
102.		Principal Public Health Officer	P	1	0	1
103.		Chief Disaster Management Officer	N	1	0	1
104.		Chief Occupational Health and Safety Officer	N	1	0	1
105.		Senior Disaster Management Officer	M	1	0	1
106.		Senior Occupational Health and Safety Officer	M	1	0	1
107.		Disaster Management Officer	K	3	0	3
108.		Fire Engine Drivers	K	4	0	4
109.		Occupational Health and Safety Officers	J	3	0	3
110.		Public Health Officers	J	3	0	3
111.		Firemen II	D	12	0	12
		Subtotal		32	0	32
112.	DIRECTORATE OF CORPORATE SERVICES	Director/Assistant Director, Administration, Finance and Economic Planning	P	1	0	1
113.		Clerical Officer	F	1	0	1
114.		Support Staff	D	1	0	1
115.		Driver	D	1	0	1
		Subtotal		4	0	4
	HUMAN RESOURCE SECTION					
116.		Principal Human Resource officer	P	1	0	1
117.		Chief Human Resource Officer	N	1	0	1
118.		Senior Human Resource officer	M	1	0	1
119.		Human Resource Officers	J	3	1	2
		Subtotal		6	1	5
	COMMUNICATION SECTION					
120.		Principal Public Communication	P	1	0	1
121.		Chief Public Communication Officer	N	1	0	1
122.		Senior Public Communication Officer	M	1	0	1
123.		Public Communication Officer	J	4	0	4
124.		Web Administrator	J	1	0	1
125.		ICT Officer I	K	1	0	1
126.		ICT Officer II	J	1	0	1
127.		ICT Officer III	H	1	0	1
		Subtotal		11	0	11
	ENFORCEMENT SECTION					
128.		Principal Enforcement Officer	P	1	0	1

129.	Chief Enforcement Officer	N	1	0	1
130.	Senior Enforcement Officer	M	1	0	1
131.	Enforcement Officers	J	10	0	10
	Subtotal		13	0	13
TRAFFIC MANAGEMENT SECTION					
132.	Chief Traffic Marshall	N	1	0	1
133.	Senior Traffic Marshall	M	1	0	1
134.	Traffic Marshalls	J	20	0	20
135.	Fleet Manager	K	1	0	1
	Subtotal		23	0	23
PARKING SECTION					
136.	Principal Parking Officer	P	1	0	1
137.	Chief Parking Officer	N	1	0	1
138.	Senior Parking Officer	M	1	0	1
139.	Parking Officers	J	40	0	40
140.	Clerical Officers	F	4	0	4
141.	Drivers	D	5	1	4
142.	Support Staff	F	10	1	9
	Subtotal		62	2	60
ACCOUNTS SECTION					
143.	Principal Accountant	P	1	0	1
144.	Chief Accountant	N	1	0	1
145.	Senior Accountant	M	2	1	1
146.	Accountant I	K	2	0	2
147.	Accountant II	J	3	0	3
	Subtotal		9	1	8
FINANCE SECTION					
148.	Finance Officer I	L	1	0	1
149.	Finance Officer II	K	2	0	2
150.	Finance Officer III	J	3	1	2
	Subtotal		6	1	5
DATA MANAGEMENT SECTION					
151.	Principal Data Management Officer	P	1	0	1
152.	Chief Data Management Officer	N	1	0	1
153.	Senior Data Management Officer	M	2	0	2
	Subtotal		4	0	4
ECONOMIC PLANNING SECTION					
154.	Principal Economist	P	2	0	2
155.	Chief Economist	N	1	0	1
156.	Senior Economist	M	1	0	1
157.	Economist I	L	2	0	2
158.	Economist II	K	3	1	2
159.	Budget Officer	K	2	0	2
	Subtotal		11	1	10
RESOURCE MOBILIZATION AND INVESTMENT SECTION					

160.		Principal Resource Mobilization and Investment Officer	P	1	0	1
161.		Chief Resource Mobilization and Investment Officer	N	1	0	1
162.		Senior Resource Mobilization and Investment Officer	M	2	0	2
163.		Resource Mobilization and Investment Officers	J	3	0	3
		Subtotal		7	0	7
SUPPLY CHAIN MANAGEMENT SECTION						
164.		Principal Supply Chain Management Officer	P	1	0	1
165.		Chief Supply Chain Management Officer	N	1	0	1
166.		Senior Supply Chain Management Officer	M	1	0	1
167.		Supply Chain Management Officer I	K	2	1	1
168.		Supply Chain Management Officer II	J	3	0	3
		Subtotal		8	1	7
		Total		450	17	433

To note, a bigger percent of the staff in post on secondment or on short contract, creating gaps when transfers or recall to mother departments are done. In addition, the City is a candidate of Urban Development Grant (UDG) grant under the Kenya Urban Support Program II (KUSPII) funding. One of the minimum conditions to qualify for the grant is having staff fully transferred or appointed to the participating municipalities and cities. This aims to further strengthen the cities and municipalities after the grant. Nakuru City, therefore, is required to fill these gaps to qualify and sustainably deliver on other functions thereafter.

JUSTIFICATION

DIRECTORATE OF PHYSICAL PLANNING AND INFRASTRUCTURE

CITY PLANNING SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Physical Planner	P	1	Provides strategic oversight for city planning programmes.
Chief Physical Planner	N	1	Supervises technical planning operations and ensures compliance with policies.
Senior Physical Planner	L	2	One Nakuru East, one Nakuru West to Supervise local planning activities in respective sub-counties.

Physical Planner	K	2	One Nakuru East, One Nakuru West to implement planning programmes locally and coordinates citywide policy and compliance.
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DEVELOPMENT CONTROL SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Development Control Officer	P	1	Oversees citywide development control policy and compliance.
Principal Building Inspector	P	1	Supervises building inspection policy and technical guidance.
Chief Development Control Officer	N	1	Manages operational development control and compliance activities.
Chief Building Inspector	N	1	Supervises building inspections and ensures adherence to regulations.
Senior Development Control Officer	L	1	Coordinates sub-county development control activities.
Development Control Officers	K	2	One Nakuru East, One Nakuru West to conduct field inspections and coordinate citywide policy, compliance, and coordination.
Building Inspectors	J	2	One Nakuru East, One Nakuru West to conduct site inspections and coordinate citywide compliance and coordination.

LANDS AND HOUSING SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Housing Officer	P	1	Provides policy guidance and oversees housing programmes.
Principal Land Valuer	P	1	Leads land valuation policy and standards.
Principal Surveyor	P	1	Oversees surveying activities and ensures accuracy.
Principal Geo Technical Engineer	P	1	Guides geotechnical assessments and infrastructure safety.
Chief Housing Officer	N	1	Supervises housing programme implementation.
Chief Architect	N	1	Manages architectural design and compliance.
Chief Surveyor	N	1	Supervises surveying operations and quality control.
Chief Land Valuer	N	1	Ensures land valuation compliance and coordination.

Chief Geo-Technical Engineer	N	1	Oversees geotechnical operations and technical standards.
Senior Land Valuer	L	1	Implements land valuation fieldwork and local assessments.
Senior Housing Officer	L	1	Coordinates housing programmes at sub-county level.
Senior Land Surveyor	L	1	Conducts surveys and supports planning compliance.
Senior Architect	L	1	Reviews architectural designs and ensures compliance.
Surveyors	K	2	One Nakuru East, One Nakuru West to conduct field surveys and citywide survey policy, compliance and coordination.
Architects	K	2	One Nakuru East, One Nakuru West to develop designs and design review and coordinate citywide architectural policy and compliance.
Housing Officer I	K	1	Implements housing programmes locally.
Housing Officer II	J	2	One Nakuru East, One Nakuru West to conduct field programme implementation.
GIS Officer	J	2	The two (2) officers to handle spatial data management, GIS policy and coordination.
Valuers	J	2	One Nakuru East, One Nakuru West to oversee property valuation, policies and coordination.

INFRASTRUCTURE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Architect	P	1	Provides leadership and policy guidance for infrastructure design.
Principal Quantity Surveyor	P	1	Leads cost management and policy implementation for infrastructure projects.
Principal Engineer	P	1	Oversees engineering projects and ensures technical compliance.
Chief Engineer	N	1	Supervises operational engineering work and quality standards.
Chief Quantity Surveyor	N	1	Supervises infrastructure cost control and compliance.
Civil/Structural Engineer	K	2	One engineer coordinates field operations and provides technical guidance across Nakuru East and the other in Nakuru West. Designs, supervises, and reviews civil and structural works for city infrastructure; ensures compliance with building codes, safety standards, and engineering policies.
Electrical Engineer	K	2	One E. Eng Supports Nakuru East and West sub-counties. They designs, supervise, and review

			electrical infrastructure for public buildings, street lighting, and municipal facilities; ensures compliance with safety regulations and technical standards.
Mechanical Engineer	K	2	The two Mech. Engineers plans, supervises, and maintains mechanical systems for city infrastructure (pumps, HVAC, water systems, machinery). Ensures technical standards, operational efficiency, and safety compliance, one covering East and the other covers Nakuru West sub-county.
Quantity Surveyor	K	2	The two officers prepare cost estimates, monitor budgets, and ensures value for money on city infrastructure projects. Oversees East and West sub-counties' construction projects.
Construction Projects Officer	K	2	The two officers manages and supervises implementation of construction projects, ensuring adherence to design specifications, timelines, and safety standards. One is deployed in Nakuru East and the other in Nakuru West.
Electrical Technician	J	5	These officers installs, maintains, and repairs electrical systems in city buildings, street lighting, and equipment. Field-based positions cover East and West sub-counties..

DIRECTORATE OF TRADE, TOURISM, CULTURE AND SOCIAL SERVICES

TRADE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Trade Officer	P	1	Provides leadership, policy guidance, and oversight of trade regulation and development.
Chief Trade Officer	N	1	Supervises trade operations and ensures compliance with laws and policies.
Senior Trade Officer	M	1	Implements trade programmes and monitors operational performance.
Trade Officers	J	3	The three (3) officers conduct inspections, compliance checks, and operational tasks, implements trade initiatives and programmes and supports trade operations and reporting.

TOURISM SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Tourism Officer	P	1	Provides policy guidance and strategic oversight of tourism initiatives.

Chief Tourism Officer	N	1	Supervises tourism programmes and ensures regulatory compliance.
Senior Tourism Officer	M	1	Implements tourism projects and monitors operational performance.
Tourism Officers	J	3	The three (3) officers support tourism development programmes and field activities, provide operational support and programme monitoring and assists in implementation and reporting.

MARKETS SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Market Officer	P	1	Provides strategic oversight and policy guidance for market operations.
Senior Market Officer	N	1	Supervises market activities and ensures compliance with regulations.
Chief Market Officer	M	1	Implements market development programmes and monitors performance.
Market Officers	J	3	The three (3) officers conduct inspections and operational support, implements market programmes and assists in daily operations and reporting.

SOCIAL SERVICES SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Social Services Officer	P	1	The officer provides leadership, policy guidance, programme coordination, and technical monitoring of social services initiatives.
Chief Social Services Officer	N	1	The officer supervises operational delivery of social services.
Senior Social Services Officer	M	1	The officer implements social services programmes and monitors outputs.
Social Services Officers	J	3	The three (3) officers conduct Field support, programme implementation, and administrative assistance.

CREATIVES AND CULTURE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Creatives and Culture Officer	P	1	Provides strategic guidance and policy leadership for creative and cultural programmes.
Chief Creatives and Culture Officer	N	1	Supervises implementation of creative and cultural initiatives.

Senior Creatives and Culture Officer	M	1	Implements cultural programmes and monitors outputs.
Creatives and Culture Officers	J	3	The three (3) officers support operational implementation, administrative support, and programme delivery.

SPORTS SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Sports Officer	P	1	Provides leadership and strategic direction for sports development programmes.
Chief Sports Officer	N	1	Supervises operational implementation of sports programmes.
Senior Sports Officer	M	1	Implements sports initiatives and monitors outcomes.
Sports Officers	J	3	The three (3) conduct field operations, programme support, and administrative assistance.

DIRECTORATE OF ENVIRONMENT AND DISASTER MANAGEMENT

Cadre	Job Group	Optimal Staffing Level	Justification
Director, Environment, Climate Change, Natural Resources and Resilience	P	1	Provides overall leadership, strategic direction, and policy coordination for environment, climate change, natural resources, and resilience programmes.
Clerical Officer	F	1	handle correspondence, filing, and documentation, provides administrative support and record management.
Support Staff	D	1	handles cleaning services catering support and general office assistance.
Driver	D	1	Facilitates official travel, field visits, and logistical support.

2.4.2. ENVIRONMENT AND NATURAL RESOURCES MANAGEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Water Engineer	P	1	Leads water resource management programmes and technical guidance.
Principal Social Safeguards Officer	P	1	Provides policy and oversight on social safeguards for environmental and development programmes.
Chief Environment Officer	N	1	Supervises environmental operations and ensures compliance with regulations.

Chief Social Safeguards Officer	N	1	Oversees implementation of social safeguard policies and programmes.
Chief Water Engineer	N	1	Supervises water engineering operations and ensures technical compliance.
Senior Environment Officer	M	1	Implements environmental programmes and monitors compliance.
Senior Social Safeguards Officer	M	1	Supports implementation of social safeguards initiatives.
Senior Water Engineer	M	1	Provides technical support and supervises water-related projects.
Environment Officers	K	3	The three officers implement environmental programmes, field operations, and reporting.
Environment Officer II	J	3	The three officers conduct field operations and environmental programme implementation.
Waste Management Officers	J	3	The three (3) officers handle waste management operations.
Social Safeguards Officers	J	3	The three (3) officers support social safeguards programmes and field monitoring.
Cleaning & Park Attendants	A	100	The officers maintain cleanliness, park management, and public space upkeep in the city

2.4.3. CLIMATE CHANGE AND RESILIENCE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Climate Change and Resilience Officer	P	1	Provides leadership, policy guidance, and programme oversight.
Chief Climate Change and Resilience Officer	N	1	Supervises operational climate resilience initiatives and ensures compliance with policy.
Senior Climate Change and Resilience Officer	M	1	Implements climate and resilience programmes and monitors progress.
Climate Change and Resilience Officers	J	3	The three officers implement technical resilience programmes and support field operations, data collection, and programme reporting.

2.4.4. DISASTER MANAGEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Disaster Management Officer	P	1	Provides leadership, policy guidance, and coordination of disaster management programmes.

Principal Occupational Health and Safety Officer	P	1	Leads occupational health and safety policies for city operations.
Principal Public Health Officer	P	1	Provides strategic direction on public health interventions during disasters.
Chief Disaster Management Officer	N	1	Supervises disaster response operations and ensures compliance with protocols.
Chief Occupational Health and Safety Officer	N	1	Oversees occupational health and safety programmes across municipal operations.
Senior Disaster Management Officer	M	1	Implements disaster management programmes and monitors field operations.
Senior Occupational Health and Safety Officer	M	1	Supports implementation and monitoring of occupational safety programmes.
Disaster Management Officers	K	3	The three officers implement disaster response and preparedness operations.
Fire Engine Drivers	K	4	The drivers operate and maintain fire engines during emergency response.
Occupational Health and Safety Officers	J	3	The three officers conduct inspections, reporting, and programme support.
Public Health Officers	J	3	The three officers implement public health interventions during emergencies.
Firemen II	D	12	The officers respond to fire incidents, emergencies, and safety operations.

DIRECTORATE OF ADMINISTRATION, FINANCE AND ECONOMIC PLANNING

Cadre	Job Group	Optimal Staffing Level	Justification
Director, Administration, Finance and Economic Planning	P	1	Provides overall leadership, strategic direction, and coordination of all sections under the directorate.
Clerical Officer	F	1	Handles documentation, correspondence, and filing. Provides administrative support and record-keeping.
Support Staff	D	1	Support in cleaning services, catering support and general office assistance and logistics.
Driver	D	1	Facilitates official travel, field visits, and logistical support for the directorate.

HUMAN RESOURCE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
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Principal Human Resource Officer	P	1	Provides strategic guidance, policy oversight, and leadership of human resource management.
Chief Human Resource Officer	N	1	Supervises HR operations and ensures compliance with labour and employment regulations.
Senior Human Resource Officer	M	1	Implements HR programmes, recruitment, training, and performance management.
Human Resource Officers	J	3	The three (3) officers handles recruitment, HR administration, staff welfare, and record management.

COMMUNICATION SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Public Communication	P	1	Provides policy leadership and strategic direction in public communication and media engagement.
Chief Public Communication Officer	N	1	Supervises communication programmes and media operations.
Senior Public Communication Officer	M	1	Implements communication strategies, media campaigns, and public outreach.
Public Communication Officers	J	4	The four (4) officers conduct field operations, media liaison, and content development.
Web Administrator	J	1	Maintains official websites, web content, and online communication platforms.
ICT Officer I	K	1	Manages ICT infrastructure and provides technical support.
ICT Officer II	J	1	Provides ICT operational support and troubleshooting.
ICT Officer III	H	1	Provides specialized ICT and systems administration support.

ENFORCEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Enforcement Officer	P	1	Provides strategic guidance and policy oversight for city enforcement operations.
Chief Enforcement Officer	N	1	Supervises operational enforcement activities and ensures compliance with regulations.
Senior Enforcement Officer	M	1	Implements enforcement programmes and monitors field operations.
Enforcement Officers	J	10	The ten (10) officers conduct field enforcement, compliance checks, and operational support.

TRAFFIC MANAGEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Chief Traffic Marshall	N	1	Provides policy direction and supervision of traffic management operations.
Senior Traffic Marshall	M	1	Implements traffic control programmes and supervises traffic marshals.
Traffic Marshalls	J	20	These twenty (20) marshals enforce traffic regulation, enforcement, and operational support.
Fleet Manager	K	1	Manages the vehicle fleet and ensures operational readiness of all transport resources.

PARKING SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Parking Officer	P	1	Provides leadership and policy guidance for city parking management.
Chief Parking Officer	N	1	Supervises parking operations and compliance with regulations.
Senior Parking Officer	M	1	Implements parking policies and monitors daily operations.
Parking Officers	J	40	The forty (40) officers conduct daily operations, enforcement, and customer service.
Clerical Officers	F	4	The four (4) officers assist in documentation, reporting, and administrative support.
Drivers	D	5	The five (5) drivers offers transport support for directorate staff and operations.
Support Staff	F	10	The ten (10) staffs offer cleaning, catering, and general office assistance.

ACCOUNTS SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Accountant	P	1	Provides policy guidance and leadership of the accounts function.
Chief Accountant	N	1	Supervises accounting operations and ensures compliance.
Senior Accountant	M	2	The two (2) accountants implement accounting programmes, financial reporting, and supervision.
Accountant I	K	2	The two officers perform daily accounting, ledger management, and reporting.
Accountant II	J	3	The three (3) officers support financial management, bookkeeping, and compliance.

FINANCE SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
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Finance Officer I	L	1	Implements financial policies and supervises finance operations.
Finance Officer II	K	2	The two (2) officers execute finance operations, monitoring, and reporting.
Finance Officer III	J	3	The three (3) officers operational support for financial programmes.

DATA MANAGEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Data Management Officer	P	1	Provides leadership and policy direction for data management and ICT governance.
Chief Data Management Officer	N	1	Supervises data management operations and ensures data integrity.
Senior Data Management Officer	M	2	The two (2) officers implement data management protocols and reporting.

ECONOMIC PLANNING SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Economist	P	1	Provides policy guidance, research oversight, and strategic planning.
Chief Economist	N	1	Supervises economic planning programmes and ensures compliance with policy.
Senior Economist	M	1	Implements economic planning programmes and monitoring.
Economist I	L	2	The two (2) officers conduct research, analysis, and planning support.
Economist II	K	3	The three (3) implements programmes, policy research, and data analysis.
Budget Officer	K	2	The two (2) officers prepares budgets, monitoring, and reporting.

RESOURCE MOBILIZATION AND INVESTMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Resource Mobilization and Investment Officer	P	1	Provides strategic guidance for resource mobilization and investment initiatives.
Chief Resource Mobilization and Investment Officer	N	1	Supervises investment programmes and ensures compliance with policy.
Senior Resource Mobilization and Investment Officer	M	2	The two (2) officers implement resource mobilization strategies and reporting.
Resource Mobilization and Investment Officers	J	3	The three (3) support investment projects and operational implementation.

SUPPLY CHAIN MANAGEMENT SECTION

Cadre	Job Group	Optimal Staffing Level	Justification
Principal Supply Chain Management Officer	P	1	Provides policy guidance and strategic leadership for supply chain management.
Chief Supply Chain Management Officer	N	1	Supervises supply chain operations and compliance.
Senior Supply Chain Management Officer	M	1	Implements supply chain programmes and monitors outputs.
Supply Chain Management Officer I	K	2	The two (2) officers implement supply chain operations.
Supply Chain Management Officer II	J	3	The three (3) officers handle operational support for procurement and logistics.

3.0 CONCLUSION

The proposed organizational structure and staffing establishment for the Nakuru City Board provides a legally compliant, coherent, and future-oriented framework for effective urban governance in line with the Urban Areas and Cities Act, 2011. By clearly defining the mandate, statutory functions, directorates, and divisions of the City Board, the structure enhances institutional accountability, improves coordination, and strengthens the capacity of the City Board to deliver services efficiently and equitably. The alignment of statutory functions with specialized directorates minimizes role duplication, promotes professionalism, and ensures focused leadership across key service delivery areas.

Overall, the framework positions Nakuru City to respond effectively to rapid urbanization, socio-economic transformation, and climate-related risks while advancing inclusive growth, environmental sustainability, and citizen participation. The establishment of dedicated directorates for planning, economic development, environmental resilience, and corporate services provides a strong institutional foundation for implementing Board decisions, fostering strategic partnerships, and improving service delivery outcomes. Adoption of this structure therefore represents a critical step toward achieving Nakuru City's vision of a model city that enhances quality of life and fosters economic prosperity for all residents.