

REPUBLIC OF KENYA



GOVERNMENT OF MAKUENI COUNTY



EMALI-SULTAN HAMUD MUNICIPALITY
OFFICE OF THE MUNICIPAL MANAGER
P.O. BOX 78-90300
MAKUENI

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17th October 2023

CALL FOR THE ESTABLISHMENT OF EMALI-SULTAN HAMUD MUNICIPALITY CITIZEN FORA

Pursuant to the Urban Areas and Cities Act 2011 (Amended 2019) and the Emali-Sultan Hamud Municipal Charter 2022, notice is hereby given of the establishment of the Emali-Sultan Hamud Citizen Fora.

The Citizen Fora shall be the framework for the participation of the residents in the management and administration of the municipality.

Eligible organizations within the municipality are invited to nominate members for consideration as per the sectors described below.

SECTOR	ELIGIBILITY CRITERIA	WARD	NO. OF NOMINEES REQUIRED PER SECTOR	CATEGORIES
Neighborhood Association	<ul style="list-style-type: none">Duly registered and issued with a Valid CertificateConstitution enacted by the MembersBe domiciled within the Jurisdiction of the Municipality	Kasikeu	2	Environmental, Lands, Cultural, Sports, Civil Society Organizations(CSOs), SACCOS ,Community Based Organizations(CBOs) etc
		Mbitini	2	
		Emali/ Mulala	2	
		Nzaui/Kilili/Kalamba	1	
		Nguu/Masumba	1	
Informal Sector	<ul style="list-style-type: none">Duly registered by the County Department of Trade and issued with a Valid Certificate	Kasikeu	2	Jua Kali,Boda Boda,Taxis,Matatu Owners Association etc
		Mbitini	2	
		Emali/ Mulala	2	
		Nzaui/Kilili/Kalamba	1	
		Nguu/Masumba	1	

	<ul style="list-style-type: none"> • Be domiciled within the Jurisdiction of the Municipality 			
Private Sector	<ul style="list-style-type: none"> • Duly registered with relevant Government Entity • Operating within the Jurisdiction of the Municipality 	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Kenya Private Sector Alliance (KEPSA), Non-Government Organizations operating within the Municipality, Non-State Actors e.g. KNUT etc
Professional Associations	<ul style="list-style-type: none"> • Duly registered with relevant Government Entity • Operating within the Jurisdiction of the Municipality 	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Kenya Institute of Planners(KIP), Architectural Association of Kenya(AAK), ICPAK, Institute of Surveyors of Kenya(ISK) etc
Business Community	<ul style="list-style-type: none"> • Duly registered with relevant Government Entity • Operating within the Jurisdiction of the Municipality 	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Chamber of Commerce (Property Owners, Real Estate Agents, Hawkers Associations) etc
Faith Based Organizations	<ul style="list-style-type: none"> • Duly registered with relevant Government Entity • Operating within the Jurisdiction of the Municipality 	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	Christians, Muslims and any other religious organization
Marginalized Groups(OVCs)	<ul style="list-style-type: none"> • Duly registered with relevant Government Entity and provide proof of Valid Registration Certificate 	Kasikeu Mbitini Emali/ Mulala Nzau/Kilili/Kalamba Nguu/Masumba	2 2 2 1 1	PWDs, Youth, Orphans & Vulnerable Groups

	<ul style="list-style-type: none"> Operating within the Jurisdiction of the Municipality 			
REQUIREMENTS	<ol style="list-style-type: none"> Each organization to nominate at least 3 members for consideration in line with 2/3 gender rule Evidence of registration and duly signed minutes of the last meeting of the executive committee of the organization Registered officials of the association Registered officials and list of members of the association 			

The following are the minimum qualification requirements expected from the nominee: -

- (i) Recommendation letter from the National Government Administration and County Government Administration;
- (ii) Must be ordinary residents or have a permanent dwelling in the municipality;
- (iii) Carries on business in the municipality or has lived in the municipality for at least five years.

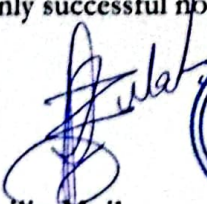
Please note that for the purpose of bullet (ii) and (iii) above, Emali Sultan Hamud municipality boundary covers entire Mbitini and Kasikeu and Emali/Mulala wards and a section of Nguu/Masumba and Nzaui Kilili Kalamba wards. Further, proof of requirements in (ii) and (iii) is mandatory for appointment and therefore your nomination letter must have documentary evidence for the same.

Your application letter must be accompanied by copies of the following documents:

1. Application letter
2. Copy of the national identity card
3. A nomination letter from the respective association
4. Copies of academic and professional certificates
5. Signed minutes as evidence of an accountable process of nomination

Your application and relevant documents should be hand delivered in a sealed envelope clearly marked "Citizen Fora" at the Municipality Headquarters-Eden Mall, 2nd floor, by close of business, 31st October 2023 addressed to the undersigned.

Only successful nominees shall be contacted.


Phillip Ngila
Municipal Manager

