



DISTRICT DEVELOPMENT OFFICE BOMET DISTRICT REPORT

COMPILED BY EMILY SERONEY

APRIL 2012

INTRODUCTION:

ORGANSTIONAL STRUCTURE OF DISTRICT DEVELOPMENT OFFICE – BOMET

The district development office is situated in Bomet town to the west, 1 km from town, next to the District Commissioner officer's office.

It consists of six staff namely:

- District development officer
- District field operation officer
- 2 Clerical officers
- Librarian
- Secretary

And two clerical officers on secondment basis

The main function of the office is to coordinate development activities in the district

MINISTRY VISION

To be a centre of excellence in planning for a globally competitive and prosperous nation with a high quality of life for all Kenyans

MISSION

To produce effective leadership and coordination in planning, policy formulation and tracking results for a globally competitive and prosperous nation.

CORE VALUES

Professional integrity

Passion for Results

Participatory Approach

Customer Orientation

Commitment to the Welfare of Employees

Innovation and Visionary

Transparency and Accountably

Ethical Standards

SERVICES RENDERED BY THE OFFICE

- Enquires(Customer care desk)
- Provision of technical advice e.g. (project proposal ,project funding)
- Provision of updated district data (List development projects,demographic)
- Response to both technical and professional queries.
- Provision of information performance of development activities and implementation status of projects in the district.

- Provisions of documents and information materials at DIDC and HIV/AIDS resource centre and coordination inter-sectoral HIV/AIDS response.
- Production of district annual monitoring and evaluation report(DAMER)
- Enhance collection of AIA
- Dissemination information and government policies to stakeholders.

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- Enhance collection of AIA
- Dissemination information and government policies to stakeholders.
- Coordinates and monitors the use of CDF funds
- Coordinates PEC (poverty eradication commission funds

Roles of District Development Officer

- Coordinate development activities in the district
- Monitor and evaluate government projects and programmes in the district
- In-charge of all the office activities.
- Appraising the staff
- Providing updated district data e.g. List of development projects in the district.

Roles of the District field officer

- Conduct and coordinates fieldwork on community empowerment and institution support project.
- Create awareness and mobilizes the public on the community empowerment and institution support project.
- Collects community empowerment and support project data from the field.

Roles of the librarian

- In-charge of the office Library
- Controls all the office documents and stationery
- Manages all the office records and stores

Roles of the clerical officers

- Customer care service
- Filing of the records
- Receiving and recording incoming/outgoing mails
- Dispatching and distributing mails
- Keying in the data collected
- Controls all the office documents and stationery
- Manages all the office records and stores

RECORD MANAGEMENT

Handling of incoming/outgoing mails

The incoming mails are received and recorded by the clerical officer in a register book before filing.

-The outgoing mails are recorded in a delivery book before dispatch.

Filing system- the office use centralized filing system .All files are kept and stored in the Registry room.

Equipment used in filing.

- i. File folders
- ii. Cabinets-are used to store files
- iii. Computer is also used to store documents in soft copy and hard copy.
- iv. Hard copy in form of flash disk and Compact Disc (CD).
- v. Lockable Cupboard are used to store office documents
- vi. Shelves- are used to store files

Furniture -the office has enough modern office chairs and tables.

Other equipments

- a) G.K Vehicle
- b) G.K Motorbike

Security

- The office is installed with one fire extinguisher.
- The compound is well fenced.
- All cabinets, Cupboards and shelves are lockable.

Management of Personnel

- All the staff is appraised by the District development officer.
 - All staff is entitled to annual leave of 30 days per year.
- Other leaves entitled to the staff are maternity, paternal and sick leave.

Allowances:

All staff is entitled to the following allowances, house allowances, commuter and leave allowances and all are on permanent and pensionable basis.

METHODS OF DATA COLLECTION

- (a) **Interview-** Informal interview was carried out, that is by the interviewing the District development officer
- (b) **Observation-** Most of the information was collected through observations.
- (c) **Information from District Information and Documentation Centre(DIDC) materials-** some of the information was collected from relevant literature available.

Challenges facing the office

- There is shortage of staff
- There is no enough security.
- Inadequate resources
- Difficulty in reaching the public at the right time.

Conclusion:

The office is well-managed. The district development officer adheres to the office code of regulation and all the officers comply with the office service charter.

The office has initiated so many development activities in the district. Some of the projects developed in the district are dispensaries, water projects, construction of classrooms. Improvement of feeder roads, creating awareness and combating HIV/AIDS in the district

Recommendation:

The ministry has good plans and future visions for the country, as the district development office portrays. The ministry became the first one to be ISO certified in the year 2010 /2012 and it led other ministries in service delivery in the year 2010/2011 and 2011/2012 that is it became first in two consecutive years (2010/2011 and 2011/2012). Through the observation and interviews conducted it shows that the Ministry will achieve their vision 2030 plans.

The district development office is doing well despite the shortage of staff. The district development officer has coordinated and implemented very many projects in the district.

Reference:

1. The Ministry's service charter
2. Bomet District Development Plan 2008-2012(Kenya vision 2030)