

ISMAIL SAID MAALIM MARAYARE

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WORK HISTORY

Garissa County Municipal Manager

County Government of Garissa

14th February 2022 to Nov 2022

Duties and Responsibilities:

- Overseeing the affairs of the municipality, developing and adopting policies, plans strategies and programs and setting targets for the delivery of services.
- Formulating and implementing an integrated development plan.
- As may be delegated by the county government, controlling land use, land sub-division; carrying out infrastructural development within the municipality; land development and zoning by public and private sectors for any purpose.
- Developing and managing schemes, including site development in collaboration with the relevant agencies.
- Maintaining an all-inclusive system of information for the administration. The board will determine a fee upon whose payment of public can access this information.
- Managing and controlling its internal affairs and also implementing relevant county and national legislation.
- Entering into contracts, partnerships, or joint ventures that may facilitate the carrying out of its duties.
- Monitoring municipal services that are provided by the board. The board will regulate these services where they are provided by other service providers other than the board of the city municipality.
- Preparing its budget for approval by the county executive committee and carrying out the budget as approved.
- Collecting rates, taxes, levies, duties, fees and additions on fees as may be delegated by the county government.
- Monitoring the impacts and effectiveness of any services, policies, programs, or plans
- Establishing, implementing and monitoring performance management systems.
- Promoting a safe and healthy environment and facilitating and regulating public transport.
- Carrying out any other duties that may be assigned to it by the county government or provided for in any written law.

Garissa County Revolving Fund Manager

County Government of Garissa;

14th May 2019 to 14th February 2022

Duties and Responsibilities:

- Received, registered, vetted and appraised applications for loans before consideration by the committee.

- Took minutes of meetings of the committee and maintained proper records of the affairs and operations of the committee.
- Received and handled accounts of ALL funds and also prepared and maintained records and books of accounts of the fund.
- Regularly submitted returns and reports of the fund operations as required by the executive committee member of finance.
- Be the custodian of ALL fund assets and documents.
- Undertook regular monitoring of loan recipients to ensure that the terms of the loan agreement were complied with.
- Periodically provided financial statements and balance sheet statements of the fund operating account.
- Disbursed monies for newly approved loans to various beneficiaries, after the necessary documentation is completed by the committee.
- Prepared quarterly statements and submit to the county treasury and the controller of the budget.
- Ensured that the earnings of, or accruals to the county fund were retained in the fund unless the county Executive Committee Member of Finance directed otherwise.
- Ensured that the money held in the fund, including any earnings or accruals, is spent only for the purpose for which the fund is established.
- Prepared Accounts for the fund for each financial year; not later than three months after the end of each year financial year, submitted financial statements relating to those accounts to the Auditor-General; and present the financial statements to the county Assembly.
- Ensured that the accounts for the fund and the annual financial statements relating to those accounts complied with the accounting standards prescribed and published by the Accounting standards board from time to time.

Assistant Director-Urban Development

County Government of Garissa;

Ist February 2018 to Nov 2022

Duties and Responsibilities:

- Development and management of all matters related to urban development, urban policy formulation and implementation
- Coordinated and oversaw the urban public space design and management.
- Supervised the waste collection team and managed refused waste collection trucks.
- Assisted the urban development director when he/she is out of office.
- Coordinated the four sections of urban development (Administration, sanitation, Fire and disaster and urban watchmen).
- Preparation of quarterly and annual progress reports for the department.
- Compiled departmental work plans and timetables of refused trucks for proper waste collection.
- Presented the department in inter-departmental meetings.
- Carried out any other duty as may be assigned from time to time by the director and chief officer of urban development.

Database Supervisor

Terre Des Hommes Foundation-Kenya;

August 2016 to March 2017

Duties and Responsibilities:

- Designed and implemented online databases, security access systems, data sets and jobs; defined parameters for file or space utilization; established direct access files or other file configurations as required; monitored space utilization and made modifications as needed.
- Provided applications development and other unit personnel with database and data security information required to support application development and other activities.
- Supported repository/database dictionary requirements and activities; developed, implemented and monitored control blocks and data definitions to support databases.
- Installed and modified vendor software products and also conducted appropriate tests to ensure compatibility of new or modified programs with operating system requirements.
- Used database performance and tuning tools to monitor and enhance response time and system performance.
- Conferred with computer operations, technical support, user and vendor representatives concerning database requirements, system performance, software maintenance, and capacity planning and data security requirements.
- Reviewed systems specifications for compliance with departmental, division and database administration standards.
- Responded to database operational emergencies as required including database recoveries involving the use of database log files which provided for the recovery of databases with no loss of data and which did not require the user to reenter data into the database.

Data and M AND E Officer;

October 2014 to August 2016

Duties and Responsibilities:

- Supported the coordination of needs assessments in coordination with other external sector agencies.
- Ensured assessment findings were documented and included an analysis of children's needs.
- Led the development of TDH program baseline surveys where required.
- Coordinated data collection, analysis and reporting on performance indicators by project team members and project counterparts.
- Provided technical support to the Consortium members and partners to embed M&E and accountability in their consortium projects.
- Developed monitoring and evaluation guidelines, frameworks and indicators for the Program action plan in close collaboration with the Consortium Manager.
- Organized and facilitated meetings with Consortium members on M&E progress, challenges and the way forward.
- Worked with senior technical colleagues, and supported sector specialists in their development of sector log frames, plans, Giant-chat and monitoring and evaluation frameworks and plans.
- Contributed to the development of program plan/strategy and master budget.

- Supported the development of M&E systems (inc. output trackers) and their rollout to field staff and also supported more senior technical staff to develop and roll out systems.

Database Officer;

February 2012 to September 2014

Duties and Responsibilities:

- Handled data management i.e entered, cleaned, and maintained electronic records of data Forms.
- Process completed assessment forms (submitted by CPTLs and counseling staff).
- Entered the data into a database/datasets, verified that the data was correctly entered, and detected and resolved data integrity issues.
- Ensured the secure storage of electronic client data (as well as paper forms while in possession).
- Analyzed and interpreted results using TDH Database Sudan (or Excel) for reporting and ad hoc analysis.
- Calculated frequencies, descriptive statistics, and generated figures/graphs (e.g., bar charts, pie charts).
- Scored client measures (i.e., Problem Rating Scales) for aggregate reporting and analysis purposes.
- Devised and conducted additional analyses as needed to respond to requests to address substantive evaluation or clinical questions.

Data, Monitoring and Evaluation Assistant;

Save the Children,

April 2010 to February 2012

- Oversaw data entry into database or data files, and conducted data analysis, including Data marching and Compiling. Availed data in required formats, along with contextual information and interpretation, to support decision-making and periodic reporting, contributed to planning phases of baseline, program, and impact evaluation studies.
- **Front Office, Admin and Finance;** Almond Resort, February 2008 to April 2010-Prepared invoices and followed up on timely payments.
- **Intern;** Garissa Law Court, September 2007 to December 2007- Prepared plea and registration of cases i.e. criminal, traffic, civil and children cases.

EDUCATION BACKGROUND

- **Master's In Business Administration(Strategic Management option)-** Garissa University: Jan 2023 to Nov 2024
- **Bachelor's Degree in Business Management (HR Option)-** The East African University (KAIJADO-Main Campus); September 2020 to Nov 2022.
- **Diploma in Business Management (HR Option) -**The East African University (KAIJADO-Main Campus); March 2019 to June 2020
- **Craft certificate Business Administration-Knec2018-2019**
- **Kenya Certificate of Secondary Education-** Sankuri Secondary School; 1999 to 2002.
- **Kenya Certificate of Primary Education –** Alfarouq boyz primary school 1991 to 1998

SKILLS AND COMPETENCIES

- **Data Management:** Strong analytical skills in collecting data and ensuring that tools and functional systems existed to collect, analyse and synthesize the monitoring data.
- **Data Analysis:** Experienced in analyzing data in data verification, data cleanup and ensuring the accuracy of all the data gathered.
- **Database Management:** Acquired expertise and experience in managing databases that included; Experience in data cleaning and data transformation, Data Exploration Techniques and data mining.
- **Records Management:** Experienced in documenting important organization information to help an organization keep the necessary documentation accessible for both business operations and compliance audits.
- **Monitoring and Evaluation:** I have excelled in; monitoring and checking controls according to agreed-established standards, tracking progress for accountability, identifying and definition of Monitoring indicators, preparing budgets and work plans for various projects.
- **Administrative Management:** Effective in overseeing administrative activities, operating policies, lean initiatives and processes and adept at assisting the management with operational policy and procedures, office facilities and general office administration.
- **Project planning and Management:** Experienced in the preparation of project schedules, planning and monitoring of its ongoing processes by ensuring its compliance with strategies and policies to ensure its success in implementation.
- **Technical expertise:** Experienced in providing technical expertise for IT network design, implementation, optimization and upgrade.
- **Leadership and Supervision:** Experienced in leading and managing teams, ensuring that they are well mentored towards proper service delivery and supervising what they do to ensure they comply with the organization's company regulations.
- **Report Writing:** Proficient in providing customized reports, highlighting main findings and key points, and effectively communicating the results to the end-user both orally and in writing.
- **Communication and Interpersonal Skills:** Ability to communicate verbally and nonverbally by being effective and concise when giving presentations to audiences.
- **Problem-Solving Skills:** Able to visualize and solve complicated problems in the best way possible and make accurate and informed decisions.

Creativity and Innovation: Experienced in applying principles to develop solutions within the built environment by applying innovations

KENYA SCHOOL OF GOVERNMENT

- Strategic Leadership Development Programme certificate
- Senior Management Course certificate

OTHERS

- Associate Member of Institute of Human Resource Management (Membership No. 18418)
- Data Quality, Demographic & Health Surveys, M&E Framework HIV/AIDs Program, M&E Fundamentals, IACPIMS Database V.3.0/1, Computer Packages, GBVIMS and Inter-Agency
- Standing Committee Guidelines on Prevention of Gender Based Violence And Gender Mainstreaming In Humanitarian Settings, Child Protection and International Protection and Refugee Laws

REFERREES

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