



Salaries & Remuneration  
Commission  
Rewarding productivity

## **ADVERTISEMENT OF VACANT POSITIONS**

Salaries and Remuneration Commission is an independent Commission established under Article 230 of the Constitution of Kenya 2010, with the mandate to set and regularly review the Remuneration and Benefits of all State Officers and to advise the National and County Governments on the Remuneration and Benefits of all other Public Officers. In carrying out its mandate, the Commission has to take into account the principles of; fiscal sustainability of the public compensation bill, attraction and retention of requisite skills for service delivery, productivity and performance, transparency, fairness and equity.

The Commission seeks to recruit qualified and competent staff to fill the following vacant positions.

- 1) Senior Officer – Senior Officer Secretarial Services RL5**
- 2) Senior Officer- Job Evaluation and Salary Structures RL5**

### **APPLICATION PROCESS**

Interested and qualified persons are requested to submit their applications indicating their current salary together with detailed Curriculum vitae, copy of national ID, copies of academic and professional certificates and testimonials. **Details of the positions are in the Commission website.**

Upon granting an offer of employment, the successful candidate **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

- A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- A valid Clearance Certificate from the Higher Education Loans Board (HELB);
- A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) (Must provide certificate or report); and
- A Valid Clearance form from the Ethics and Anti-corruption Commission (EACC)

Application to be submitted in a **sealed envelope** clearly marked at the top "**Application for the position of.....**" and mailed **OR** delivered to:

**The Commission Secretary  
Salaries and Remuneration Commission  
Williamson House 6th Floor  
4th Ngong Avenue  
P.O. Box 43126 – 00100  
NAIROBI**

To be received on or before **21 June 2023**.

Salaries and Remuneration Commission is an equal opportunity employer. Persons with disabilities, marginalized and minority groups who meet the job specifications are encouraged to apply. Canvassing will lead to automatic disqualification. **Only** shortlisted candidates will be contacted.

**JOB DESCRIPTION FOR THE SENIOR OFFICER- COMMISSION SECRETARIAL SERVICES**

<b>Job Title</b>	Senior Officer Commission Secretarial Services
<b>Grade</b>	RL5
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	CEO's Office
<b>Department</b>	N/A
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Nairobi (Head Office)
<b>Reporting Relationships</b>	
<b>Reports to</b>	Commission Secretary / CEO
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	

Reporting to the Principal Officer Commission Secretarial Services, the Senior Officer Commission Secretarial Services is responsible for supporting the Commission Secretarial Services function.

### **Duties and Responsibilities**

The Senior Officer, Commission Secretarial Services will perform the following duties;

- i. In liaison with the Principal Officer, Commission Secretarial Services prepare and circulate a schedule of weekly Commission meetings;
- ii. To receive and circulate agenda items from the Secretariat;
- iii. Issuing of notices of meetings;
- iv. Oversee the utilization of the Commission boardroom;
- v. Prepare high quality Commission minutes during meetings;
- vi. Assist in collating and circulating papers and reports for deliberation in Commission meetings;
- vii. Dissemination of action points to respective action officers;
- viii. Maintain minute files of the members of the Commission;
- ix. Maintaining Commission Circulars and records of Commission decisions;
- x. Follow up of actions on Commission resolutions with the respective action officers;
- xi. Follow up on Commission invitations to meetings by various stakeholders; and
- xii. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.

### **Qualifications and Personal Specifications**

#### **Qualification and Experience**

- (i) Bachelor's degree in Business Administration/Human Resource Management/Social Science in related field from a recognized university.
- (ii) Certified Secretary (CS) qualification/CS (K)
- (iii) Member in good standing of the ICS
- (iv) Relevant work experience of at least Six (6) years three of which must be in Board/Commission Services.

### **Key Competencies**

- (i) Meets the requirements of Chapter Six of the Constitution of Kenya.
- (ii) Ability to deliver results in a complex and dynamic environment.
- (iii) Ability to identify customer needs and deliver service excellence.
- (iv) Demonstrate knowledge in relevant legislation and applicable standards.
- (v) Ability to maintain high level of confidentiality and integrity.
- (vi) **Strategy** – Each officer in this category will demonstrate skills and knowledge in their respective technical areas of specialization, while embracing new and innovative ways of service delivery.
- (vii) **Behavioural/People** – Officers at this level will uphold professional ethics, Commission core values, support individuals and teams towards the achievement of Commission goals.
- (viii) **Performance** - At this level, Officers are expected to be technically proficient, excel in the execution of their work, while operating within the provisions of legal and regulatory framework.

## JOB DESCRIPTION FOR THE SENIOR OFFICER, JOB EVALUATION AND SALARY STRUCTURES

<b>Job Title</b>	Senior Officer, Job Evaluation and Salary Structures
<b>Grade</b>	RL5
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	Remuneration Services
<b>Department</b>	Job Evaluation and Salary Structures
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Nairobi (Head -office)
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal officer, Job Evaluation and Salary Structures
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
This position is responsible for analysis and interpretation of remuneration data and carrying out of Job evaluation in line with the relevant Guidelines towards the achievement of equitable, affordable and fair remuneration in the public sector.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>1. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>2. Operational Responsibilities / Tasks</b>	
(i)	Analyze remuneration for all State and Public Officers to ensure rationalization and harmonization of remuneration structures;
(ii)	Undertake studies on remuneration trends in the market for state, public and private sectors to determine comparable worth of jobs in public sector;
(iii)	Evaluate the existing and proposed remuneration packages to inform analysis and recommendations to the commission;

<ul style="list-style-type: none"> <li>(iv) Conduct comparative analysis of the submitted remuneration data against several defined parameters/models and make appropriate recommendations and forecasts in line with current and expected future trends;</li> <li>(v) Carry out job evaluation and re-evaluation of jobs in the public sector institutions as per the job evaluation guidelines approved by the Commission;</li> <li>(vi) Implement and report on job evaluation and salary structures work plans;</li> <li>(vii) Identify and report on the functional risk elements arising from the departmental operations;</li> <li>(viii) Prepare reports arising from the proceedings of the Commission's Technical Committee meetings;</li> <li>(ix) Draft communication letters to public sector institutions arising from Commission decisions in matters relating to remuneration;</li> <li>(x) Collect and Collate data on salary surveys to provide benchmark salaries payable to public officers;</li> <li>(xi) Provide technical support in implementation of Job Evaluation grading and salary structures to public sector institutions;</li> <li>(xii) Continuously update grading and salary structure data base of all Jobs in the Public Sector;</li> <li>(xiii) Prepare and submit monthly reports on job evaluation and salary structures to the Supervisor;</li> <li>(xiv) Provide individual feedback to enhance business processes and initiate process improvement to achieve operational excellence;</li> <li>(xv) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets; and</li> <li>(xvi) Develop and continuously update stakeholder database to enhance efficiency in communication.</li> </ul>
<b>Job Dimensions:</b>
<b>3. Financial Responsibility</b>
N/A
<b>4. Responsibility for Physical Assets</b>
<ul style="list-style-type: none"> <li>i. Computer; and</li> <li>ii. Office furniture and equipment</li> </ul>
<b>5. Decision Making / Job Influence</b>
<ul style="list-style-type: none"> <li>i. Analytical; and</li> <li>ii. Operational</li> </ul>
<b>6. Working Conditions</b>
An office setting with occasional travel.
<b>7. Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>

Bachelor's degree in Social Sciences (Economics, Human Resources, Statistics, Public Administration) or relevant field of study from a recognised university.

**Professional Qualifications /Membership to professional bodies**

- i. Relevant professional qualification; and
- ii. Membership to a relevant professional body

**Previous relevant work experience required.**

Relevant work experience of at least six (6) years in a reputable organization;

**Functional Skills, Behavioral Competencies/Attributes:**

- i. Meets the requirement of Chapter 6 of the Constitution;
- ii. Be conversant with Public Service Policies and practices on remuneration systems;
- iii. Good understanding of the Kenyan labour laws;
- iv. **Strategy** – The officer in this category must demonstrate skills and knowledge in his/her respective technical area of specialization, while embracing new and innovative ways of service delivery.
- v. **Behavioural/People** – The Officers must uphold professional ethics, Commission core values, support individuals and teams towards the achievement of Commission goals.
- vi. **Performance** - At this level, Officers are expected to be technically proficient, excel in the execution of their work, while operating within the provisions of legal and regulatory framework.