



PUBLIC SERVICE COMMISSION

Our Vision

“A citizen-centric public service”

Our Mission

“To reform and transform the public service for efficient and effective service delivery”

VACANCY FOR THE POSITION OF MEMBER, SALARIES AND REMUNERATION COMMISSION (SRC)

THE CONSTITUTION OF KENYA, 2010

THE SALARIES AND REMUNERATION COMMISSION ACT, 2011

Article 230 (2) (b) (ii) of the Constitution of Kenya, 2010 and Part II, Section 7 (1) of the Salaries and Remuneration Act 2011 requires the Public Service Commission to nominate a person who shall be appointed to represent the Public Service Commission in the Salaries and Remuneration Commission as a member.

Applications are invited from suitably qualified Kenyans wishing to be nominated by the Public Service Commission.

For appointment to this position, a candidate must:

- (i) hold a degree from a university recognized in Kenya;
- (ii) have knowledge and at least ten years' experience in either:-
 - a) Finance and Administration;
 - b) Public Management;
 - c) Economics;
 - d) Human Resource Management; or
 - e) Labour Laws;
- (iii) meet the requirements of Chapter Six of the Constitution of Kenya, 2010; and
- (iv) have had a distinguished career in their respective fields.

Functions of the Salaries and Remuneration Commission

The functions of the Salaries and Remuneration Commission shall include:

- (i) inquiring into and advising on the salaries and remuneration to be paid out of public funds;

- (ii) keeping under review all matters relating to the salaries and remuneration of public officers;
- (iii) advising the national and county governments on the harmonization, equity and fairness of remuneration for the attraction and retention of requisite skills in the public sector;
- (iv) conducting comparative surveys on the labour markets and trends in remuneration to determine the monetary worth of the jobs of public offices;
- (v) determining the cycle of salaries and remuneration review upon which Parliament may allocate adequate funds for implementation;
- (vi) making recommendations on matters relating to the salary and remuneration of a particular State or public officer;
- (vii) making recommendations on the review of pensions payable to holders of public offices; and
- (viii) performing such other functions as may be provided for by the Constitution and any other written law.

INTERESTED APPLICANTS ARE REQUESTED TO NOTE THAT:

- (i) The names of shortlisted candidates shall be published in the print media;
- (ii) Shortlisted candidates will be required to present **originals** of the following documents during the interviews;
 - (a) **National Identity Card;**
 - (b) **Academic and Professional Certificates and transcripts;**
 - (c) **Any other supporting documents and testimonials; and**
 - (d) **Clearances from the following bodies:**
 - (i) Kenya Revenue Authority;
 - (ii) Ethics and Anti-Corruption Commission;
 - (iii) Higher Education Loans Board;
 - (iv) Any of the Registered Credit Reference Bureaus;
 - (v) Directorate of Criminal Investigations (Police Clearance Certificate);
 - (e) Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign universities; and
 - (f) Recommendations from relevant professional bodies (where applicable).
- (iii) The salary and benefits for the position have been determined by the Salaries and Remuneration Commission; and
- (iv) The Member will be appointed for a single term of six (6) years and is not eligible for re-appointment.

MODE OF APPLICATION

- (a) Applications should be submitted, together with a detailed curriculum vitae, a copy of ID/Passport, copies of academic and professional certificates and transcripts, testimonials and any other relevant supporting documents.
- (b) Application should be clearly marked
 “Application for **Member, Salaries and Remuneration Commission**”.
- (i) Hand delivery:

Office of the Secretary/CEO
Public Service Commission, 4th Floor,
Commission House,
Harambee Avenue,
NAIROBI.

(ii) Online applications should be submitted via e-mail to: src2025@publicservice.go.ke

(iii) Post Office:

The Secretary/CEO,
Public Service Commission,
P.O. Box 30095 - 00100
NAIROBI.

“Women, minorities, the marginalized and persons living with disability are encouraged to apply”

Application should be received on or before 8th April, 2025 (latest by 5.00 p.m. EAT)

SECRETARY/CEO
PUBLIC SERVICE COMMISSION