



Salaries & Remuneration  
Commission

Rewarding productivity

## **ADVERTISEMENT OF A VACANT POSITION**

Salaries and Remuneration Commission (SRC) 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 a qualified and competent person to fill the position of **Commission Secretary/Chief Executive Officer (CEO)**.

A person shall be qualified for appointment if such a person meets the following:

1. Is a citizen of Kenya;
2. Holds a degree from a university recognised in Kenya;
3. Has at least ten years of experience in Human Resource Management, Financial Management, or Public Management; and
4. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution.

The following will be considered as added advantage to an applicant.

1. Post graduate Qualifications in a relevant field from a university recognized in Kenya.
2. Membership to a relevant professional body in good standing.
3. Certificate in leadership or strategic management in a course not lasting less than six weeks from a recognized institution.
4. Certificate in Corporate Governance from a recognized institution.

Shortlisted candidates will be required to present original of the following documents during the Interview:

1. National Identity Card or Passport;
2. Academic and Professional Certificates and Transcripts;
3. Any other supporting documents and testimonials; and
4. Clearance from the following bodies:
  - (a) Kenya Revenue Authority (KRA);
  - (b) Ethics and Anti- Corruption Commission (EACC);
  - (c) Higher Education Loans Board (HELB);
  - (d) Any of the registered Credit Reference Bureau (CRB); and
  - (e) Directorate of Criminal Investigations (Police Clearance Certificate).

The Job description and other details can be accessed from the Commission website <https://www.src.go.ke>.

### **APPLICATION PROCESS**

Interested and qualified persons are requested to submit their applications indicating their current salary, **certified** copies of national ID, academic and professional certificates and testimonials together with a detailed Curriculum vitae.

**Terms of appointment:** The position is tenable on a five year contract and may be renewed only once subject to satisfactory performance.

Applications with all attachments clearly marked as "**Application for the position of Commission Secretary/Chief Executive Officer (CEO)**"

" to be **mailed** to: [ceo2025@src.go.ke](mailto:ceo2025@src.go.ke)

To be received on or before **24th April, 2025 (5.00PM)**.

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 and their Names published in the Commission Website.**

**JOB DESCRIPTION FOR THE COMMISSION SECRETARY & CHIEF EXECUTIVE OFFICER (CEO)**

<b>Job Title</b>	Commission Secretary & CEO
<b>Grade</b>	RL 1
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	N/A
<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>	Reports to the Commission (SRC)
<b>Direct Reports</b>	<ul style="list-style-type: none"> <li>i. Director Corporate Services</li> <li>ii. Director Remuneration services</li> <li>iii. Head of Legal Services</li> <li>iv. Head of Corporate Communication</li> <li>v. Head of Internal Audit</li> <li>vi. Principal Officer Procurement</li> <li>vii. Principal Officer Commission Secretarial Services</li> </ul>
<b>Indirect Reports</b>	<ul style="list-style-type: none"> <li>i. Deputy Director Job Evaluation and Salary structures</li> <li>ii. Deputy Director Allowances and Benefits</li> <li>iii. Deputy Director Research and Compliance</li> <li>iv. Deputy Director Productivity and Performance</li> <li>v. Deputy Director Collective Bargaining Negotiations</li> <li>vi. Head of Finance and Accounts</li> <li>vii. Head of Information Communication &amp; Technology</li> <li>viii. Head of Human Resource &amp; Administration</li> </ul>
<b>Job Purpose</b>	
<p>This position is responsible for providing overall strategic leadership to the development and execution of the Commission’s strategy to ensure the achievement of the Commission mandate and offer secretarial services to the Commission.</p>	
<b>Key Responsibilities/ Duties / Tasks</b>	

## **I. Managerial / Supervisory Responsibilities**

- i. Provide oversight role in implementation of functions of the Commission as provided in Article 230 of the Constitution and SRC Act of 2011;
- ii. Advise the Commission on operations, Government policies and regulations that have an impact on the Commission's mandate;
- iii. Oversee the development and achievement of the Commission's Corporate Work Plan and consistently meet the Key Performance Indicators and targets as approved by the Commission;
- iv. Lead the transformation agenda to develop deep expertise and multiskilling of staff, anchored on a robust performance system and data driven decisions to achieve service and operational excellence in a collaborative environment;
- v. Forge strategic linkages with other government agencies, corporate community and other stakeholders both Nationally and Internationally;
- vi. Establish and implement sound human resource policies and organizational structure that is transparent, equitable and ensure that the Commission attracts and retains a competent and motivated workforce;
- vii. Ensure that the Leadership team build and model a culture aligned to the Commission's core values, influencing through their positive leadership behaviors, the conversion of people and culture strategies into reality;
- viii. Provide leadership in financial management in line with the existing laws and statutes and ensure that the Commission's accounts, assets and liabilities are kept and reported in line with public sector accounting standards;
- ix. Manage corporate change through adaptation of new policies and strategies to conform with changing corporate environment that will ensure continued performance;
- x. Lead the development and implementation of the Commission's service charter; commitments by ensuring dissemination, understanding and delivery of customer centric services across the Commission;
- xi. Ensure the Commission has in place the systems, policies, procedures, and resources required to fulfil its compliance and reporting requirements and to achieve operational excellence;
- xii. Initiate the development of a Risk, Compliance and Governance Framework and ensure it is implemented across the Commission;
- xiii. Provide leadership in the development and implementation of a Commission's business continuity and disaster recovery plan; and
- xiv. Establish and maintain positive, harmonious and professional working relations with all stakeholders.

## **II. Operational Responsibilities / Tasks**

- i. Put in place mechanisms that ensure all operations are conducted in full compliance with laws, regulations, standards, Government Circulars and Commission's policies and code of conduct;
- ii. Monitor, co-ordinate and present annual and quarterly progress performance reports of the corporate work plan to the Commission;
- iii. Mobilize resources to support the implementation of the Commission's strategic plan;
- iv. Ensure quality and timely reports to the Commission;

<ul style="list-style-type: none"> <li>v. Formulate Commission agendas and oversee the recording of minutes at all Commission Meetings; and</li> <li>vi. Ensure effective and timely implementation of all Commission's decisions.</li> </ul>
<b>Job Dimensions:</b>
<b>I. Financial Responsibility</b>
<ul style="list-style-type: none"> <li>i. Review the Commission budget and procurement plan for approval by Commission.</li> <li>ii. Authorization of expenditure of Commission funds to ensure they are used in a way that is efficient, effective, economical and transparent.</li> <li>iii. Leads in resource mobilization to support the implementation of the Commission's strategic plan activities.</li> </ul>
<b>II. Responsibility for Physical Assets</b>
Custodian of all Assets of the Commission both movable and immovable.
<b>III. Decision Making / Job Influence</b>
Strategic decisions Managerial decisions Financial decisions
<b>IV. Working Conditions</b>
Job is performed in an office setting and there is occasional travel
<b>Job Competencies (Qualifications, Knowledge, Experience and Attributes / Skills).</b>
<b>Qualifications</b>
<p>A person shall be qualified for appointment if such a person meets the following:</p> <ul style="list-style-type: none"> <li>i. Is a citizen of Kenya;</li> <li>ii. Holds a degree from a university recognised in Kenya;</li> <li>iii. Has at least ten years of experience in Human Resource Management, Financial Management, or Public Management; and</li> <li>iv. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution.</li> </ul>
<b>The following will be considered as added advantage to an applicant.</b>
<ul style="list-style-type: none"> <li>i. Post graduate Qualifications in a relevant field from a university recognized in Kenya.</li> <li>ii. Membership to a relevant professional body in good standing.</li> <li>iii. Certificate in leadership or strategic management in a course not lasting less than six weeks from a recognized institution.</li> <li>iv. Certificate in Corporate Governance from a recognized institution.</li> </ul>

**Previous relevant work experience required.**

10 years' experience in Human Resource Management, Financial Management or Public Management

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

- i. Meets the requirements of Chapter Six of the Constitution of Kenya;
- ii. Ability to formulate strategies and policies, and create new approaches in a complex and dynamic environment;
- iii. Proven track record of achieving results with demonstrated success in developing and implementing performance plans, policies, procedures and processes;
- iv. Ability to deliver results in a complex and dynamic environment;
- v. Ability to assimilate complex issues and use effective communication strategies and demonstrate exercise of emotional intelligence to influence diverse audiences;
- vi. Ability to lead, motivate and empower others to achieve organizational goals;
- vii. Ability to establish and maintain positive working relationships with stakeholders to facilitate the accomplishment of Commission goals;
- viii. Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches;
- ix. Ability to analyze complex issues, draw correct conclusions and clearly articulate the issues;
- x. Has a personal commitment to organizational excellence and customer focus;
- xi. Ability to read situations aptly and exhibit sound judgment;
- xii. Demonstrate knowledge in relevant legislation and applicable standards;
- xiii. Demonstrate behaviors aligned to the Commission values.