



<b>Job Title</b>	<b>Head of Human Resources and Administration</b>
<b>Grade</b>	RL 3
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	Corporate Services
<b>Department</b>	Human Resources and Administration
<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>	Director Corporate Services
<b>Direct Reports</b>	1. Principal Officer, Human Resource & Administration 2. Records Management Officer 3. Executive Secretary
<b>Indirect Reports</b>	1. Human Resources Assistant 2. Records management Assistant 3. Senior Driver 4. Driver 5. Secretary 6. Support staff 7. Receptionist
<b>Job Purpose</b>	
This position is responsible for providing strategic direction in the delivery of Human Resources and Administration services to meet the Commission's mandate.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>1. Managerial / Supervisory Responsibilities</b>	
i. Provide leadership in the development of HR & Administration Policies, Strategy, objectives and plans in relation to the commission's strategic plan to ensure improved efficiency and effectiveness of service delivery; ii. Develop effective work plans and undertake continuous performance monitoring and reporting; iii. Prepare and present papers to the Corporate Committee; iv. Develop and implement strategies to reward, retain and develop a competent and motivated work force; v. Provide leadership in the development and execution of the Commissions strategy on the HR & Administration; vi. Preparation of departmental annual budget, monitor absorption and ensure optimal utilization which is aligned to the Commissions strategic activities;	

vii.	Spearhead the development of the human resource and administration departmental goals and systems;
viii.	Provide leadership in the development of timely and quality work plans for staff at all levels, derived from the directorate overall strategy to ensure effective service delivery;
ix.	Provide Leadership in the development and implementation of a robust Performance Management system to achieve the Commission's overall performance objectives;
x.	Develop strategies for the provision of optimal Human resources, assets and equipment necessary for the delivery of services;
xi.	Formulate training and development strategies for Commission staff based on a competency framework in line with both the Commission strategy and individual needs;
xii.	Provide leadership in building a positive organizational culture in line with Commission values;
xiii.	Develop proposals for funding strategic departmental programmes;
xiv.	Oversee development of funding proposals relating to strategic development programmes in line with the Commission's mandate and submit to the Commission;
xv.	Advise the Commission on the optimal staffing levels and the skills mix;
xvi.	Ensure maintenance of harmonious working relations through effective communication with staff, their supervisors and/or representatives;
xvii.	Build and maintain positive relationships with internal and external stakeholders;
xviii.	Identify, monitor and mitigate risk within the department by ensuring internal controls are in place; and
xix.	Develop and implement business continuity plan for the department;
<b>2. Operational Responsibilities / Tasks</b>	
(i)	Develop, motivate and manage the performance appraisal of the team and ensure continuous alignment to the goals and values of the Commission;
(ii)	Ensure compliance with statutory requirements, Government Circulars, Commission's policies relating to human resource and administration;
(iii)	Ensure effective provision and administration of office support services, utilities, security services and employee benefits;
(iv)	Ensure prudent financial management in the execution of the Departmental functions.
(v)	Provide requisite regular reporting in compliance with internal and external guidelines and requirements in relations to HR matters;
(vi)	Develop Departmental service standards for service excellence;
(vii)	Monitoring the performance of the HR & Administration department in line with the overall strategy of the Commission;
(viii)	Coordinate the development and adherence to the departmental Service Charter; and
(ix)	Mentor and coach staff members within the department to enhance work performance.
<b>Job Dimensions:</b>	
<b>3. Financial Responsibility</b>	
Prepare annual Budget for Personnel emoluments and oversee implementation.	
<b>4. Responsibility for Physical Assets</b>	
i.	Maintain register of all Commission vehicles, Furniture & Fittings, office equipment, kitchen appliances
ii.	Manage service and secure Commission assets
<b>5. Decision Making / Job Influence</b>	
i.	Strategic
ii.	Managerial
iii.	Operational
<b>6. Working Conditions</b>	

Office setting with occasional travels
<b>7. Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
<ul style="list-style-type: none"> <li>i. Master 's degree in HRM or related field from a recognized university;</li> <li>ii. Bachelor's degree in Human Resource Management or any other related discipline from a recognized university.</li> </ul>
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>i. Diploma in Human Resource Management or Certified Human Resource Professional (CHRP)</li> <li>ii. Certificate in Leadership from a recognized institution</li> <li>iii. Valid Practicing certificate in Human Resource.</li> <li>iv. Membership to IHRM in good standing</li> </ul>
<b>Previous relevant work experience required.</b>
Ten (10) years of service, four (4) years in a managerial position in a comparable position from a reputable organization
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>i. Meets the requirements of Chapter Six of the Constitution of Kenya;</li> <li>ii. Demonstrate ability to build, manage and lead high performing teams;</li> <li>iii. Ability to deliver results in a complex and dynamic environment;</li> <li>iv. Capacity to demonstrate strategic mind-set and innovation;</li> <li>v. Ability to identify customer needs, develop service standards and deliver service excellence;</li> <li>vi. Demonstrate knowledge in relevant legislation and applicable standards;</li> <li>vii. High level of interpersonal skills;</li> <li>viii. High level of attention to detail;</li> <li>ix. Negotiation skills;</li> </ul>

## APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply on the SRC E- recruitment Portal <https://recruitment.src.go.ke>. Details of the positions are in the Commission website under Careers Section.

2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.

3. Successful candidates MUST submit all clearances in relation to Chapter six before onboarding.

The Commission is an equal opportunity employer and the Marginalized and Persons with disabilities are encouraged to apply. Only Shortlisted candidates will be contacted.

The application letter should be addressed to:

THE COMMISSION SECRETARY/CEO,  
Salaries & Remuneration Commission,  
Williamson House, 6th Floor,  
4th Ngong Avenue,  
P.O Box 43126-00100,  
NAIROBI.

**To be received on or before 9<sup>th</sup> October, 2025**