



Salaries & Remuneration  
Commission  
Rewarding productivity

# JOB EVALUATION BULLETIN



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## Civil Service



The National Treasury is among the first set of Ministries targeted for job evaluation in the first Phase for the civil service clusters. The Ministries include Health, Sports, Culture & Arts, Environment, Water & Natural Resources, Interior and Coordination of Government and Agriculture, Livestock & Fisheries. The exercises started with kick-off meetings in these six Ministries on 27<sup>th</sup> July. The exercise in these Ministries will run for two weeks upto second week of August. The second phase with another set of six Ministries is set to start on 3<sup>rd</sup> August, 2015. The exercise was to start with a pilot study at the Ministry of Labour, which has been completed.

## Commissions and independent offices

The second phase of job evaluation for staff working in Constitutional Commissions and independent office got underway on 5<sup>th</sup> August. Twelve Commissions are earmarked for this phase. These are Kenya National Human Rights, Gender and Equality, Commission on Administrative Justice, National Land Commission, Commission on Revenue Allocation, Parliamentary Service Commission, Public Service Commission, Ethics and Anti-Corruption Commission, National Cohesion and Integration Commission, Commission for the Implementation of the Constitution and Directorate of Public Prosecution. Prior to the start of the exercise for these commissions, training for job analysts has been scheduled for 3<sup>rd</sup> and 4<sup>th</sup> August.

The following institutions: Office of the Auditor General, Registrar of Political Parties, Office of the

Controller of Budget, Judicial Service Commission, Teachers Service Commission, Independent Electoral Boundaries Commission & Salaries and Remuneration Commission have almost completed the job analyses.

*Below SRC staff undergoing training on job analysis*



## We are on course SRC tells Cabinet Secretaries



In an effort to keep stakeholders informed about the job evaluation exercise SRC held a forum for Cabinet Secretaries on 14<sup>th</sup> July, 2015. The Commission gave its assurance that progressing very well in five clusters owing to the support and cooperation SRC was receiving from stakeholders. Vice Chair, Daniel Ogutu urged stakeholders to continue supporting, adding that a successful outcome depended on the active participation of all the key stakeholders in the exercise.

*Mining CS Najib Balala with Vice Chair Daniel Ogutu*

## County Governments

The second phase of the job evaluation exercise for the counties is ongoing in the following counties Kisumu, Kilifi, Machakos, Nairobi, Nandi, Nyeri and Narok. Phase one made up of 7 counties Isiolo, Mombasa, Bungoma, Siaya, Uasin Gishu, Muranga and Kajiado is almost complete.



*Job analysts training in Kisumu and Narok*



## State Corporations

The Job Evaluation exercise in the Service and Regulatory Sector and Commercial and Strategic State Corporation Sector is progressing well with almost 40% of the work complete on parastatals in these two clusters.



**Regulatory State Corporations:** 65 Regulatory State Corporations have been sensitized and had job analysts trained. Most State Corporations have submitted their job analysis forms. The job descriptions completed On the verge of validating the job descriptions.

**Commercial State Corporations:** 40 Commercial and Strategic State Corporations have been sensitised. According to Deloitte the next step for these two clusters include completion of Job Analysis Forms; Job Matching; Preparation and sign off of job descriptions; Selection of Job Evaluators; Training of selected Job Evaluators; Job Evaluation; and Salary Survey.

*Sensitisation programme on job evaluation for shop stewards from state corporations*

## WHAT IS JOB EVALUATION?



The **job evaluation process** establishes the relative value of jobs throughout an organisation. There are two steps involved in this process:

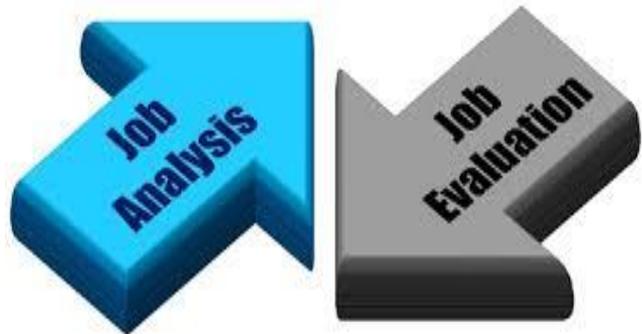
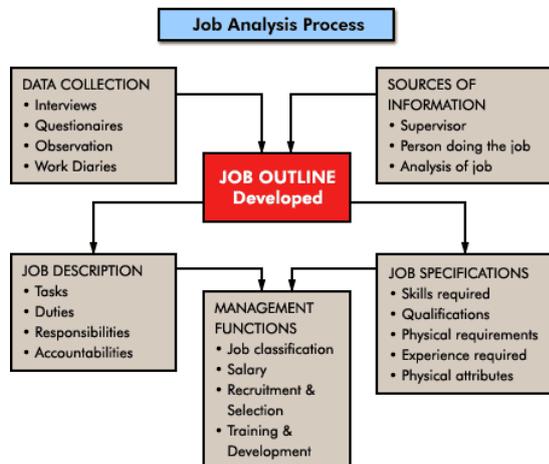
1. **Job Analysis and Job Description** - Using a "job profile," the content of each job is analyzed to identify key duties, responsibilities, and qualification necessary to perform the job. Written job descriptions are then prepared to contain this information.
2. **Job Evaluation** – The evaluation process focuses on valuing the content of each position in terms of a series of well- defined **compensable factors**.

### JOB EVALUATION IS...

1. A transparent process of measuring the relative value of a specific position in relation to other positions across an organisation or in this case the public service
2. Systematically rating each position based on the job evaluation factors
3. Points assigned for each of the factors are added for each job to determine its relative worth and
4. Serves as a basis for assigning grades to jobs

### JOB EVALUATION IS NOT.....

1. Not an assessment of performance –how well one is doing
2. Not a workload measurement tool
3. Measures jobs, not people.
4. Job evaluation does not fix pay scales



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*Thank you for reading our E-Bulletin! We'd love to hear your feedback. Tell us what is important to you and what we can do to improve the dialogue on job evaluation for public service. We will do our best to keep you informed about the exercise and look forward to a lively interaction.*

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