

SRC

JOB EVALUATION BULLETIN



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EDITOR'S NOTE

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.



JOB ANALYSIS AT COUNTIES NEARING COMPLETION

Phase three and four of job analysis for the counties has been completed. Phase three covered Homabay, Tana River, Kericho, Kakamega, West Pokot, Embu and Laikipia.

Phase four included Baringo, Busia, Kwale, Kitui, Kisii, Meru and Nakuru. To date more than 1000 public service officers serving in 35 counties have not only been trained and sensitized on job evaluation, but have also carried out Job Analysis for their respective counties. The Commission is still receiving the forms.

ITS SMOOTH SAILING AT THE COMMISSIONS AND INDEPENDENT OFFICES

Phase two of the job analysis is ongoing in 12 institutions. Controller of Budget, Teachers Service Commission,

Independent Electoral Boundaries Commission and Salaries & Remuneration Commission have almost completed the job analyses. On 26th August, a kick off meeting with Land Commission was held and job analysts have undergone training. TSC and NCIC have validated their job description.

PILOT PROJECT AT MINISTRY OF LABOUR COME TO CLOSE

The pilot project on the Ministry of Labour, Social Security and Services is complete. 133 roles covered 59 Common roles and 74 technical roles. All the role holders have completed Job Analysis Questionnaires (JAQs). These have been reviewed by HODs and validating job descriptions in their Directorates. The exercise is picking pace at the Ministries of Land, Water and Irrigation, Mining, Industrialisation and Office of the Attorney General.

EXERCISE ENTERS CRITICAL STAGE AT THE STATE CORPORATIONS

The exercise has entered into the critical phase of developing job descriptions. This is as a result of submission of Job analysis questionnaires by service & regulatory state corporations, and commercial state corporations which is at 90%. The commission is also making efforts to engage trade Unions to ensure that the unions fully participate in the JE exercise.

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.

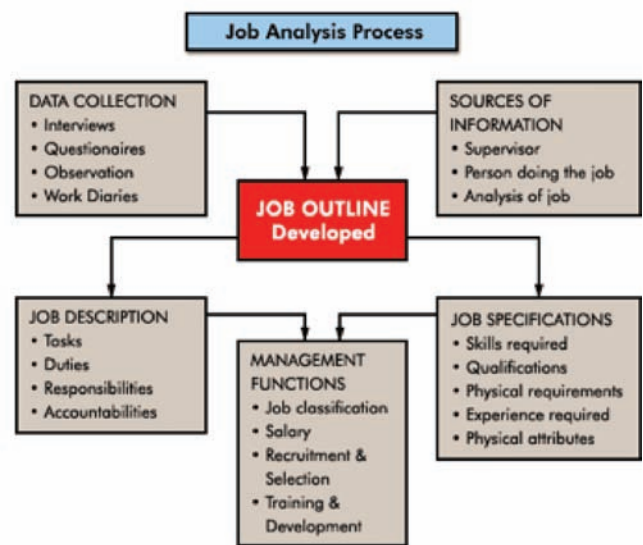
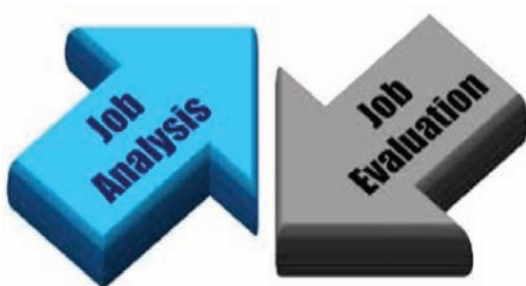
JOB EVALUATION IS...

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





Salaries & Remuneration
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