

JOB DESCRIPTION FOR PRINCIPAL OFFICER - COLLECTIVE BARGAINING NEGOTIATIONS

Job Title:	Principal Officer- Collective Bargaining Negotiations	Job Grade:	RL 4
Directorate:	Remuneration Services	Department:	
Reporting to:	Deputy Director, Collective Bargaining Negotiations	Job Type:	

Job Description

Job purpose

To provide technical support in Collective Bargaining Negotiations (CBN) in line with Commission's mandate.

Roles and Responsibilities

- (i) Execute the Commissions Strategy on Collective Bargaining Negotiations;
- (ii) Implement policies, procedures and manuals on Collective Bargaining Negotiation processes;
- (iii) Contribute to the preparation of budgets for programs and ensure optimal utilization;
- (iv) Contribute to the development and implements the functional risk management framework.
- (v) Ensure compliance on all statutory requirements, Government Circulars and Commission policies.
- (vi) Analysis of data and information in collaboration with other departments, relating to Collective Bargaining Negotiations for Public Service organizations;
- (vii) Analyse Collective Bargaining Negotiations (CBN) proposals based on appropriate parameters and make recommendations;
- (viii) Contribute to the development and regular review of CBN guidelines;
- (ix) Undertake CBN analysis in consultation with the Ministry of Labour to ensure that CBN and Agreements are consistent with the mandate of the Commission;
- (x) Undertake comparative analysis on remuneration and benefits in comparable sectors for purposes of recommendations;
- (xi) Maintain an up to date CBA data base to ensure ease of retrieval, confidentiality and consistency in decision making;
- (xii) Prepare and submit monthly reports to Supervisor;
- (xiii) Contribute to the development of the Work plan, policies and procedures of the Department;
- (xiv) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.

- (xv) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets

Qualification and Personal Specification

Qualification and Experience

- (xvi) Bachelor's degree in Economics, Statistics, Human Resources, Public and Business Administration or other relevant field from a recognized university;
- xvii) Post-graduate Diploma in Human Resources/Industrial Relations/CHRP II/Law or in a related field;
- xviii) Certificate in Labour Laws;
- (xix) Certificate in Leadership from a recognized institution;
- (xx) Relevant work experience of at least eight (8) years in a reputable organization;
- (xxi) Relevant professional qualification.
- xxii) Membership to relevant professional body

Key Competencies

- xxiii) Meets the requirements of Chapter Six of the Constitution of Kenya
- xxiv) Knowledge of public finance management principles and processes;
- xxv) Demonstrated knowledge in compensation and remuneration policy formulation;
- xxvi) Ability to deliver results in a complex and dynamic environment.
- xvii) Ability to identify customer needs and deliver service excellence.
- xviii) Demonstrate knowledge in relevant legislation and applicable standards.
- xxix) Excellent analytical and communication skills;
- xxx) Strong Communication skills both written and verbal.
- xxxi) Report writing and presentation skills