

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			
<p>Job purpose To provide technical support in Collective Bargaining Negotiations (CBN) in line with Commission's mandate.</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> (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