

JOB DESCRIPTION FOR SENIOR OFFICER - ALLOWANCES AND BENEFITS

Job Title:	Senior Officer - Allowances and Benefits	Job Grade:	RL 5
Directorate:	Remuneration Services	Department:	
Reporting to:	Principal Officer, Allowances and Benefits	Job Type:	

Job Description

Job purpose

To analyze data and information relating to allowances and benefits for public sector and make appropriate recommendations in line with the Commissions mandate

Roles and Responsibilities

- (i) Reviewing allowances and benefits for public sector;
- (ii) Collect and Collate data on Allowances and Benefits and recommend reviews as appropriate;
- (iii) Maintain an up to date data base on allowances and benefits;
- (iv) Analyze submissions on allowances and benefits from stakeholders and make appropriate recommendations;
- (v) Undertake periodic reviews and make recommendations on pensions to compensate for the rise in the cost of living;
- (vi) Analyze the impact of salary remuneration reviews on pension and make recommendations on its sustainability;
- (vii) Prepare and submit monthly reports to Supervisor;
- (viii) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.
- (ix) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets
- (x) Adhere to budgetary allocation;
- (xi) Implement the functional risk management framework;

Qualifications and Personal Specifications

Qualifications and Experience

- (i) Bachelor's degree in Social Sciences (Economics, Statistics, Human Resources, Public Administration) or relevant field of study from a recognized university;
- (ii) Pension Trustees Development Programme Certificate or any other related field is an added advantage
- (iii) Post-graduate Diploma in Human Resources/ CHRP II/Law or in a related field;
- (iv) Relevant work experience of at least six (6) years in a reputable organization;
- (v) membership to relevant professional body

Key Competencies

- (i) Meets the requirements of Chapter Six of the Constitution of Kenya
- (ii) Knowledge of public finance management principles and processes;
- (iii) Demonstrated competency and capability in handling remuneration matters.
- (iv) Ability to deliver results in a complex and dynamic environment.
- (v) Ability to identify customer needs and deliver service excellence.
- (vi) Demonstrate knowledge in relevant legislation and applicable standards.
- (vii) Excellent analytical and communication skills;
- (viii) Report writing and presentation skills
- (ix) Knowledge of the Public Service Policies and practices on remuneration;