

JOB DESCRIPTION FOR SENIOR OFFICER - COLLECTIVE BARGAINING NEGOTIATIONS

Job Title:	Senior Officer - Collective Bargaining Negotiations	Job Grade:	RL 5
Directorate:	Remuneration Services	Department:	
Reporting to:	Principal Officer - Collective Bargaining Negotiations	Job Type:	
Job Description			
<p>Job purpose To provide technical support in Collective Bargaining Negotiations (CBN) in line with Commissions mandate</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> (i) Implement the Commission’s Strategy and polices on Collective Bargaining Negotiations; (ii) Implement and report on work plans; (iii) Adhere to budgetary allocation; (iv) Implement the functional risk management framework. (v) Comply with all statutory requirements, Government Circulars and Commission policies. (vi) Collect, Collate and update data base relating to Collective Bargaining Negotiations; (vii) Analyse Collective Bargaining Negotiations (CBN) proposals based on appropriate parameters and make recommendations; (viii) Adherence to the service charter; (ix) Prepare and submit monthly reports to Supervisor; (x) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence. (xi) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets <p>Minimum Qualifications and Personal Specifications</p> <p>Qualifications and Experience</p> <ul style="list-style-type: none"> (i) Bachelor’s degree in any of the following discipline: Economics, Statistics, Human Resource, Public Administration or any other equivalent qualification from a recognized university. (ii) Proven relevant experience of at least six (6) years, in a reputable organisation. (iii) Membership to a relevant professional body; <p>Key Competencies</p> <ul style="list-style-type: none"> (i) Meets the requirements of Chapter Six of the Constitution of Kenya (ii) Be conversant with Public Service Policies and practices on remuneration systems. (iii) Good understanding of the Kenyan labour laws. (iv) Knowledge of public finance management principles and processes; (v) A good understanding of public Sector, industrial relations and application of labour laws (vi) Ability to deliver results in a complex and dynamic environment (vii) Ability to identify customer needs and deliver service excellence (viii) Demonstrate knowledge in relevant legislation and applicable standards. 			

(ix) Good analytical and communication skills.