

## JOB DESCRIPTION FOR SENIOR OFFICER - COLLECTIVE BARGAINING NEGOTIATIONS

<b>Job Title:</b>	<b>Senior Officer - Collective Bargaining Negotiations</b>	<b>Job Grade:</b>	RL 5
<b>Directorate:</b>	Remuneration Services	<b>Department:</b>	
<b>Reporting to:</b>	Principal Officer - Collective Bargaining Negotiations	<b>Job Type:</b>	

### Job Description

#### Job purpose

To provide technical support in Collective Bargaining Negotiations (CBN) in line with Commissions mandate

#### Roles and Responsibilities

- (i) Implement the Commission's Strategy and policies 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

#### Minimum Qualifications and Personal Specifications

##### Qualifications and Experience

- (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;

##### Key Competencies

- (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.