

JOB DESCRIPTION FOR SENIOR OFFICER - JOB EVALUATION AND SALARY STRUCTURES

Job Title:	Senior Officer - Job Evaluation and Salary Structures	Job Grade:	RL 5
Directorate:	Remuneration Services	Department:	
Reporting to:	Principal Officer - Job Evaluation and Salary Structures	Job Type:	
Job Description			
<p>Job purpose</p> <p>To provide support in job evaluation, job grading, salary surveys and salary structures in line with the Commission's mandate.</p> <p>Roles and Responsibilities</p> <ul style="list-style-type: none"> (i) Implement the Commission's Strategy and policies on Job Evaluation and Salary structures; (ii) Implement and report on work plans; (iii) Adhere to budgetary allocation; (iv) Implementation of the functional risk management framework. (v) Ensure compliance on all statutory requirements, Government Circulars and Commission policies. (vi) Collect and Collate data on salary surveys to provide benchmark salaries payable to public officers; (vii) Support implementation of Job Evaluation grading and salary structures; (viii) Continuously update grading structure data base of all Jobs in the Public Sector; (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, 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;
- (iv) Relevant professional qualification

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) Demonstrated successes in the field of employee and compensation and remuneration policy formulation; and
- (vi) Practical knowledge in the field of job evaluation and remuneration policy
- (vii) Ability to deliver results in a complex and dynamic environment.
- (viii) Ability to identify customer needs and deliver service excellence.
- (ix) Demonstrate knowledge in relevant legislation and applicable standards.