



Salaries & Remuneration
Commission
Rewarding productivity

ADVERTISEMENT OF VACANT POSITIONS

Salaries and Remuneration Commission is an independent Commission established under Article 230 of the Constitution of Kenya 2010, with the mandate to set and regularly review the Remuneration and Benefits of all State Officers and to advise the National and County Governments on the Remuneration and Benefits of all other Public Officers. In carrying out its mandate, the Commission has to take into account the principles of; fiscal sustainability of the public compensation bill, attraction and retention of requisite skills for service delivery, productivity and performance, transparency, fairness and equity.

The Commission seeks to recruit qualified and competent staff to fill the following vacant positions.

- 1) Deputy Director – Job Evaluation and Salary Structures RL 3**
- 2) Principal Officer – Corporate Communications RL 4 (Re-advertisement)**

The details of the positions can be accessed in the Commission's website: www.src.go.ke

APPLICATION PROCESS

Interested and qualified persons are requested to submit their applications indicating their current salary together with detailed Curriculum vitae, copies of academic and professional certificates and testimonials.

Shortlisted candidates **MUST** present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing original copies of the following documents during interviews;

- A valid tax Compliance Certificate from the Kenya Revenue Authority (KRA);
- A valid Certificate of Good Conduct from the Directorate of Criminal Investigation (DCI);
- A valid Clearance Certificate from the Higher Education Loans Board (HELB);
- A valid Clearance Certificate from an approved Credit Reference Bureau (CRB) (Must provide certificate or report); and
- A Valid Clearance form from the Ethics and Anti-corruption Commission (EACC)

Application to be submitted in a **sealed envelope** clearly marked at the top "**Application for the position of.....**" and mailed **OR** delivered to:

**The Commission Secretary
Salaries and Remuneration Commission
Williamson House 6th Floor
4th Ngong Avenue
P.O. Box 43126 – 00100
NAIROBI**

To be received on or before **31st January, 2022.**

Salaries and Remuneration Commission is an equal opportunity employer. Persons with disabilities, marginalized and minority groups who meet the job specifications are encouraged to apply. Canvassing will lead to automatic disqualification. **Only** short listed candidates will be contacted.

JOB DESCRIPTION FOR THE DEPUTY DIRECTOR, JOB EVALUATION AND SALARY STRUCTURES

Job Title	Deputy Director, Job Evaluation and Salary Structures
Grade	RL3
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Remuneration Services
Department	Job Evaluation and Salary Structures
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head office)

Reporting Relationships	
Reports to	Director Remuneration Services
Direct Reports	Principal Officer, Job Evaluation and Salary Structures
Indirect Reports	Senior Officer, Job Evaluation and Salary Structures

Job Purpose
This position is responsible for providing strategic leadership in development and implementation of the Commission's strategy on job evaluation, job grading, salary surveys and salary structures to achieve equitable, affordable and fair remuneration in the Public sector.

Key Responsibilities/ Duties / Tasks
1. Managerial / Supervisory Responsibilities
<ul style="list-style-type: none"> i. Provide leadership in the execution of Commission's strategy on job evaluation and salary structures; ii. Spearhead the development of strategy, policies, guidelines, procedures and manuals in job evaluation and salary structures; iii. Guide compliance on all statutory requirements, Government Circulars and Commission policies relating to remuneration of public sector;

- iv. Spearhead and facilitate implementation of a robust policy framework for job evaluation in the Public sector;
- v. Lead the mechanisms of remuneration review cycles upon which Parliament may allocate adequate funds for implementation of the remuneration reviews;
- vi. Provide leadership in the undertaking of periodic job evaluation exercises for both State and Public Offices and ensure successful implementation of the job evaluation results;
- vii. Coordinate comparative studies and compensation surveys that inform the remuneration and benefits activities, decisions and recommendations in the Public sector;
- viii. Oversee the technical analysis, reporting and presentation of the remuneration information to the Commission for decision making;
- ix. Provide oversight to ensure recommendations on job evaluation and salary structures for the public sector are implemented by stakeholders;
- x. Oversees the preparation and review of technical papers on job evaluation, grading and salary structures arising from requests submitted by stakeholders;
- xi. Steers benchmarking on job evaluation processes across regional and international contexts that aim at adoption of best practice;
- xii. Collaborate with other government agencies on matters remuneration;
- xiii. Monitor the overall performance of the Job Evaluation and salary structures department in line with the overall strategy of the Commission;
- xiv. Develop funding proposals relating to strategic departmental programs in line with the Commission's mandate;
- xv. Develop Departmental work plans and undertake continuous performance monitoring, evaluation and reporting on the progress of the planned activities;
- xvi. Oversee the preparation of appropriate budgets for departmental programs, monitor absorption and ensure optimal utilization;
- xvii. Drive efficiency of systems, processes and operating procedures to achieve operational excellence;
- xviii. Guide identification and development of the functional Risk Matrix, mitigation measures and initiate internal control mechanisms;

- xix. Spearheads change management programmes in the department;
- xx. Formulate training and development strategy for departmental staff based on a competency framework in line with both the Commission strategy and individual needs to ensure adequate internal capacity;
- xxi. Develop, motivate and manage the performance of the job evaluation and salary structures team and ensure continuous alignment to the values of the Commission;
- xxii. Implement and review business continuity plan for the department;
- xxiii. Mentor and coach staff within the department to enhance work performance and productivity.

2. Operational Responsibilities / Tasks

- i. Provide regular reports in compliance with internal and external guidelines and requirements relating to job evaluation and salary structures;
- ii. Review and maintain remuneration and grading structure data base of all Jobs in the Public Sector;
- iii. Interrogate various Government policies impacting on job grading and salary structures to advise the Commission on best practice;
- iv. Develop and review salary structures for state officers and public officers;
- v. Prepare, plan, sensitize and develop strategies to conduct job evaluation for the public sector periodically when the review cycle is due;
- vi. In consultation with relevant stakeholders, develop and manage a job evaluation system that is applicable for evaluating jobs in the Public Sector;
- vii. Develop and review the curriculum for job evaluation training to be applied across public sector institutions;
- viii. Train/capacity build resource persons in public sector institutions on matters job evaluation in collaboration with training institutions ;
- ix. Assess the impact of decisions made on job evaluation and salary structures on fiscal sustainability and advice the Commission;
- x. Cultivate, manage and sustain meaningful relationship with stakeholders;
- xi. Develop and oversee the implementation of Departmental service charter commitments to enhance efficiency; and

- xii. Secretary to the Commission's technical Committee on Job Evaluation and Salary Structures.

Job Dimensions:

3. Financial Responsibility

Prepare Departmental budget and Procurement plan.

4. Responsibility for Physical Assets

- i. Computer; and
- ii. Office furniture and equipment

5. Decision Making / Job Influence

- i. Strategic,
- ii. Managerial,
- iii. Analytical: and
- iv. Operational

6. Working Conditions

An office setting with occasional travel.

7. Job Competencies (Knowledge, Experience and Attributes / Skills).

Academic qualifications

- i. Master's degree in Economics, Statistics, Human Resources, Public or Business Administration, Social Sciences or other relevant field from a recognised university; and
- ii. Bachelor's degree in Economics, Statistics, Human Resources, Public or Business Administration, Social Sciences or other relevant field from a recognised university.

Professional Qualifications / Membership to professional bodies

- i. Certificate in Leadership from a recognized institution;
- ii. Relevant professional qualification; and
- iii. Membership to a relevant professional body.

Previous relevant work experience required.

10 years of service, four (4) of which must have been in a management position within a comparable institution.

Functional Skills, Behavioral Competencies/Attributes:

- (i) Meets the requirements of Chapter Six of the Constitution of Kenya
- (ii) Knowledge of public finance management principles and processes;
- (iii) Demonstrated successes in the field of employee and compensation and remuneration policy formulation; and
- (iv) Practical knowledge in the field of job evaluation and remuneration policy
- (v) Ability to deliver results in a dynamic environment.
- (vi) Ability to identify customer needs, develop service standards and deliver service excellence.
- (vii) Demonstrate knowledge in relevant legislation and applicable standards.
- (viii) High level of integrity and interpersonal skills.
- (ix) Ability to work with minimum supervision and under strict timelines.
- (x) Excellent analytical and communication skills.
- (xi) Ability to appropriately breakdown complex information into analytical reports/ analytical skills
- (xii) Ability to manage large projects/project management skills;
- (xiii) Leadership skills;
- (xiv) Interpersonal skills;
- (xv) Communication skills;
- (xvi) Report writing skills;
- (xvii) Negotiation skills;
- (xviii) Networking skills.

JOB DESCRIPTION FOR PRINCIPAL OFFICER, CORPORATE COMMUNICATIONS

Job Title	Principal Officer, Corporate Communications
Grade	RL 4
Corporation/Organisation	Salaries and Remuneration Commission
Directorate	N/A
Department	Corporate Communications
Division	N/A
Section / Unit	N/A

Location / Work Station	Nairobi (Head Office)
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Reporting Relationships	
Reports to	Head of Corporate Communications
Direct Reports	Corporate Communications Officer
Indirect Reports	N/A

Job Purpose
Responsible for implementing the corporate image and stakeholder management policies and strategies to enhance the Commission's brand.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
<ul style="list-style-type: none"> a) Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process; b) Support in the management of media relations to build a positive SRC image; c) Organise and coordinate the Commission events, including press conferences and media briefings; d) Facilitate access to information and data when required by the public; e) Manage review of media and social media for news and information relating to SRC's mandate; f) Assist in monitoring the impact of the communications strategy, communications policy, stakeholder management and mapping strategy, stakeholder management policy, and propose reviews where appropriate; g) Design <i>Mishahara</i> quarterly newsletter, e-Connect weekly bulletin, publications and reports, information, education and communication materials, promotional materials, and graphics for social media and website, among others; h) Ensure approved graphic designs fit within printer-ready resolutions and specifications, and liaise with external printers, as necessary. i) Lead the development and performance management of staff that report to the position for the achievement of both individual and departmental goals; j) Carry out training needs assessment and propose training programmes for departmental staff that report to the position; k) Identify and evaluate communication risks and implications of all of the departmental activities; l) Supervise and evaluate the performance of staff that report to the position; and m) Mentor and coach staff that report to the position, in liaison with the Head of Corporate Communications.
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> a) Implement policies, procedures and manuals to ensure improved efficiency and effectiveness of service delivery;

<ul style="list-style-type: none"> b) Draft content for print and electronic media to ensure clear communication to stakeholders; c) Review and update the Commission’s website, intranet and social media platforms ensuring that the content is factual and timely; d) Provide requisite information to ensure accurate and timely responses to media and other key stakeholders. e) Respond to media queries for the Commission to ensure responses are timely and factual, in liaison with the Head of Corporate Communications; f) Prepare content for information, education and communication materials and other promotional materials; g) Implement the corporate social responsibility (CSR) strategy and programmes; h) Draft opinion editorials for publication in line with Commission’s mandate. i) Draft press releases and briefs on SRC’s programmes and activities; j) Draft speeches and statements for the Chairperson and CEO; k) Review audio-visual productions, documentaries, radio productions, as well as other printed materials; l) Identify public relations issues as they emerge and propose remedial action; m) Provide secretarial services to the Commission’s Corporate Image and Stakeholder Management Committee, as may be assigned by the Head of Corporate Communications; n) Develop individual work plan, monitor own performance and seek support to ensure delivery of agreed targets; and o) Prepare and submit departmental monthly, quarterly and annual reports to Head of Corporate Communications.

Job Dimensions:
I. Financial Responsibility
Provide input to the department budget and procurement plan.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> a) Computer b) Office equipment and furniture c) Camera d) Banners
III. Decision Making / Job Influence
<ul style="list-style-type: none"> a) Managerial b) Analytical c) Operational
IV. Working Conditions
Office setting with occasional travel out of office.

Job Competencies (Knowledge, Experience and Attributes / Skills)
Academic qualifications
<ul style="list-style-type: none"> a) Bachelor’s degree in Mass Communication, Journalism or any Bachelor’s degree with a Post Graduate Diploma in Mass Communication or Journalism from a recognised university. b) Master’s degree from a recognised university shall be an added advantage.
Professional Qualifications / Membership to professional bodies

Member of Public Relations Society of Kenya in good standing.

Previous relevant work experience required

Eight (8) years of relevant work experience, with at least 4 years in a comparable position in a reputable organisation.

Functional Skills, Behavioral Competencies/Attributes:

- a) Meets the requirements of Chapter Six of the Constitution;
- b) Must possess graphic design skills and experience.
- c) Knowledge of relevant media and other graphic design software;
- d) Ability to deliver results in a complex and dynamic environment;
- e) Demonstrate ability to manage and lead high performing teams;
- f) Ability to identify customer needs and deliver service excellence
- g) Demonstrate knowledge on relevant legislation and applicable professional standards;
- h) High level of interpersonal skills;
- i) Ability to work with minimum supervision and under strict timelines;
- j) High level of attention to detail;
- k) Ability to work with teams;
- l) Possess problem solving skills; and
- m) Good analytical and communication skills.