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) **Principal Corporate Communication Officer- RL4 (Re-advertisement)**
2) **Senior Officer Research and Compliance- RL5**
3) **Records Management Clerk- RL7**

APPLICATION PROCESS

Interested and qualified persons are requested to submit their applications indicating their current salary together with detailed Curriculum vitae, copy of national ID, copies of academic and professional certificates and testimonials. **Details of the positions are in the Commission website.**

Upon granting an offer of employment, the successful candidate MUST present and satisfy the requirements of Chapter Six of the Constitution of Kenya 2010 by providing copies of the following documents;

- 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 **25th April, 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** shortlisted candidates will be contacted.

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)

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

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 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) Assist in collating and collecting content for *Mishahara* 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) Carry out training needs assessment and propose training programmes for departmental staff that report to the position;
j) Identify and evaluate communication risks and implications of all departmental activities;
k) Lead the development and performance management of staff that report to the position for the achievement of both individual and departmental goals;
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

a) Implement policies, procedures and manuals to ensure improved efficiency and effectiveness of service delivery;
b) Draft content for print and electronic media to ensure clear communication to stakeholders;
c) Review and update SRC'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
a) Computer b) Office equipment and furniture c) Camera d) Banners
III. Decision Making / Job Influence
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
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 a Professional body and 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) Ability to deliver results in a complex and dynamic environment; c) Demonstrate ability to manage and lead high performing teams; d) Ability to identify customer needs and deliver service excellence e) Demonstrate knowledge on relevant legislation and applicable professional standards; f) High level of interpersonal skills; g) Ability to work with minimum supervision and under strict timelines; h) High level of attention to detail; i) Ability to work with teams; j) Possess problem solving skills; k) Good analytical and communication skills; l) Graphic design skills and experience is an added advantage; and m) Knowledge of relevant graphic design software is an added advantage.

JOB DESCRIPTION FOR THE SENIOR OFFICER, RESEARCH AND COMPLIANCE

Job Title	Senior Officer, Research and Compliance
Grade	RL5
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Remuneration Services
Department	Research and Compliance
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head-office)
Reporting Relationships	
Reports to	Principal Officer, Research and Compliance
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose

This position is responsible for analysis and interpretation of data on research and compliance to enable the Commission make informed decisions.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

N/A

II. Operational Responsibilities / Tasks

i. Implement research strategy and specific research assignments;
ii. Carry out research that will facilitate implementation of policies and procedures established by the Commission;
iii. Collect and collate data on various remuneration and benefits advisories to facilitate tracking and reporting on their impact;
iv. Assemble macro and micro data related to remuneration and benefits to enable decisions, policy choices and advisories;
v. Carry out monitoring and evaluation processes to determine level of compliance to Commission's advisories;
vi. Make follow ups on benchmarking recommendations from relevant country/institutional comparators;
vii. Update research data base of remuneration and benefits;
viii. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.
ix. Implement the functional risk management framework;

x. Comply with all statutory requirements, Government Circulars and Commission policies; xi. Prepare and submit monthly, quarterly and annual reports to the Supervisor; xii. Draft letters requesting for remuneration and benefits data from stakeholders; xiii. Prepare reports arising from the proceedings of the technical Committee on research and compliance for presentation to the Commission; xiv. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and xv. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
(i) Computer; and (ii) Office furniture and equipment
III. Decision Making / Job Influence
(i) Analytical (ii) Operational
IV. Working Conditions
Office setting with occasional travel out of station
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's Degree in any of the following disciplines: Economics, Statistics, or any other equivalent qualification from a recognized university.
Professional Qualifications / Membership to professional bodies
i. Relevant professional qualification; and ii. Membership to a relevant professional body;
Previous relevant work experience required.
Proven relevant experience of at least six (6) years in a reputable organization
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 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;

JOB DESCRIPTION FOR RECORDS MANAGEMENT CLERK

Job Title	Records Management Clerk
Grade	RL7
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Human Resources and Administration
Division	N/A
Section / Unit	Records
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Records Management Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
The position is responsible for the filing, retrieval, receiving and dispatching of mails, documents and files in line with approved standards and procedures.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
(i) Continuously identify and sort records for archiving and disposal to decongest storage space; (ii) Scan documents for faster retrieval of information; (iii) Receive, date stamp and record incoming mails; (iv) Serialise and file records in appropriate subject files; (v) Collect mails from the post office; (vi) Record and dispatch outgoing mails; (vii) Arrange files in the Registry;	

(viii) Keep track of files in and out of the Registry; (ix) Maintain and repair torn and won out files; (x) Deliver files and mails to action officers; (xi) Track file movement by taking daily census with action officers; (xii) Keep safe custody of keys to the Registry; (xiii) Liaise with contracted couriers to dispatch mails;
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Computers Filing cabinets, furniture and files
III. Decision Making / Job Influence
Operational
IV. Working Conditions
Office setting

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Diploma in Records Management or in a related field from a recognized institution
Professional Qualifications / Membership to professional bodies
N/A
Previous relevant work experience required.
Two years of relevant experience
Functional Skills, Behavioral Competencies/Attributes:
(i) Meets the requirements of Chapter Six of the Constitution; (ii) Good interpersonal skills; (iii) Knowledge of relevant computer packages; (iv) High level of attention to detail; (v) Ability to work well with teams; and (vi) Ability to work with minimum supervision under strict deadlines.