



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) Senior Officer – Supply Chain Management RL5**
- 2) Corporate Communications Assistant – RL 7**
- 3) Secretary RL 7 (2 positions)- Re-advertisement**
- 4) Legal Clerk RL 7 – Re-advertisement**
- 5) HR Support Staff – RL 9**

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 **9th November, 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.

1.1 JOB DESCRIPTION FOR SENIOR OFFICER- SUPPLY CHAIN MANAGEMENT

Job Title	Senior Officer - Supply Chain Management
Grade	RL 5
Corporation/Organization	Salaries and Remuneration Commission
Directorate	N/A
Department	Supply Chain Management
Division	N/A
Section / Unit	Supply Chain Management
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Reports to the Head of Supply Chain Management
Direct Reports	Supply Chain Management Officer
Indirect Reports	Supply Chain Management Assistant
Job Purpose	
This role is responsible for the implementation of strategies, policies and manuals in the	

Commission's supply chain management function in accordance with the Public Procurement and Asset Disposal Act (PPADA), 2015 and Public Procurement and Asset Disposal Regulations (PPADR), 2020.

Key Responsibilities/ Duties / Tasks

I. Managerial / Supervisory Responsibilities

- i. Provides input in the development of procurement and stores guidelines and manuals to streamline, standardize and ensure integrity of procurement and asset disposal processes;
- ii. Lead the development and performance management of staff that report to the position for the achievement of both the individual and departmental goals;
- iii. Identify and evaluate risks and implications of the departmental activities;
- iv. Provide input into the departmental work plans and compile budget estimates to inform the departmental planning process;
- v. Motivate, mentor and coach staff that report to the position;
- vi. Identify training needs and propose training programs for departmental staff;

II. Operational Responsibilities / Tasks

- i. Develop tender documents, coordinate evaluation, provide technical advice during evaluation of tender.
- ii. Assist in the consolidation of the Commission Annual Procurement Plan and Asset Disposal Plan.
- iii. Draft contracts, supplier correspondence, award and regret letters.
- iv. Maintain and update the asset register of the Commission.
- v. Assist in monitoring of projects, contracts and acts as Secretary in the Project Implementation Team.
- vi. Draft Department work plans and assist in continuous performance monitoring and reporting.
- vii. Acts as the risk champion of the Department.
- viii. Prepare statutory reports, (EACC, PPRAs reports) to be submitted to all relevant authorities periodically.
- ix. Draft clarifications to bidders, addendums and any amendments to tender documents
- x. Carry out market surveys and research to inform continuous improvement initiatives for the supply chain management function
- xi. Acts as the sourcing buyer in the IFMIS Portal.
- xii. Periodically assist in evaluating and updating the list of registered suppliers.
- xiii. Report all procurement proceeding in the PPIP Portal as required.
- xiv. Acts as Secretary during negotiations, due diligence and performance evaluation of supplier's exercise.

Job Dimensions:

I. Financial Responsibility

N/A
II. Responsibility for Physical Assets
i.Computer ii.Office furniture and equipment
III. Decision Making / Job Influence
i.Operational ii.Analytical
IV. Working Conditions
Office setting with occasional travel out of office.

Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Bachelor's degree in Purchasing and Supplies Management or related field from a recognized university with Diploma in Supplies Management.
Professional Qualifications / Membership to professional bodies
Member of Kenya Institute of Supplies Management (KISM) in good standing. Valid practicing license from KISM.
Previous relevant work experience required.
Minimum of six years' working experience in a comparable position from a reputable organization

Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Meets the requirements of Chapter Six of the Constitution of Kenya. ii. Ability to deliver results in a complex and dynamic environment. iii. Ability to identify customer needs and deliver service excellence. iv. Knowledge of Public Procurement and Asset Disposal legislation and applicable standards. v. High level of interpersonal skills. vi. Ability to work with minimum supervision and under strict timelines. vii. Report writing and presentation skills. viii. High level of attention to detail. ix. Knowledge of relevant computer applications; and x. Excellent analytical and communication skills.

1.2 JOB DESCRIPTION FOR CORPORATE COMMUNICATIONS ASSISTANT

Job Title	Corporate Communications Assistant
Grade	RL 7

Corporation/Organization	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	Principal Officer, Corporate Communications
Direct Reports	N/A
Indirect Reports	N/A

Job Purpose
This position reports to the Principal Officer, Corporate Communications and is responsible for providing support in the implementation of the corporate image and stakeholder management policies, strategies and work plans so as to enhance the Commission's brand and visibility.

Key Responsibilities/ Duties / Tasks
I. Managerial / Supervisory Responsibilities
N/A
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> (i) Maintain and update a database of media contacts; (ii) Maintain and update the mapping of SRC stakeholders; (iii) Manage the distribution of reports, documents and other information, education and communication (IEC) materials and promotional materials to stakeholders; (iv) Monitor and provide daily media monitoring statistics and data, on conversations that are within SRC's mandate; (v) Monitor and provide weekly social media growth statistics, trends and data, on conversations that are within SRC's mandate; (vi) Collect and collate comments from across SRC's social media platforms; (vii) Ensure Live coverage of SRC events, as needed; (viii) Support the organisation of events, meetings, conferences and exhibitions; (ix) Undertake photography and videography activities, as well as their editing for enhanced audio-visual communication; (x) Upload photographs and videos on the website, Intranet and other SRC digital platforms; (xi) Drafts articles for e-Connect, Mishahara Newsletter, magazines and other publications, as may be required; (xii) Support the graphic design of various promotional, IEC materials, reports and documents, as needed; (xiii) Follow up closely with suppliers/vendors and internal staff on ongoing procurement matters; (xiv) Ensure regular availability of e-newspapers and/or hardcopy newspapers; and

(xv) Prepare and submit departmental monthly, quarterly and annual reports, as well as other reports as may be required.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

- a) Computer
- b) Office equipment, such as digital camera
- c) Office furniture
- d) Office IECs and promotional materials and merchandise

III. Decision Making / Job Influence

Operational

IV. Working Conditions

Office setting with occasional travel out of office.

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

Academic qualifications

Diploma in Mass Communications, Journalism, Public Relations, Media, or a related field.

Previous relevant work experience required.

Two (2) years relevant experience.

Functional Skills, Behavioural Competencies/Attributes:

- (i) Meets the requirements of Chapter Six of the Constitution;
- (ii) Knowledge of relevant computer packages
- (iii) Ability to identify customer needs and deliver excellence service;
- (iv) Good oral and written communication skills;
- (v) Good interpersonal skills;
- (vi) High level of integrity;
- (vii) High level of attention to detail;
- (viii) Ability to work well with teams; and
- (ix) Ability to work with minimum supervision under strict deadlines.

1.3 JOB DESCRIPTION FOR SECRETARY

Job Title	Secretary
Grade	RL 7
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Human Resource & Administration
Division	N/A

Section / Unit	N/A
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Principal Officer, Human Resource & Administration
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for providing secretarial and administrative support to ensure efficient and effective service delivery.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> (i) Oversee administrative and logistical matters to ensure seamless flow of the Commission's activities; (ii) Avail office stationery; (iii) Manage e-office for effective research and processing of information; (iv) Utilizing office equipment; (v) Attend to internal clients and ensure they are satisfactorily served; (vi) Handle both outgoing and incoming calls; (vii) Draft responses and correspondence under the guidance of supervisor; (viii) Safeguard office records, equipment and documents including classified materials; (ix) Safeguard the integrity and confidentiality of data; (x) Maintain an up-to-date filing system in the office to facilitate ease of retrieval of documents; (xi) Prepare responses to routine correspondence to ensure timely feedback to the clients; (xii) Manage office protocol and etiquette; (xiii) Set up meeting rooms with necessary stationery and equipment's; (xiv) Ensure refreshments are served accordingly; (xv) Ensure proper office layout, cleanliness and tidiness. (xvi) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and (xvii) 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
<ul style="list-style-type: none"> i. Computer; ii. Office furniture and equipment.
III. Decision Making / Job Influence
Operational
IV. Working Conditions
Office setting with occasional travel
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
KNEC Diploma in Secretarial Studies from a recognized institution or its equivalent.
Previous relevant work experience required.
Two (2) years of service in a comparable position.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Meets the requirements of Chapter Six of the Constitution; ii. Knowledge of relevant legislation; iii. Knowledge in professional standards; iv. Ability to identify customer needs, develop service standards and deliver service excellence; v. High level of integrity and Interpersonal skills; vi. Ability to deliver results in a complex and dynamic environment; vii. High level of attention to detail; viii. Ability to work well with teams; and ix. Ability to work with minimum supervision under strict deadlines.

1.4 JOB DESCRIPTION FOR THE LEGAL CLERK

Job Title	Legal clerk
Grade	RL7
Corporation/Organization	Salaries and Remuneration Commission
Directorate	N/A
Department	Legal Services
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head-office)
Reporting Relationships	
Reports to	Principal Legal Officer
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
The position is responsible for performing administrative and clerical duties in support of the Department of Legal Services.	
Key Responsibilities/ Duties / Tasks	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> (i) Manage the legal registry; (ii) Attend legal proceedings and take notes of relevant information relating to the cases; (iii) Undertake basic research on legal issues; (iv) Manage the Department of Legal Services' litigation master diary and, where necessary, invite litigants for and fix hearing dates in all legal proceedings the Commission is party to; (v) Peruse court files as directed by the Head of Legal Services from time to time and prepare reports; (vi) Compile and arrange documents for Commission and Legal and Policy Framework Committee meetings; (vii) under the guidance of the Head of Legal Services, draft and handle correspondences both in writing and orally with external Advocates, Third Party Advocates and Insurers; (viii) Keep record of the legal files and other documents; (ix) File legal documents in Courts of Law; (x) Serve Court pleadings in all legal proceedings the Commission is party to; 	

<ul style="list-style-type: none"> (xi) Prepare mention and hearing notices and affidavits of service in all proceedings the Commission is party to; (xii) Prepare bring ups in all proceedings the Commission is party to; (xiii) Make proposals on the process service functions work plan and budgets. (xiv) Ensure that all the legal files and documents are updated and kept in a systematic order so that they are readily available for use; (xv) Provide on-going liaison at all Court Registries and Government departments; and (xvi) Attend to routine administrative duties in public registries, courts, and other relevant offices.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> (i) Computer. (ii) Office furniture and equipment.
III. Decision Making / Job Influence
<ul style="list-style-type: none"> i. Analytical. ii. Operational.
IV. Working Conditions
Office, court and field setting with occasional travel out of office.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
(i) A Diploma in Law (paralegal training) from a recognised institution.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> (i) Must be a registered process server. (ii) Must possess a current and valid process server certificate.
Previous relevant work experience required.
Two (2) years of relevant work experience.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> (i) Meets the requirements of Chapter Six of the Constitution; (ii) Knowledge of various legal processes, policies and procedures; (iii) Basic knowledge of drafting court pleadings. (iv) Ability to deliver results in a complex and dynamic environment;

- (v) Ability to demonstrate innovation;
- (vi) Must demonstrate excellent interpersonal skills;
- (vii) Ability to work with minimum supervision and strict timelines;
- (viii) Good communication skills;
- (ix) Good analytical skills and an eye for detail; and
- (x) Knowledge of relevant computer applications.

1.5 JOB DESCRIPTION FOR HR SUPPORT STAFF / OFFICE ASSISTANT

Job Title	HR Support Staff / Office Assistant
Grade	RL 9
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Principal Officer, Human Resource & Administration
Division	N/A
Section / Unit	Human Resource & Administration
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Principal Officer, Human Resource & Administration
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for provision of messengerial, cleanliness and catering services to facilitate seamless operations in the Commission.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Clean and arrange the offices daily; ii. Prepare and serve refreshments; 	

<ul style="list-style-type: none"> iii. Dispatch mails to the post office and other destinations; iv. Arrange boardroom for meetings that are scheduled to take place; v. Distribute internal mails to officers as marked to respective offices; vi. Requisition snacks and refreshments; vii. Load and off load packages for office use; viii. Photocopy, bind and shred documents; ix. keep inventory of kitchen utensils and advice on restocking; and x. Open and close offices to ensure security.
Job Dimensions:
I. Financial Responsibility
N/A
II. Responsibility for Physical Assets
Kitchen Utensils
III. Decision Making / Job Influence
Operational
IV. Working Conditions
Office and kitchen setup.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
Kenya Certificate of Secondary Education mean Grade D- (minus) or equivalent.
Professional Qualifications / Membership to professional bodies
Certificate in food handling.
Previous relevant work experience required.
N/A
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Meets the requirements of Chapter Six of the Constitution of Kenya; i. High sense of confidentiality; ii. Customer care and public Relations skills; iii. Communication skills; iv. Interpersonal skills; v. Organizational skills; vi. Ability to work under pressure;

- vii. Ability to work well with teams; and
- viii. Demonstrate high level of honesty.

Approvals:

	Name	Signature	Date
Authorised/ Accounting Officer	_____	_____	_____ --
Head of Human Resource	_____	_____	_____ --