



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR THE DEPUTY DIRECTOR, PERFORMANCE AND PRODUCTIVITY

Job Title	Deputy Director, Performance and Productivity
Grade	RL3
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Remuneration Services
Department	Performance and Productivity
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head-office)
Reporting Relationships	
Reports to	Director, Remuneration Services
Direct Reports	Principal Officer, Performance and Productivity
Indirect Reports	Senior Officer, Performance and Productivity
Job Purpose	
This position is responsible for providing strategic leadership in the development and implementation of the Commission's strategy on performance and productivity to promote a culture of excellence and citizen-focused service in the public sector.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none">i. Provide leadership in the development, review and implementation of a robust framework and guidelines for recognizing performance and productivity in the Public sector;ii. Spearhead the identification of sector-specific indices and parameters for tracking and rewarding performance and productivity in the public sector in liaison with stakeholders;iii. Coordinate the development, review and implementation of strategies, policies, procedures and manuals on productivity and performance;	

- iv. Spearhead the review of performance and productivity rewards and incentives proposals from public sector organizations and advise the Commission appropriately;
- v. Review existing Government policies impacting on performance and productivity to advise the Commission on best practice;
- vi. Provide leadership in shifting existing paradigms and status quo-culture in the public sector to consistent excellence in service delivery;
- vii. Collaborate with stakeholders to influence the leadership in public sector organisations to make the leap into sustainable performance and productivity initiatives within the rapidly changing public service landscape;
- viii. Advise the Commission on strategies for improving performance and productivity management in the public service by recommending progressive, precision-targeted activities needed to attract, retain and empower employees;
- ix. Guide and ensure compliance on all statutory requirements, Government Circulars and Commission policies relating to performance and productivity;
- x. Provide oversight to ensure recommendations on performance and productivity for the public sector are implemented by stakeholders;
- xi. Spearhead benchmarking on performance and productivity frameworks across regional and international contexts that aim at adoption of best practice;
- xii. Cultivate, manage and sustain meaningful relationship with stakeholders on all matters of Performance and Productivity;
- xiii. Develop and review training curriculum on performance and productivity;
- xiv. Develop funding proposals relating to strategic departmental programs in line with the Commission's mandate;
- xv. Coordinate the development and implementation of effective departmental work plans and continuous reporting on the progress;
- xvi. Drive efficiency of systems, processes and operating procedures to achieve the operational excellence in the department;
- xvii. Steer, develop, motivate and manage the performance of the performance and productivity team and ensure continuous alignment to the values of the Commission;
- xviii. Develop and spearhead the implementation of the departmental business continuity plan;
- xix. Guide identification and development of the functional risk matrix, mitigation measures and initiate internal control mechanisms;
- 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. Spearhead the development and/or reviewing sector specific incentive schemes in liaison with stakeholders;
- xxii. Mentor and coach staff within the department to enhance productivity

II. Operational Responsibilities / Tasks

- i. Guide studies on reward regimes and make recommendations on best practices to reward performance and productivity;

<ul style="list-style-type: none"> ii. Provide regular reports in compliance with internal and external guidelines and requirements relating to performance and productivity; iii. Review and maintain data base of performance and productivity in the Public Sector; iv. Coordinate the preparation and implementation of appropriate departmental budgets and ensure optimal utilization and alignment to the Commission's strategic activities; v. Ensure efficiency of systems, processes and operating procedures to achieve the operational excellence that drives the Commission's objectives; vi. Provide regular reports to the Commission in compliance with internal and external guidelines and requirements relating to performance and productivity; vii. Prepare and present reports of technical Committee on performance and productivity to the Commission; viii. Prepare and submit departmental monthly, quarterly and annual reports to the Commission; ix. Develop and oversee implementation of the departmental service charter to enhance efficiency; and x. Secretary to the Commission's technical Committee on performance and productivity.
Job Dimensions:
I. Financial Responsibility
Prepare departmental budget and procurement plan.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> (i) Computer; and (ii) Office furniture and equipment
III. Decision Making / Job Influence
<ul style="list-style-type: none"> (i) Strategic (ii) Managerial (iii) Analytical; and (iv) Operational
IV. Working Conditions
Office setting with occasional travel out of station.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ul style="list-style-type: none"> i. Master's degree in Economics, Statistics, Human Resources, Public or Business Administration or other relevant field from a recognized university; and ii. Bachelor's degree in Economics, Statistics, Human Resources, Public or Business Administration or other relevant field from a recognized university.
Professional Qualifications / Membership to professional bodies

<ul style="list-style-type: none"> (i) Certificate in Leadership from a recognized institution; (ii) Relevant professional qualification; and (iii) A member of relevant professional body in good standing.
Previous relevant work experience required.
Relevant work experience of at least ten (10) years with at least four (4) at senior management level in 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) Knowledge of public finance management principles and processes; (iii) Good numerical and analytical skills; (iv) Knowledge of remuneration analysis; (v) Demonstrate ability to manage and lead high performing teams. (vi) Ability to deliver results in a complex and dynamic environment. (vii) Capacity to demonstrate strategic mind-set and innovation. (viii) Ability to identify customer needs, develop service standards and deliver service excellence. (ix) Demonstrate knowledge in relevant legislation and applicable standards; and (x) Excellent presentation of quantitative data and good organizational skills.

APPLICATION PROCESS

1. Interested and qualified persons are requested to register and apply to [the SRC E-recruitment Portal](#).
2. All applications should be uploaded together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents. Hard copies and email applications shall not be considered.
3. Those who might have applied for the re-advertised positions are encouraged to re-apply.
4. Successful candidates MUST submit all clearances in relation to Chapter six before onboarding.

The application letter should be addressed to:

**THE COMMISSION SECRETARY/CEO,
Salaries & Remuneration Commission,
Williamson House,
6th Floor 4th Ngong Avenue,
P.O Box 43126-00100,
NAIROBI.**

To be received on or before 26th February, 2025

The Commission is an equal opportunity employer and the Marginalized and Persons with

disabilities are encouraged to apply. Only Shortlisted candidates will be contacted