



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR THE PRINCIPAL OFFICER, PERFORMANCE AND PRODUCTIVITY

Job Title	Principal Officer, Performance and Productivity
Grade	RL4
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	Deputy Director, Performance and Productivity
Direct Reports	Senior Officer, Performance and Productivity
Indirect Reports	N/A
Job Purpose	
This position is responsible for execution of the Commission's Strategy on performance and productivity of public service organisations and make appropriate recommendations on incentives pay.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none">i. Oversee the implementation of a reward mechanism that drives a culture of productivity and continuous improvement in the public service;ii. Review the analyzed technical briefs and reports to ensure they conform to the required Standards;iii. Oversee efficiency of systems, processes and operating procedures to achieve the operational excellence that drives the Commission's objectives;	

<ul style="list-style-type: none"> iv. Oversee implementation of strategies, policies, procedures and manuals on productivity and performance; v. Review studies on reward regimes and make recommendations on best practices to reward performance and productivity; vi. Review the evaluation of data from the National Productivity and Competitiveness Centre and other institutions to inform incentives pay reviews as a factor of productivity; vii. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process; viii. Lead the development and review of performance targets of staff that report to the position for the achievement of both individual and departmental goals; ix. Carryout training needs assessment and propose training programmes for departmental staff; x. Mentor and coach staff that report to the position; and xi. Identify and evaluate risks and implications of all of the departmental activities.
II. Operational Responsibilities / Tasks
<ul style="list-style-type: none"> (i) Review data to inform development of performance and productivity parameters for pay determination; (ii) Identify performance measures and indices in liaison with the stakeholders; (iii) Track and report on mainstreaming of productivity and performance culture in public sector institutions; (iv) Interpret data to identify and implement clear performance indicators for tracking and rewarding performance; (v) Developing sector specific schemes in liaison with stakeholders; (vi) Implement the functional risk management framework; (vii) Maintain an up to date performance and productivity data base to ensure ease of retrieval, confidentiality and consistency in decision making; (viii) Prepare and submit monthly, quarterly and annual reports to the Head of Department; (ix) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and (x) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets.
Job Dimensions:
I. Financial Responsibility
Provide input to the departmental budget and plan.
II. Responsibility for Physical Assets
<ul style="list-style-type: none"> 1. Computer; and 2. Office furniture and equipment
III. Decision Making / Job Influence
<ul style="list-style-type: none"> 1. Managerial 2. Analytical; and 3. Operational

IV. Working Conditions
Office setting with occasional travel out of station.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
(i) Bachelor’s Degree in any of the following disciplines: Economics, Statistics, Human Resources, Public Administration or any other equivalent qualification from a recognized university; and (ii) Master’s Degree in any of the following disciplines: Economics, Statistics, Human Resources, Public or Business Administration or any other equivalent qualification from a recognized university is an added advantage;
Professional Qualifications / Membership to professional bodies
i. Relevant professional qualification; and ii. Membership to a relevant professional body;
Previous relevant work experience required.
Relevant work experience of at least eight (8) four (4) of which must be in a comparable position in a reputable organisation.
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;

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 on boarding.

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