



Salaries & Remuneration  
Commission  
Rewarding productivity

## JOB DESCRIPTION FOR THE SENIOR OFFICER, ALLOWANCES AND BENEFITS

<b>Job Title</b>	Senior Officer, Allowances & Benefits
<b>Grade</b>	RL5
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	Remuneration Services
<b>Department</b>	Allowances & Benefits
<b>Division</b>	N/A
<b>Section / Unit</b>	N/A
<b>Location / Work Station</b>	Nairobi (Head-office)
<b>Reporting Relationships</b>	
<b>Reports to</b>	Principal officer, Allowances & Benefits
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
This position is responsible for the analysis and interpretation of data on allowances and benefits towards achievement of equitable, affordable and fair remuneration in public sector.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>1. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>2. Operational Responsibilities / Tasks</b>	
(i) Analyse submissions on allowances and benefits from stakeholders and make appropriate recommendations;	
(ii) Review allowances and benefits for public sector;	
(iii) Collect and Collate data on Allowances and Benefits and recommend reviews as appropriate;	

- (iv) Undertake surveys on Allowances and Benefits and recommend reviews as appropriate;
- (v) Undertake periodic reviews and make recommendations on pensions to compensate for the rise in the cost of living;
- (vi) Analyze the impact of salary remuneration reviews on pension and make recommendations on its sustainability;
- (vii) Prepare and submit monthly, quarterly and annual reports to the Supervisor;
- (viii) Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.
- (ix) Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets; and
- (x) Implement the functional risk management framework;

**Job Dimensions:**

**3. Financial Responsibility**

N/A

**4. Responsibility for Physical Assets**

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

**5. Decision Making / Job Influence**

- i. Analytical; and
- ii. Operational.

**6. Working Conditions**

Office setting with occasional travel out of office.

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

**Academic qualifications**

Bachelor's degree in Social Sciences (Economics, Human Resources, Actuarial Science, Statistics, Public Administration) or relevant field of study from a recognised university.

**Professional Qualifications / Membership to professional bodies**

Relevant professional qualification;  
Membership to a relevant professional body

**Previous relevant work experience required.**

Relevant work 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;

## **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