



JOB DESCRIPTION FOR THE DEPUTY DIRECTOR, COLLECTIVE BARGAINING NEGOTIATION- RL3

Job Title	Deputy Director, Collective Bargaining Negotiation
Grade	RL3
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Remuneration Services
Department	Collective Bargaining Negotiation
Division	N/A
Section / Unit	N/A
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Director Remuneration Services
Direct Reports	Principal Officer, Collective Bargaining Negotiation
Indirect Reports	Senior Officer, Collective Bargaining Negotiation
Job Purpose	
This position is responsible for providing strategic leadership in the development and implementation of the Commission's strategy on Collective Bargaining Negotiations to promote a predictable and stable labour environment in the public service.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
<ul style="list-style-type: none"> i. Oversee the analysis and review of data and information relating to Collective Bargaining Negotiations for the Public Sector; ii. Collaborate with Government departments, offices and agencies on matters relating to Collective Bargaining Negotiations and Collective Agreements; iii. Interrogate various Government policies impacting on Collective Agreements to advice on best practice; 	

- iv. Guide and ensure compliance on all statutory requirements, Government Circulars and Commission policies relating to CBN;
- v. Develop funding proposals relating to strategic departmental programs in line with the Commission's mandate;
- vi. 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;
- vii. Develop Departmental work plans and undertake continuous performance monitoring, evaluation and reporting on the progress of the planned activities;
- viii. Drive efficiency of systems, processes and operating procedures to achieve the operational excellence;
- ix. Steer, develop, motivate and manage the performance of the CBN's team and ensure continuous alignment to the values of the Commission;
- x. Oversee the preparation of appropriate budgets for departmental programs, monitor absorption and ensure optimal utilization;
- xi. Monitor the overall performance of the department in line with the overall strategy of the Commission;
- xii. Spearheads change management programmes in the department;
- xiii. Guide in identification and development of the functional Risk Matrix, mitigation measures and initiate internal control mechanisms;
- xiv. Implement and review business continuity plan for the department; an
- xv. Mentor and coach staff within the department to enhance productivity.

II. Operational Responsibilities / Tasks

- (i) Evaluate proposals on Collective Bargaining Agreements and make recommendations on the parameters for negotiations;
- (ii) Assess the fiscal sustainability of Collective Bargaining Agreements (CBA) in relation to the wagebill and make appropriate recommendations;
- (iii) Liaise with the Ministry in charge of matters relating to Labour and Social Protection as well as the Employment and Labour Relations Court to ensure that Collective Bargaining Negotiations and Agreements are consistent with the advice of the Commission;
- (iv) Classify and maintain a CBA data base to ensure ease of retrieval, confidentiality and consistency in decision making.
- (v) Develop and review the training curriculum for CBN training for public sector;
- (vi) Train/capacity build public sector institutions on matters relating to Collective Bargaining in collaboration with training institutions;
- (vii) Develop and regularly review CBN guidelines, sensitize relevant stakeholders and ensure compliance;
- (viii) Undertake comparative analysis on remuneration and benefits in comparable sectors and make recommendations;
- (ix) Provide regular reports in compliance with internal and external guidelines and requirements relating to CBN;
- (x) Prepare and present reports on processes and findings on matters relating to CBN with key recommendations for decision making by the Commission.
- (xi) Prepare and present reports of the Commission's technical Committee on Collective Bargaining Negotiations;

(xii) Prepare and submit monthly, quarterly and annual Departmental performance reports to the Commission;
(xiii) Develop and oversee implementation of the departmental service charter to enhance efficiency; and
(xiv) Provide secretarial services to the Commission's technical Committee on Collective Bargaining Negotiations.
Job Dimensions:
I. Financial Responsibility
Prepare departmental budget and procurement plan.
II. Responsibility for Physical Assets
(i) Computer; and (ii) Office furniture and equipment.
III. Decision Making / Job Influence
(i) Strategic (ii) Managerial (iii) Analytical; and (iv) Operational
IV. Working Conditions
Office setting with occasional travel out of office.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
i. Bachelor degree in Economics, Statistics, Social Sciences or other relevant field from a recognised university. ii. Master degree in Economics, Statistics, Human Resources, Public or Business Administration or other relevant field from a recognised university.
Professional Qualifications / Membership to professional bodies
(i) Post graduate Diploma in Human Resource Management/CHRP/III/or Industrial/Labour Relations or Business Management or Law. (ii) Certificate in Leadership from a recognized institution; and (iii) Membership of a relevant professional body.
Previous relevant work experience required.
Relevant work experience of at least ten (10) years with at least four (4) at management level in a reputable organization.
Functional Skills, Behavioral Competencies/Attributes
(i) Meets the requirements of Chapter Six of the Constitution of Kenya; (ii) Ability to formulate strategies and policies, and create new approaches in a complex and dynamic environment;

- (iii) Proven track record of achieving results with demonstrated success in developing and implementing performance plans, policies, procedures and processes;
- (iv) Ability to deliver results in a complex and dynamic environment;
- (v) Ability to assimilate complex issues and use effective communication strategies and demonstrate exercise of emotional intelligence to influence diverse audiences;
- (vi) Ability to lead, motivate and empower others to achieve organizational goals;
- (vii) Ability to establish and maintain positive working relationships with stakeholders to facilitate the accomplishment of Commission goals;
- (viii) Ability to influence or persuade others to gain acceptance or agreement of ideas and approaches;
- (ix) Ability to analyze complex issues, draw correct conclusions and clearly articulate the issues;
- (x) Has a personal commitment to organizational excellence and customer focus;
- (xi) Ability to read situations aptly and exhibit sound judgment;
- (xii) Demonstrate knowledge in relevant legislation and applicable standards;

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 nboarding.

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