



Salaries & Remuneration  
Commission  
Rewarding productivity

## JOB DESCRIPTION FOR THE PRINCIPAL OFFICER, COLLECTIVE BARGAINING NEGOTIATION – RL4

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| <b>Job Title</b>  | Principal Officer, Collective Bargaining Negotiation |
| <b>Grade</b>  | RL4  |
| <b>Corporation/Organization</b>   | Salaries and Remuneration Commission                 |
| <b>Directorate</b>  | Remuneration Services                                |
| <b>Department</b>   | Collective Bargaining Negotiations                   |
| <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>   | Deputy Director, Collective Bargaining Negotiations  |
| <b>Direct Reports</b>   | Senior officer, Collective Bargaining Negotiations   |
| <b>Indirect Reports</b>   | N/A  |
| <b>Job Purpose</b>  |  |
| This position is responsible for execution of the Commission's Strategy on Collective Bargaining Negotiations for the public sector and making appropriate recommendations.   |  |
| <b>Key Responsibilities/ Duties / Tasks</b>   |  |
| <b>I. Managerial / Supervisory Responsibilities</b>   |  |
| <ul style="list-style-type: none"> <li>i. Ensure compliance on all statutory requirements, Government Circulars and Commission policies;</li> <li>ii. Review the analysed data relating to Collective Bargaining Negotiations for Public sector institutions;</li> <li>iii. Review the Collective Bargaining Negotiations (CBN) proposals based on appropriate parameters;</li> <li>iv. Provide technical input to the development and review of training curriculum Collective Bargaining Negotiations;</li> <li>v. Contribute to the development and regular review of CBN guidelines;</li> </ul> |  |

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| <ul style="list-style-type: none"> <li>vi. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process;</li> <li>vii. Lead the development and performance management of staff that report to the position for the achievement of both individual and departmental goals;</li> <li>viii. Carry out training needs assessment and propose training programmes for departmental staff;</li> <li>ix. Mentor and coach staff that report to the position; and</li> <li>x. Identify and evaluate risks and implications of all of the departmental activities.</li> </ul>  |
| <b>II. Operational Responsibilities / Tasks</b>  |
| <ul style="list-style-type: none"> <li>i. Implement policies, procedures and manuals on Collective Bargaining Negotiation processes;</li> <li>ii. Undertake CBN analysis in consultation with the Ministry of Labour to ensure that CBN and Agreements are consistent with the mandate of the Commission;</li> <li>iii. Conduct comparative analysis of the submitted Collective Bargaining Agreements as well as remuneration and benefits data against set parameters and make appropriate recommendations;</li> <li>iv. Work closely with the Employment and Labour Relations Court to ensure that the Commission's advice is obtained before CBAs are registered;</li> <li>v. Ensure consistency and uniformity on Labour Relations matters relating to remuneration and benefits in the public sector;</li> <li>vi. Train, sensitize and provide technical support to public sector institutions to build capacity in Collective Bargaining Negotiations</li> <li>vii. Liaise with the Ministry in charge of Labour and Social Protection as well as the Employment and Labour Relations Court on all ongoing and emerging CBN matters;</li> <li>viii. Maintain an up to date CBA data base to ensure ease of retrieval, confidentiality and consistency in decision making;</li> <li>ix. Prepare and submit monthly, quarterly and annual reports to the Head of Department;</li> <li>x. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.</li> <li>xi. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets</li> </ul> |
| <b>Job Dimensions:</b>   |
| <b>I. Financial Responsibility</b>   |
| Provide input to the departmental budget and plan.   |
| <b>II. Responsibility for Physical Assets</b>  |
| <ul style="list-style-type: none"> <li>i. Computer; and</li> <li>ii. Office furniture and equipment.</li> </ul>  |
| <b>III. Decision Making / Job Influence</b>  |
| <ul style="list-style-type: none"> <li>i. Managerial</li> <li>ii. Analytical; and</li> <li>iii. Operational.</li> </ul>  |
| <b>IV. Working Conditions</b>  |

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| Office setting with occasional travel out of office.   |
| <b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>   |
| <b>Academic qualifications</b>   |
| I. Bachelor's degree in Economics, Statistics, Human Resources, Public and Business Administration or other relevant field from a recognized university;<br>II. Master's degree in Economics, Statistics, Human Resources, Public and Business Administration or other relevant field from a recognized university is an added advantage;  |
| <b>Professional Qualifications / Membership to professional bodies</b>   |
| (i) Post-graduate Diploma in Human Resources/Industrial Relations/CHRP II/Diploma in Law or in a related field;<br>(ii) Membership to Relevant professional body   |
| <b>Previous relevant work experience required.</b>   |
| Relevant work experience of at least eight (8) four (4) of which must be in a comparable position in a reputable organisation;   |
| <b>Functional Skills, Behavioral Competencies/Attributes:</b>  |
| (i) Meets the requirements of Chapter Six of the Constitution of Kenya<br>(ii) Knowledge of public finance management principles and processes;<br>(iii) Demonstrated knowledge in compensation and remuneration policy formulation;<br>(iv) Ability to deliver results in a complex and dynamic environment.<br>(v) Ability to identify customer needs and deliver service excellence.<br>(vi) Demonstrate knowledge in relevant legislation and applicable standards.<br>(vii) Excellent analytical and communication skills;<br>(viii) Strong Communication skills both written and verbal; and<br>(ix) Report writing and presentation 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 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