



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR PRINCIPAL OFFICER, HUMAN RESOURCES AND ADMINISTRATION

Job Title	Principal Officer, Human Resources and Administration
Grade	RL 4
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Human Resources and Administration
Division	N/A
Section / Unit	Human Resources and Administration
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Head of Human Resources and Administration
Direct Reports	1. Office Administrator 2. Human Resources Assistant 3. Receptionist 4. Support Staff
Indirect Reports	N/A
Job Purpose	
This position is responsible for interpretation and implementation of Human Resource strategies, policies and procedures for effective provision of the Human Resource and Administration functions.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
i. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process; ii. Lead the development and performance management of staff that report to the position for the achievement of both the individual and departmental goals;	

<ul style="list-style-type: none"> iii. In-charge of the payroll system and administration including preparation and maintenance of the payroll data and preparation of monthly contribution schedules for timely remittance of statutory deductions; iv. Identify and evaluate HR and Administration risks and implications of all the departmental activities; v. Supervise and evaluate the performance of staff that report to the position; vi. Mentor and coach staff; vii. Supervise operations of all administrative and logistical support areas to ensure seamless services in the Commission; viii. Carry out training needs assessment and propose training programmes for departmental staff; ix. Administration of staff welfare and benefits requirements which include medical cover, group life /accident cover and pension scheme; x. Coordinate the implementation of the process of performance management system; and xi. Coordinate the implementation of the Human Resources Management Information systems.
<p>II. Operational Responsibilities / Tasks</p> <ul style="list-style-type: none"> i. Implement HR policies related to recruitment, promotions, remuneration, and staff relation and performance management; ii. Participate in the development and preparation of the department work plan, budget and quarterly and annual reports; iii. Ensure safe custody of relevant employee records; iv. Participate in recruitment and selection of staff including preparation of job adverts, shortlisting, interviewing, reference checking and making offers to candidates; v. Develop orientation programs and oversee staff induction for new hires; vi. Compute financial or statistical records based on routine or special sources of information; vii. Receive, analyze and follow up to ensure resolution of employee grievances and complaints as per the HR policy; viii. Participate in drafting policies and procedure papers on human resources and administration matters for consideration and approval by the Commission; ix. Drafting of HR and administration correspondence; x. Prepare and submit monthly quarterly and annual reports to the Supervisor; xi. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and xii. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets. xiii. Develop, motivate and manage performance of the team and ensure performance of the team.
<p>Job Dimensions:</p>
<p>I. Financial Responsibility</p> <ul style="list-style-type: none"> (i) Processing of the Commission Payroll. (ii) Provide input in preparation of departmental budgets.
<p>II. Responsibility for Physical Assets</p> <ul style="list-style-type: none"> i. Vehicles; ii. Office equipment and fittings; and iii. Kitchen appliances.

III. Decision Making / Job Influence
<ul style="list-style-type: none"> i. Managerial ii. Analytical iii. Operational
IV. Working Conditions
Office setting with occasional travels.
Job Competencies (Knowledge, Experience and Attributes / Skills).
Academic qualifications
<ul style="list-style-type: none"> i. Bachelor's degree in Human Resource Management or any other related discipline from a recognized university. ii. Master's degree in HRM or related field from a recognized university will be an added advantage.
Professional Qualifications / Membership to professional bodies
<ul style="list-style-type: none"> i. Diploma in Human Resource Management or Certified Human Resource Professional (CHRP); ii. Valid Practicing certificate in Human Resource; and iii. Membership to IHRM in good standing.
Previous relevant work experience required.
Eight (8) years of work experience with four (4) years in a comparable position 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; ii. Demonstrate knowledge in relevant legislation and applicable standards; iii. Knowledge of professional standards; iv. Ability to identify customer needs, develop service standards and deliver service excellence; v. High level of integrity and Interpersonal skills; vi. Ability to deliver results in a complex and dynamic environment; vii. High level of attention to detail; viii. Supervisory skills; ix. Ability to work well with teams; and x. Ability to work with minimum supervision under strict deadlines.

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