



Salaries & Remuneration
Commission
Rewarding productivity

JOB DESCRIPTION FOR THE SENIOR OFFICER, COLLECTIVE BARGAINING NEGOTIATIONS – RL5

Job Title	Senior Officer, Collective Bargaining Negotiation
Grade	RL5
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	Reports to the Principal Officer, Collective Bargaining Negotiation
Direct Reports	N/A
Indirect Reports	N/A
Job Purpose	
This position is responsible for the analysis and interpretation of data on Collective Bargaining Negotiations for the public sector in line with the Guidelines.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
(i) Analyse data and information relating to Collective Bargaining Negotiations for Public sector organizations; (ii) Analyse Collective Bargaining Negotiations (CBN) proposals based on set parameters and make recommendations;	

- (iii) Collect, Collate and update the data base relating to Collective Bargaining Negotiations;
- (iv) Participate in the review of CBN guidelines;
- (v) Participate in the preparation of the departmental work plan and compilation of budget estimates;
- (vi) Implement the functional risk management framework;
- (vii) Comply with relevant statutory requirements, Government Circulars and Commission policies;
- (viii) Prepare and submit monthly, quarterly and annual reports to the Supervisor;
- (ix) Draft letters communicating the Commission's decisions to relevant stakeholders in the Public Sector;
- (x) Prepare reports arising from the proceedings of the technical Committee on Collective Bargaining Negotiations;
- (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.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

- (i) Computer
- (ii) Office furniture and equipment

III. Decision Making / Job Influence

- (i) Analytical
- (ii) Operational

IV. Working Conditions

Office setting with occasional travel out of office.

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

Academic qualifications

Bachelor's degree in any of the following disciplines: Economics, Statistics, Human Resource, Public Administration or any other equivalent qualification from a recognized university.

Professional Qualifications / Membership to professional bodies

Post-graduate Diploma in Human Resources/Industrial Relations/ CHRPII/Diploma in Law or in a related field;

Previous relevant work experience required.

Proven relevant experience of at least six (6) years, in a reputable organisation.

Functional Skills, Behavioral Competencies/Attributes:

- (i) Meets the requirements of Chapter Six of the Constitution of Kenya
- (ii) Be conversant with Public Service Policies and practices on remuneration systems.
- (iii) Good understanding of the Kenyan labour laws.
- (iv) Knowledge of public finance management principles and processes;
- (v) A good understanding of public Sector, industrial relations and application of labour laws
- (vi) Ability to deliver results in a complex and dynamic environment
- (vii) Ability to identify customer needs and deliver service excellence
- (viii) Demonstrate knowledge in relevant legislation and applicable standards.
- (ix) Good analytical and communication 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