



Salaries & Remuneration  
Commission  
*Rewarding productivity*

## **JOB DESCRIPTION FOR THE SENIOR OFFICER, RESEARCH MONITORING AND EVALUATION**

<b>Job Title</b>	Senior Officer, Research, Monitoring and Evaluation
<b>Grade</b>	RL5
<b>Corporation/Organization</b>	Salaries and Remuneration Commission
<b>Directorate</b>	Remuneration Services
<b>Department</b>	Research, Monitoring and Evaluation
<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, Research, Monitoring and Evaluation
<b>Direct Reports</b>	N/A
<b>Indirect Reports</b>	N/A
<b>Job Purpose</b>	
This position is responsible for analysis and interpretation of data on Research, Monitoring and Evaluation to enable the Commission make informed decisions.	
<b>Key Responsibilities/ Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"><li>i. Implement research strategy and specific research assignments;</li><li>ii. Carry out research that will facilitate implementation of policies and procedures established by the Commission;</li><li>iii. Collect and collate data on various remuneration and benefits advisories to facilitate tracking and reporting on their impact;</li></ul>	

<ul style="list-style-type: none"> <li>iv. Assemble macro and micro data related to remuneration and benefits to enable decisions, policy choices and advisories;</li> <li>v. Carry out monitoring and evaluation processes to determine level of compliance to Commission's advisories;</li> <li>vi. Make follow ups on benchmarking recommendations from relevant country/institutional comparators;</li> <li>vii. Update research data base of remuneration and benefits;</li> <li>viii. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.</li> <li>ix. Implement the functional risk management framework;</li> <li>x. Comply with all statutory requirements, Government Circulars and Commission policies;</li> <li>xi. Prepare and submit monthly, quarterly and annual reports to the Supervisor;</li> <li>xii. Draft letters requesting for remuneration and benefits data from stakeholders;</li> <li>xiii. Prepare reports arising from the proceedings of the technical Committee on research and compliance for presentation to the Commission;</li> <li>xiv. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence; and</li> <li>xv. 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>
N/A
<b>II. Responsibility for Physical Assets</b>
(i) Computer; and (ii) Office furniture and equipment
<b>III. Decision Making / Job Influence</b>
(i) Analytical (ii) Operational
<b>IV. Working Conditions</b>
Office setting with occasional travel out of station
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>
<b>Academic qualifications</b>
Bachelor's Degree in any of the following disciplines: Economics, Statistics, or any other equivalent qualification from a recognized university.
<b>Professional Qualifications / Membership to professional bodies</b>
<ul style="list-style-type: none"> <li>i. Relevant professional qualification; and</li> <li>ii. Membership to a relevant professional body;</li> </ul>

<b>Previous relevant work experience required.</b>
Proven relevant experience of at least six (6) years in a reputable organization
<b>Functional Skills, Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>i. Meets the requirements of Chapter Six of the Constitution of Kenya</li> <li>ii. Knowledge of Research and Research Methodologies.</li> <li>iii. Demonstrated competency and capability in handling of Monitoring and Evaluation matters.</li> <li>iv. Ability to deliver results in a complex and dynamic environment.</li> <li>v. Ability to identify Research needs and develop appropriate reports.</li> <li>vi. Demonstrate knowledge in relevant legislation and applicable standards.</li> <li>vii. Excellent analytical and communication skills;</li> <li>viii. Report writing and presentation skills</li> <li>ix. Knowledge of the Public Service Policies and practices on remuneration;</li> </ul>

## **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