

JOB DESCRIPTION FOR HUMAN RESOURCE ASSISTANT

Job Title	Human Resource Assistant
Grade	RL 7
Corporation/Organization	Salaries and Remuneration Commission
Directorate	Corporate Services
Department	Human Resource and Administration
Division	N/A
Section / Unit	Human Resource and Administration
Location / Work Station	Nairobi (Head Office)
Reporting Relationships	
Reports to	Principal Officer, Human Resource and Administration
Direct Reports	1. Senior Drivers 2. Drivers
Indirect Reports	N/A
Job Purpose	
This position is responsible for providing administrative and transport logistics services to Human Resource and Administration department for seamless operations of the Commission.	
Key Responsibilities/ Duties / Tasks	
I. Managerial / Supervisory Responsibilities	
N/A	
II. Operational Responsibilities / Tasks	
<ul style="list-style-type: none"> i. Update human resource employees' data base and leave roaster; ii. Receiving, sorting, filing and dispatching of mails; iii. Coordination of transport logistics functions; iv. Dissemination of human resource information internally; v. Document data on human resource metrics; 	

- vi. Support the recruitment process by gathering applicant's background information, assisting in interview processes, follow up with successful candidates, opening of new employee files and assisting in orienting new employee to the organization;
- vii. Performing file audits to ensure that all required employee documentation is collected and maintained;
- viii. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets;
- ix. Filling monthly vehicle returns and signing of work tickets where applicable;
- x. Maintaining of updated asset records and equipment inventory;
- xi. Supervise drivers in line with Commission's transport policy;
- xii. Scheduling of official transport; and
- xiii. Liaising with service providers to ensure maintenance and servicing of motor vehicles in line with transport policy.

Job Dimensions:

I. Financial Responsibility

N/A

II. Responsibility for Physical Assets

- i. Computer;
- ii. Office Furniture and equipment; and
- iii. Vehicles.

III. Decision Making / Job Influence

Operational

IV. Working Conditions

Office setting with occasional travel out of office.

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

Academic qualifications

<ul style="list-style-type: none"> i. Diploma in Human Resource management or related field; ii. Kenya Certificate of Secondary Education mean Grade C (Plain) or above.
Professional Qualifications / Membership to professional bodies
Membership to the IHRM
Previous relevant work experience required.
Two (2) years of service in a comparable position from a reputable organization.
Functional Skills, Behavioral Competencies/Attributes:
<ul style="list-style-type: none"> i. Ability to identify customer needs, develop service standards and deliver service excellence; ii. High level of integrity and Interpersonal skills; iii. High level of attention to detail; and iv. Ability to work well with teams.

Interested and qualified persons are requested to register and apply to the SRC E-recruitment Portal <https://recruitment.src.go.ke> . Details of the position are in the Commission website under Career Section. Hard copies and email applications shall not be considered.

To be received on or before 17th May, 2026.