

JOB DESCRIPTION FOR THE PRINCIPAL OFFICER, COLLECTIVE BARGAINING NEGOTIATION

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| Job Title | Principal Officer, Collective Bargaining Negotiation |
| Grade | RL4 |
| Corporation/Organization | Salaries and Remuneration Commission |
| Directorate | Remuneration Services |
| Department | Collective Bargaining Negotiations |
| Division | N/A |
| Section / Unit | N/A |
| Location / Work Station | Nairobi (Head office) |
| Reporting Relationships | |
| Reports to | Deputy Director, Collective Bargaining Negotiations |
| Direct Reports | Senior officer, Collective Bargaining Negotiations |
| Indirect Reports | N/A |
| Job Purpose | |
| This position is responsible for execution of the Commission's Strategy on Collective Bargaining Negotiations for the public sector and making appropriate recommendations. | |
| Key Responsibilities/ Duties / Tasks | |
| I. Managerial / Supervisory Responsibilities | |
| <ul style="list-style-type: none"> i. Ensure compliance on all statutory requirements, Government Circulars and Commission policies; ii. Review the analysed data relating to Collective Bargaining Negotiations for Public sector institutions; iii. Review the Collective Bargaining Negotiations (CBN) proposals based on appropriate parameters; iv. Provide technical input to the development and review of training curriculum Collective Bargaining Negotiations; v. Contribute to the development and regular review of CBN guidelines; vi. Provide input into the departmental work plan and compile budget estimates to inform the departmental planning process; vii. Lead the development and performance management of staff that report to the position for the achievement of both individual and departmental goals; | |

- viii. Carry out training needs assessment and propose training programmes for departmental staff;
- ix. Mentor and coach staff that report to the position; and
- x. Identify and evaluate risks and implications of all of the departmental activities.

II. Operational Responsibilities / Tasks

- i. Implement policies, procedures and manuals on Collective Bargaining Negotiation processes;
- 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;
- iii. Conduct comparative analysis of the submitted Collective Bargaining Agreements as well as remuneration and benefits data against set parameters and make appropriate recommendations;
- iv. Work closely with the Employment and Labour Relations Court to ensure that the Commission’s advice is obtained before CBAs are registered;
- v. Ensure consistency and uniformity on Labour Relations matters relating to remuneration and benefits in the public sector;
- vi. Train, sensitize and provide technical support to public sector institutions to build capacity in Collective Bargaining Negotiations
- 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;
- viii. Maintain an up to date CBA data base to ensure ease of retrieval, confidentiality and consistency in decision making;
- ix. Prepare and submit monthly, quarterly and annual reports to the Head of Department;
- x. Provide feedback to enhance business processes and initiate process improvement to achieve operational excellence.
- xi. Develop individual work plans, monitor own performance and seek requisite support to ensure delivery of agreed targets

Job Dimensions:

I. Financial Responsibility

Provide input to the departmental budget and plan.

II. Responsibility for Physical Assets

- i. Computer; and
- ii. Office furniture and equipment.

III. Decision Making / Job Influence

- i. Managerial
- ii. Analytical; and
- iii. Operational.

IV. Working Conditions

Office setting with occasional travel out of office.

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| Job Competencies (Knowledge, Experience and Attributes / Skills). |
| Academic qualifications |
| I. Bachelor's degree in Economics, Statistics, Human Resources, Public and Business Administration or other relevant field from a recognized university; 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; |
| Professional Qualifications / Membership to professional bodies |
| (i) Relevant Professional qualification where applicable. (ii) Membership to a relevant professional body where applicable and in good standing. |
| Previous relevant work experience required. |
| Relevant work experience of at least eight (8) four (4) of which must be in a comparable position in a reputable organization. |
| Functional Skills, Behavioral Competencies/Attributes: |
| (i) Meets the requirements of Chapter Six of the Constitution of Kenya (ii) Knowledge of public finance management principles and processes; (iii) Demonstrated knowledge in compensation and remuneration policy formulation; (iv) Ability to deliver results in a complex and dynamic environment. (v) Ability to identify customer needs and deliver service excellence. (vi) Demonstrate knowledge in relevant legislation and applicable standards. (vii) Excellent analytical and communication skills; (viii) Strong Communication skills both written and verbal; and (ix) Report writing and presentation skills. |

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.