



REPUBLIC OF KENYA

SALARIES AND REMUNERATION COMMISSION

INVITATION FOR APPLICATIONS FOR THE POSITION OF CHAIRPERSON, SALARIES AND REMUNERATION COMMISSION

THE CONSTITUTION OF KENYA, 2010 SALARIES AND REMUNERATION COMMISSION ACT, NO. 10 OF 2011

Pursuant to provisions of Article 230(2)(c)(iii) Constitution of Kenya 2010 and Section 4 (1) of the Salaries and Remuneration Act, the Selection Panel invites applications from suitably qualified persons to be considered for nomination for appointment to the position of Chairperson.

For appointment to this Position, a Candidate must:

- a) Hold a degree from a University recognized in Kenya.
- b) Have knowledge and at least 10 years experience in matters relating to either of the following:-
 - i. Public Management;
 - ii. Finance and Administration;
 - iii. Human Resource Management;
 - iv. Economics; or
 - v. Labour Laws
- c) Have knowledge of Labour market trends in Kenya as relates to income in the Public and private sector.
- d) Have a distinguished career in their respective fields.
- e) Meet the requirements of Chapter Six of the Constitution.

Duties and Responsibilities

The Chairperson shall ensure that the Commission functions effectively and meets its Constitutional mandate as set out in Article 230 of the Constitution of Kenya, 2010. In doing so, the Chairperson shall ensure that the letter and spirit of the Constitution is respected in regard to the mandate of the Salaries and Remuneration Commission.

Specifically, the responsibilities of the Chairperson shall among others, be to:

- a) Establish the agenda for the Commission meetings in liaison with the Commissioners and in consultation with the Commission Secretary;
- b) Preside over Commission meetings;
- c) Supervise and direct the work of the Commission;
- d) Ensure that the Commission's decisions have been implemented;
- e) Ensure that the business of the Commission is well organised and that the Commission discharges its duties smoothly and efficiently

and in line with the provisions of Chapter Six of the Constitution;

- f) Ensure that all the members are fully involved and informed of any business issues on which a decision has to be taken;
- g) Build a formidable, cohesive, all-inclusive team of both the Secretariat and Commissioners;
- h) Ensure that the Commission regularly evaluates its work;
- i) Prepare and submit Report(s) as necessary in accordance with Article 254 of the Constitution;
- j) Involve all stakeholders in ensuring that their views are taken into account in the discharge of its mandate; and
- k) Ensure that the Commission is adequately facilitated to perform its duties as per Article 249 (3) of the Constitution of Kenya, 2010.

Grounds for Disqualification

A person shall not be qualified for appointment as the Chairperson, if the person;

- a) is a member of Parliament or County Assembly;
- b) is a member of a governing body of a Political Party;
- c) is a member of a Local Authority;
- d) is an undischarged bankrupt; or
- e) has been removed from office for contravening the provisions of the Constitution or any other Law

Terms of Service

The Chairperson shall hold office for a term of six (6) years and shall not be eligible for re-appointment.

How to Apply

- a) Each application should be accompanied by detailed curriculum vitae, copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials and any other relevant supporting documents. Scanned copies of these documents must accompany an online application.
- b) All applications should be clearly marked "**Application for the position of the Chairperson of the Salaries and Remuneration Commission**" and submitted in any of the following ways:

- i. Written applications should be hand delivered to the Office of the President, Harambee House, Harambee Avenue, 11th Floor Reception desk.
- ii. Online applications should be e-mailed to selectionpanelsrc@psyg.go.ke
- iii. Posted applications should be addressed to:

**The Chairperson
Selection Panel for the Position of
Chairperson
P.O Box 30050-00100
NAIROBI**

- c) Names of all applicants and interview schedules of those shortlisted will be published in the daily newspapers and Ministry of Public Service Youth and Gender Affairs website www.psyg.go.ke after the closure of the advertisement.
- d) Interested applicants are expected to obtain clearance from the following bodies:
 - i. Ethics and Anti-Corruption Commission
 - ii. Higher Education Loans Board
 - iii. Kenya Revenue Authority
 - iv. Credit Reference Bureau
 - v. Directorate of Criminal Investigations (Police Clearance Certificate)

Canvassing for this position will lead to automatic disqualification.

"Women, minorities, marginalized and persons with disability are encouraged to apply"

All applications must reach the Selection Panel by 5.00 p.m on or before **Tuesday 22nd May 2018**.

Further information can be obtained from the Ministry of Public Service Youth and Gender Affairs Website www.psyg.go.ke

**Mrs. Mary Kimonye, MBS
Chairperson,
Selection Panel for the appointment
of the Chairperson, Salaries and
Remuneration Commission.**