



# Salaries & Remuneration Commission



## ADVERTISEMENT OF A VACANT POSITION

Salaries and Remuneration Commission is an independent Commission established under Article 230 of the Constitution of Kenya 2010, with the mandate to set and regularly review the Remuneration and Benefits of all State Officers and to advise the National and County Governments on the Remuneration and Benefits of all other Public Officers. In carrying out its mandate, the Commission has to take into account the principles of; fiscal sustainability of the public compensation bill, attraction and retention of requisite skills for service delivery, productivity and performance, transparency, fairness and equity.

The Commission seeks to recruit a qualified and competent person to fill the position of **Commission Secretary/Chief Executive Officer (CEO)**.

A person shall be qualified for appointment if such person meets the following:

1. Is a citizen of Kenya,
2. Holds a degree from a university recognised in Kenya,
3. Has at least ten years of experience in Human Resource Management, Financial Management, or Public Management, and
4. Meets the requirements of Leadership and Integrity as set out in Chapter Six of the Constitution.

The following will be considered as added advantage to an applicant.

1. Post graduate Qualifications in a relevant field from a university recognized in Kenya.
2. Membership to a relevant professional body in good standing.
3. Certificate in leadership or strategic management in a course not lasting less than six weeks from a recognized institution.
4. Certificate in corporate governance from a recognized institution.

Shortlisted candidates will be required to present original of the following documents during the Interviews:

1. National Identity Card or Passport,
2. Academic and Professional Certificates and Transcripts,
3. Any other supporting documents and testimonials, and
4. Clearance from the following bodies:
  - (a) Kenya Revenue Authority (KRA),
  - (b) Ethics and Anti- Corruption Commission (EACC),
  - (c) Higher Education Loans Board (HELB),
  - (d) Any of the registered Credit Reference Bureau (CRB), and
  - (e) Directorate of Criminal Investigations (Police Clearance Certificate).

The Job description and other details can be accessed from the Commission website <https://www.src.go.ke>.

### APPLICATION PROCESS

Interested and qualified persons are requested to submit their applications indicating their current salary, **certified** copies of, national ID, academic and professional certificates and testimonials together with a detailed Curriculum vitae.

**Terms of appointment:** The position is tenable on a five year contract and may be renewed only once subject to satisfactory performance.

Applications with all attachments clearly marked as **"Application for the position of Commission Secretary/Chief Executive Officer (CEO)"**

" to be **mailed** to: [ceo2025@src.go.ke](mailto:ceo2025@src.go.ke)

To be received on or before **24<sup>th</sup> April, 2025 (5.00PM)**.

Salaries and Remuneration Commission is an equal opportunity employer. Persons with disabilities, marginalized and minority groups who meet the job specifications are encouraged to apply. Canvassing will lead to automatic disqualification. **Only Shortlisted candidates will be contacted and their Names published in the Commission Website.**