



# PUBLIC SERVICE COMMISSION

**Our Vision**  
"A citizen-centric public service"

**Our Mission**

"To reform and transform the public service for efficient and effective service delivery"

## VACANCY FOR THE POSITION OF MEMBER, SALARIES AND REMUNERATION COMMISSION (SRC)

### THE CONSTITUTION OF KENYA, 2010

### THE SALARIES AND REMUNERATION COMMISSION ACT, 2011

Article 230 (2) (b) (ii) of the Constitution of Kenya, 2010 and Part II, Section 7 (1) of the Salaries and Remuneration Act 2011 requires the Public Service Commission to nominate a person who shall be appointed to represent the Public Service Commission in the Salaries and Remuneration Commission as a member.

Applications are invited from suitably qualified Kenyans wishing to be nominated by the Public Service Commission.

#### For appointment to this position, a candidate must:

- (i) hold a degree from a university recognized in Kenya;
- (ii) have knowledge and at least ten years' experience in either:
  - a) Finance and Administration;
  - b) Public Management;
  - c) Economics;
  - d) Human Resource Management; or
  - e) Labour Laws;
- (iii) meet the requirements of Chapter Six of the Constitution of Kenya, 2010; and
- (iv) have had a distinguished career in their respective fields.

#### Functions of the Salaries and Remuneration Commission

The functions of the Salaries and Remuneration Commission shall include:

- (i) inquiring into and advising on the salaries and remuneration to be paid out of public funds;
- (ii) keeping under review all matters relating to the salaries and remuneration of public officers;
- (iii) advising the national and county governments on the harmonization, equity and fairness of remuneration for the attraction and retention of requisite skills in the public sector;
- (iv) conducting comparative surveys on the labour markets and trends in remuneration to determine the monetary worth of the jobs of public offices;
- (v) determining the cycle of salaries and remuneration review upon which Parliament may allocate adequate funds for implementation;
- (vi) making recommendations on matters relating to the salary and remuneration of a particular State or public officer;
- (vii) making recommendations on the review of pensions payable to holders of public offices; and
- (viii) performing such other functions as may be provided for by the Constitution and any other written law.

#### INTERESTED APPLICANTS ARE REQUESTED TO NOTE THAT:

- (i) The names of shortlisted candidates shall be published in the print media;
- (ii) Shortlisted candidates will be required to present originals of the following documents during the interviews:
  - (a) National Identity Card;
  - (b) Academic and Professional Certificates and transcripts;
  - (c) Any other supporting documents and testimonials; and
  - (d) Clearances from the following bodies:
    - (i) Kenya Revenue Authority;
    - (ii) Ethics and Anti-Corruption Commission;
    - (iii) Higher Education Loans Board;
    - (iv) Any of the Registered Credit Reference Bureaus;
    - (v) Directorate of Criminal Investigations (Police Clearance Certificate);
  - (e) Letter of recognition of qualifications from the Commission for University Education (CUE) for any degree obtained from foreign universities; and
  - (f) Recommendations from relevant professional bodies (where applicable).
- (iii) The salary and benefits for the position have been determined by the Salaries and Remuneration Commission; and
- (iv) The Member will be appointed for a single term of six (6) years and is not eligible for re-appointment.

#### MODE OF APPLICATION

- (a) Applications should be submitted, together with a detailed curriculum vitae, a copy of ID/Passport, copies of academic and professional certificates and transcripts, testimonials and any other relevant supporting documents.
- (b) Application should be clearly marked  
**"Application for Member, Salaries and Remuneration Commission".**
- (i) Hand delivery:  
**Office of the Secretary/CEO  
Public Service Commission, 4th Floor,  
Commission House,  
Harambee Avenue,  
NAIROBI.**
- (ii) Online applications should be submitted via e-mail to: [src2025@publicservice.go.ke](mailto:src2025@publicservice.go.ke)
- (iii) Post Office:  
**The Secretary/CEO,  
Public Service Commission,  
P.O. Box 30095 - 00100  
NAIROBI.**

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

Application should be received on or before **8<sup>th</sup> April, 2025 (latest by 5.00 p.m. EAT)**