

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Labour, Industrial Relations and Employment
- Post:** Head Remuneration Analyst
- Salary:** Rs 40,000 x 1,250 – 50,000 x 1,500 – 54,500 (02 67 78)
- Effective Date:** 1 July 2009
- Qualifications:** By promotion, on the basis of experience and merit, of officers in the grade of Senior Remuneration Analyst who reckon at least three years' service in a substantive capacity in the grade and who:-
- (i) possess good and sound administrative skills;
 - (ii) are able to lead and manage effectively a team of officers; and
 - (iii) have excellent communication and interpersonal skills.
- Role and Responsibilities:** To provide technical assistance to the National Remuneration Board in the discharge of its responsibilities under the law.
- Duties:**
1. To be responsible to the Chairman of the National Remuneration Board for:-
 - (a) the management of the office of the National Remuneration Board;
 - (b) advising the Board on the economics of compensation;
 - (c) planning, supervising and co-ordinating the work of technical staff;
 - (d) organising investigations and preparing reports on the industries and sectors to be reviewed;
 - (e) designing and executing research activities and developing techniques for setting and adjusting minimum wages and other conditions of employment;
 - (f) analysing and evaluating findings of occupational wage surveys and assessing their impact on wage determination;

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*for Senior Chief Executive
Ministry of Civil Service and
Administrative Reforms*

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- (g) preparing "ex-post" evaluation reports on impact of minimum wage increases on the sectors reviewed;
 - (h) the formulation of wage policies;
 - (i) creating, maintaining and updating a data bank of labour statistics;
 - (j) effecting site visits, carrying out inquiries and conducting interviews to assess job contents and conditions of employment; and
 - (k) liaising with other institutions responsible for wage determination with a view to collaborating and reaching consensus on common issues.
2. To use ICT in the performance of his duties.
3. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Head Remuneration Analyst in the roles ascribed to him.

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