

	AAK QUALITY MANAGEMENT SYSTEM		
Title:	TERMS OF REFERENCE FORM	Reference	F-QA-23
		Issue/Rev.	1/0

TERMS OF REFERENCE FOR A JOB EVALUATION EXERCISE

BACKGROUND

AA Kenya is the oldest and largest Automobile Association in Kenya with over 100,000 members and branch offices in all major towns countrywide. Internationally we are affiliated with the Federation Internationale de l'Automobile (FIA) which represents over 100 million motorists worldwide.

We promote and safeguard the interests of motorists through a broad range of services to include: roadside assistance; information and advice about the purchase, maintenance and repair of vehicles; negotiation of attractive insurance premiums; road mapping and setting up petrol depots.

You can also train with us: AA Kenya offers guidance about safety on the roads and quality driving instruction and licensing. Our AA Driving Schools are respected across the continent for their thorough curricula, commitment to responsible driving and tailor made tuition packages.

AA Kenya would like to engage the services of a Human Resources Consultancy Firm to conduct a Job Evaluation Exercise.

As part of the assignment, the firm will carry out the following:

- Salary harmonization - Relook at the disparities and propose ways of harmonizing salaries and also benchmark pay with other organizations.
- Establish a Job Grading & Classification Structure
- Assessment of the current skills and competence levels and identify gaps and establish mitigation plan on the same
- Review of current Job Descriptions in line with the Strategic plan
- Review of existing salary and benefits structure

Expected output/ Deliverable

- Develop a manual that documents criteria for job grading & classification and salary structure
- Together with departmental heads, review and update job descriptions and specifications in line with the strategic plan.
- Inception report on the job evaluation and Salaries & Benefits structure revision giving detailed methodology to be used in undertaking this assignment including work plan.
- Ranking of jobs and functions within the AAK organizational structure
- It is expected that the Job Evaluation will provide AAK with: • A rational basis for making defensible decisions on job grades and rates , an equitable pay structure on a logical method of measuring relative job sizes etc.

The timeline for carrying out the Job evaluation exercise will be approximately 2 months.