

This study was carried out with the aim of assessing the Potential of Job evaluation in Salary Administration in Non-Governmental Organizations with case of Mwala Integrated Child and Family Programme, which is situated in Machakos District.

The study provides some explanations on the statement of the problem, which guided the research, the aim and the objective of the research. It is also here that the researcher sought to justify the research, and operational terms were defined. In an attempt to explain the statement problem the research looked at the current economic trade which has hit the country like mergers and retrenchments which have forced organizations to restructure. This has however left these organizations with unclear definition of jobs and employee shouldering more than they are being compensated. The researcher therefore argued that there is need for carrying out job evaluation in these organizations, so as to be in a position for them to know the relative worth of jobs in their organizations. In addition the researcher defined what would be the conceptual framework and gave a sample of the research model.

The data was both primary and secondary. The questionnaire was used as the data collection instrument. In addition empirical examples were to support the research problem.

The major findings of the study were as follows:

That job evaluation is a critical factor in determining jobs descriptions and specifications in any organization.

There is need to carry out job evaluation in the organization so as to able to establish clear job grading structures which will facilitate upward mobility of employees.

It is clear from the study that job evaluation as far reaching effects on salary administration because it is one of the key defensible factors to use to justify differences in salary administration in any organization.

The suggestion put forward if implemented will highly improve the performance of employees, clearly explain their career path and motivate them since they will know what is expected of them by the organization.