

ADVERT NO. NG-CDFB/030/2022: MEDIA RELATIONS AND COMMUNICATION OFFICER - NG-CDF SCALE 6 (1 post)

a) Requirement for Appointment

For appointment to this position, a candidate must have:

- i. Bachelor's degree in Social sciences with bias in languages, Journalism or Public Relations;
- ii. Member of Public Relations Society of Kenya (PRSK)
- iii. Customer relations skills;
- iv. Excellent Communication skills;
- v. Proficiency in computer applications skills; and
- vi. Satisfy the requirements of Chapter 6 of the Constitution of Kenya.

b) Duties and Responsibilities

The Media Relations and Communication Officer will report to the Manager, Corporate Communications and will be responsible for the following:

- i. Preparing press releases, media briefs and NG-CDF Board features;
- ii. Supporting the implementation of key messages defined in communications strategy across all functions and media including development of all organizational documentation;
- iii. Organising media familiarisation tours in the organisation;
- iv. Writing and editing in-house journals, newsletters, corporate and other related publications to enhance communication;
- v. Managing public relations activities;
- vi. Overseeing the NG-CDF Board graphic design work, which includes coordination with external vendors, suppliers, printers and agencies to make sure optimal efficiency and effectiveness is achieved;
- vii. Disseminate all Board information using available and relevant media;
- viii. Liaise with the media by constantly monitoring & analysing the various platforms i.e. Social Media, Radio, Television and Newspapers on the organizations mentions and then reporting to the head of the division;
- ix. Prepare monthly, quarterly and annual sectional reports;
- x. Develop content for production of communication material e.g. Newsletters, publications;
- xi. Organize staff and public functions;
- xii. Maintain on behalf of the manager, communications the media action plan(s) for crisis and ensure systems are up to date and in place to handle crisis situations;
- xiii. Coordinate photography and filming of NG-CDF Board's activities;
- xiv. Handle day to day enquiries from the media by responding appropriately, including, when appropriate, out of hours' coverage;
- xv. Place Board's articles, advertisement or announcement in the electronic or print media;
- xvi. Manage the Boards website; and participate in awareness creation through public barazas, shows and exhibitions; and
- xvii. Any other duty as may be assigned by the supervisor.

Interested and qualified persons are required to make their applications online through the job application portal on the Board's website: www.ngcdf.go.ke or /and hard copies to be dropped in a designated Box, at the Board's Headquarters, Harambee Cooperative Plaza 5th Floor, during working hours (8 am to 5 pm). Applications may also be sent through post office as per the address provided below so as to reach the Board on or before **February 08, 2022**. For the hard copy applications, the reference No. for the position applied for should be properly indicated on top of the envelope.

Candidates must submit the following documents alongside application

- i. Police Clearance (Certificate of good conduct);
- ii. Duly executed self-declaration form from the Ethics and Anti-Corruption Commission;
- iii. Clearance from Kenya Revenue Authority;
- iv. Clearance from Higher Education Loans Board (HELB);
- v. Clearance from a reputable Credit Reference Bureau.

NOTE

- i. Applicants for the position of Field Operations Officer/Fund Account Manager **MUST** indicate and show prove of their home constituency.
- ii. Applications containing false information shall be disqualified.
- iii. Details of academic and professional certificates not obtained by closure of the advert shall not be considered.
- iv. Applicants should indicate daytime telephone number, postal address, current salary, names and contact address of 3 referees.
- v. Only shortlisted and successful candidates shall be contacted.
- vi. Canvassing in any form will lead to automatic disqualification.
- vii. The Board is an equal opportunity employer and encourages persons of all gender, minority and marginalized communities, youth and persons living with disabilities to apply.
- viii. Both hard and soft copies of applications should reach the Board on or before **Tuesday February 08, 2022 latest at 5.00 pm.**

Applications with comprehensive Curriculum Vitae, certified copies of academic and professional certificates and all other requirements should be addressed to: -

The Chief Executive Officer
National Government Constituencies Development Fund Board
Harambee Cooperative Plaza, 5th Floor (Junction of Haile Selassie Avenue & Uhuru Highway)
P.O. Box 46682-00100
NAIROBI