



Film Kenya... Capture Africa!

INTERNAL ADVERT

The Kenya Film Commission (KFC) is a State Corporation mandated under Legal Notice No. 147 of 2015 to develop, promote and market the film Industry locally and internationally.

The Commission wishes to recruit result oriented Kenyan citizen with drive, vision and creativity, **on Permanent and Pensionable terms**, to fill the following position.

PRINCIPAL ARCHIVES AND DOCUMENTATION OFFICER (JOB GRADE KFC 4) – JOB

REF NO: KFC/HRA/PADO/2022-1 POST

(a) Job Purpose

The cadre is responsible for overall management and coordination of the Archives and Documentation Division.

The officer will report to the Director Film Marketing and Distribution and will be responsible for;-

- (i) Coordinating development, implementation and review of policies, standards, guidelines and procedures of archiving;
- (ii) Managing the film database system;
- (iii) Managing the repository and archiving of film records;
- (iv) Spearheading the promotion of outreach services and publicity to inform users and resource allocators;
- (v) Coordinating preservation, collection, restoration and exhibition of Kenyan films and other related documents;
- (vi) Initiating documentation of various film genres in Kenya;
- (vii) Coordinating acquisition and accession of films and other related documents;
- (viii) Supervising, encapsulating and duplicating of permanent historical data on film briefs on the Archive's website;
- (ix) Coordinating development of systems to support individual filmmakers to document their own collections and provide guidance in regard to preservation practices; and
- (x) Facilitating knowledge management on film industry; and
- (xi) Facilitating the exchange and distribution of knowledge about the film industry.

(b) Person Specifications

For appointment to this grade an officer must have:

- (i) A minimum of eight (8) years' relevant work experience, three (3) of which should have been at a supervisory role;
- (ii) Bachelor's degree in any of the following fields:- Information Science, Library and Information Science or equivalent qualification from a recognized institution;
- (iii) Master's degree in Information Science, Library and Information Science or equivalent qualification from a recognized institution;
- (iv) Certificate in Management Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body where applicable.
- (vi) Proficiency in computer applications;
- (vii) Shown merit and ability as reflected in work performance and results; and
- (viii) Met the requirements of Chapter Six of the Constitution.

PRINCIPAL DRIVER (JOB GRADE KFC 7) – JOB REF NO: KFC/HRA/PD/2022-1 POST

a) Job Purpose

The officer will report to the Administration officer OR Principal Administration Assistant and will be responsible for:-

- (i) Driving vehicles as authorized;
- (ii) Carrying out routine checks on the vehicles;
- (iii) Detecting and report malfunctioning of vehicles system;
- (iv) Maintaining records and tools of vehicles;
- (v) Ensuring security and safety of the vehicle;
- (vi) Ensuring the safety of the passengers and or goods therein;
- (vii) Maintaining cleanliness of the vehicle;
- (viii) Carrying out minor mechanical servicing of the vehicles;
- (ix) Ensuring adherence to or observations of traffic laws; and
- (x) Reporting any incidents to police and/or the office immediately they occur.

b) Person Specifications

For appointment to this grade an officer must have:

- (i) A minimum of eight (8) years work experience in a relevant field;
- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Have a Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iv) Have a Passed the Suitability Test for Drivers Grade I;
- (v) Have a First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;
- (vi) Be proficient in computer applications;
- (vii) Have shown merit and ability in work performance and results; and
- (viii) Have a Certificate of Good Conduct from the Kenya police.

SENIOR OFFICE ASSISTANT (JOB GRADE KFC 8) – JOB REF NO:

KFC/HRA/SOA/2022-1 POST

a) Job Purpose

The cadre is responsible for collecting and delivering mail, maintaining cleanliness of offices and provision of beverages.

The officer will report to the Senior Administration Officer and will be responsible for;-

- (i) Ensuring general office cleanliness;
- (ii) Collecting and dispatch mails;
- (iii) Ensuring the preparation and serving of beverages;
- (iv) Requisitioning office general supplies;
- (v) Operating basic office equipment;
- (vi) Moving and arranging office equipment and furniture; and
- (vii) Ensuring safe custody of office facilities.

b) Person Specifications

For appointment to this grade an officer must have:

- (i) A minimum of four (4) years work experience in a relevant field;
- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Be proficient in computer applications;
- (iv) Have shown merit and ability in work performance and results; and
- (v) Certificate of good conduct from the National Police Service.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, shortlisted candidates will be required to provide copies of clearance certificates/letters of good standing from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Criminal Investigation Department (CID).
3. Kenya Revenue Authority (KRA).
4. Higher Education Loans Board (HELB).
5. Credit Bureau Reference.

TERMS OF SERVICE

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment is on a permanent and pensionable terms.

HOW TO APPLY:

Please submit your application to recruit2022@filmingkenya.go.ke so as to be received not later than 16th October 2022.

Applications **MUST** consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail** and **day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,
Jumuia Place, Second Floor, Lenana Road,
P. O. Box 76417,
00508 Nairobi.**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.