

CAREER OPPORTUNITIES IN THE FILM INDUSTRY

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. KFC has an exciting career opportunity and now seeks to recruit dynamic, visionary and innovative persons to fill the following positions:

I. DIRECTOR, STRATEGY AND PLANNING (JOB GRADE KFC 2)-JOB REF NO: KFC/HRA/DSP/2023- 1 POST (ADVERTISEMENT)

Basic Salary

Scale KFC 2: 190,000 to 258,200 P.M

Reporting to the Chief Executive Officer, job holder will provide strategic leadership and direction in the implementation of the Strategy and Planning Function. An officer at this level will be responsible for coordination and management of all activities in the Directorate. The job holder will also be responsible for:

- (i) Coordinating strategic and planning, corporate research, monitoring and evaluation and quality & risk management of the Commission;
- (ii) Coordinating the formulation of the corporate strategy, annual work plans and monitor implementation;
- (iii) Coordinating corporate performance contract management;
- (iv) Coordinating performance management systems that enable reporting and analysis of performance;
- (v) Formulating and coordinate implementation of business development policy;
- (vi) Establishing and maintain linkages with strategic partners;
- (vii) Carry out preparatory activities for implementation of the development projects;
- (viii) Coordinating appraising of development proposals to the Commission;
- (ix) Formulating and coordinating implementation of risk management policy;
- (x) Coordinating risk management and reporting in the Commission;
- (xi) Coordinating corporate research and disseminating findings;
- (xii) Formulating and coordinating implementation of monitoring and evaluation policy; and
- (xiii) Coordinating monitoring and evaluation of programmes in the Commission.

The successful candidate must:

- (i) A minimum period of twelve (12) years relevant work experience, five (5) of which should have been in a senior management level;
- (ii) Bachelors degree in any of the following fields: Economics, Economics and Statistics, Statistics, Economics and Mathematics, Business Administration or equivalent qualification from a recognized institution;
- (iii) Masters degree in any of the following fields: Economics, Economics and Statistics, Statistics, Economics and Mathematics, Business Administration or equivalent qualification from a recognized institution;
- (iv) Certificate in Leadership Course lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body;
- (vi) Proficiency in Computer applications;

- (vii) Demonstrated managerial and administrative capability plus professional competence in work performance and results;
- (viii) Exhibited a thorough understanding of national goals, policies, objectives and ability to relate them to Strategy and Business Development's function; and
- (ix) Met the requirements of Chapter Six of the Constitution.

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. Chief Executive Officer, 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 **Five (5) years contract** renewable subject to satisfactory performance.

HOW TO APPLY:

Please submit your application to a sealed recruitment box at the reception of the Kenya Film Commission, 2nd Floor, Jumuia Place, Lenana Road, Kilimani, Nairobi and send a soft copy to dsprecruit2023@filmingkenya.go.ke so as to be received no later than **27th December 2023 at 5.00pm.**

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.