

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. MANAGER, CORPORATE COMMUNICATIONS (JOB GRADE KFC 3) – JOB REF NO: KFC/HRA/MCC/2023-1 POST (ADVERTISEMENT)

Basic Salary (Kshs)

Scale KFC 3: 149,500 to 206,400 P.M

Reporting to the Chief Executive Officer, the officer will be responsible for branding and development of communication and marketing strategy, policies and plans. The officer will also be responsible for:

- (i) Overseeing development, implementation and review of communication strategies, programs and policies;
- (ii) Publicizing the organization's activities;
- (iii) Editing and production of the organization's newsletters, magazines and brochures;
- (iv) Coordinating development and management of information, education and communication materials;
- (v) Managing Media Information Service;
- (vi) Facilitating press conferences, official functions, visits, seminars, workshops, public relations exhibitions and other organizational social events;
- (vii) Preparing speeches, briefs, press supplements, press statements, news releases and feature articles;
- (viii) Collaborating with media houses for coverage of the organization's events;
- (ix) Managing matters of corporate interest and corporate social responsibility programs;
- (x) Ensuring a positive corporate image of the Commission;
- (xi) Coordinating research and development on emerging issues related to corporate communication; and
- (xii) Preparing corporate communication reports and briefs.

The successful candidate must:

- (i) A minimum of ten (10) years' relevant work experience, five (5) of which should have been in a management position;
- (ii) Bachelors degree in any of the following fields: - Communication, Public Relations, Corporate Communication, Journalism, Mass Communications or any other equivalent qualification from a recognized institution;

- (iii) Masters degree in any of the following fields: - Communication, Public Relations, Corporate Communication, Journalism, Mass Communications or any other equivalent qualification from a recognized institution;
- (iv) Membership to a relevant professional body;
- (v) Certificate in Management course lasting not less four (4) weeks from a recognized institution;
- (vi) Proficiency in computer applications,
- (vii) Demonstrated merit and ability in work performance and results; and
- (viii) 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 mccrecruit2023@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.