



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 seeks to recruit dynamic, visionary and innovative persons to fill the following positions:

MANAGER LIAISON (JOB GRADE KFC 3) – JOB REF NO: KFC/HRA/ML/2025-1 POST (RE-ADVERTISEMENT)

Basic Salary

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

Reporting to the Chief Executive Officer, the job holder will provide overall management and coordination of the Liaison Department. The job holder will be responsible for:

- (i) Coordinating the development, implementation and review of policies, standards, guidelines and procedures on film production, liaison and location services;
- (ii) Establishing linkages and networks with film studios and facility houses;
- (iii) Initiating analysis of the technical factors influencing film-makers in their choice of destinations for production and post-production services;
- (iv) Initiating development of strategies to attract potential customers/investors to Kenya's locations and productions facilities;
- (v) Promoting and facilitating the development of local content;
- (vi) Liaising with film producers to identify suitable locations for film shooting;
- (vii) Providing advice on permission rights and clearance for film makers and producers;
- (viii) Coordinating location services enquiries for film makers and producers;
- (ix) Facilitating access to production facilities, location, crew and shooting spaces;
- (x) Monitoring and keeping abreast of changing trends in film production and exploring new opportunities for location services; and
- (xi) Liaising with Corporate Communications and ICT Departments to update the Commission website.

The successful candidate must have:

- i. A minimum of ten (10) years' relevant work experience, five (5) of which should have
- ii. been in a management position;

- iii. Bachelor's degree in any of the following fields: - Film Production, Communication, Marketing, Business Administration or equivalent qualification from a recognized institution;
- iv. Master's degree in any of the following fields: - Film Production, Communication, Marketing, Business Administration, Project Management or equivalent qualification from a recognized institution;
- v. Be a member of a professional body where applicable;
- vi. Certificate in Management course lasting not less four (4) weeks from a recognized institution;
- vii. Proficiency in computer applications;
- viii. Demonstrate a high degree of professional competence, managerial and administrative capability as reflected in work performance and results, and
- ix. Meet the requirements of Chapter six (6) of the Constitution of Kenya.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, **successful** 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 Reference Bureau.

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 or send a soft copy to mlrecruit2025@filmingkenya.go.ke so as to be received no later than **10th July 2025 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.

