



Film Kenya...Capture Africa!

**I. FILM DEVELOPMENT OFFICER II (JOB GRADE KFC 8) – JOB REF NO: KFC/HRA/FDO/2026-1 POST
TERMS OF SERVICE –PERMANENT AND PENSIONABLE**

Basic Salary

Scale KFC 8: 33,500 to 56,000 P.M

This is the entry grade for this cadre. An officer at this level will work under the guidance of a designated supervisor. The job holder will also be responsible for:

Duties and responsibilities at this level will entail:

- (i) Identifying film studios and facility houses;
- (ii) Collecting and compiling data on factors influencing film-makers in their choice of destinations for production and post-production services;
- (iii) Identifying suitable locations for film shooting;
- (iv) Compiling information on available production facilities, location, crew and shooting spaces; and
- (v) Collecting data on changing trends in film production and exploring new opportunities for location services
- (vi) Support the processing of filming permits and other documentation.
- (vii) Maintain records and databases of productions, locations, and stakeholders.
- (viii) Assist with the preparation of reports, briefs, and presentations for internal or external use.
- (ix) Assist in film production coordination by providing logistical support to local and international filmmakers.
- (x) Help in scouting and facilitating access to locations for shoots.
- (xi) Ensure compliance with local regulations and film permit requirements.
- (xii) Act as a point of contact between filmmakers and local authorities (e.g., police, county officials, tourism offices).

(a) Person Specifications

For appointment to this grade, an officer must have: -

- (i) Bachelor's degree in any of the following disciplines: - Film and Theatre Arts, Film Production, Drama and Theatres Studies, Performing Arts and Film Technology, Communication, Animation, Gaming or equivalent qualification from a recognized institution and;
- (ii) Proficiency in computer applications.

INTEGRITY CLEARANCE:

In addition to the qualifications set above, **successful** candidates will be required to provide copies of clearance certificates 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 will be on **Permanent and Pensionable terms.**

HOW TO APPLY:

Please submit your application via email fdorecruit2026@filmingkenya.go.ke so as to be received **on or before 22nd June 2026 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,
P.O Box 76417 – 00508
Jumuia Place, Lenana Road, Nairobi Kenya**

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.