



Film Kenya... Capture Africa!

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 person to fill the following positions:

I. MANAGER, PRODUCTION LIAISON AND COORDINATION (JOB GRADE KFC 3) – JOB REF NO: KFC/HRA/ML/2026-1 POST (RE-ADVERTISEMENT) TERMS OF SERVICE –PERMANENT AND PENSIONABLE

Basic Salary

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

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

Duties and responsibilities at this level will entail:

- (i) Coordinating the development, implementation and review of production and liaison services, policies, strategies, guidelines, standards and procedures.
- (ii) Supervising the planning, forecast and monitoring of the department's expenditure against allocated production and liaison budgets and activities.
- (iii) Guiding the establishment of incubation centers for the film industry in Kenya.
- (iv) Coordinating the development and strengthening of effective collaborations with county, national and international organizations, both public and private, to improve and facilitate the growth of the film industry.
- (v) Coordinating the creation of international partnerships, agreements and co-production treaties for the film industry.
- (vi) Establishing linkages with county, national, international organizations and other relevant stakeholders to improve and facilitate investment in the film industry;
- (vii) Spearheading the development and implementation of sound risk management framework, business continuity plans and corporate governance activities of the directorate to ensure sustainability;
- (viii) Monitoring and keeping abreast of changing trends in film production and exploring new opportunities for location services; and

- (ix) Liaising with Corporate Communications and ICT Departments to update the Commission website.

(a) Person Specifications

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

- (i) Cumulative service period of fifteen (15) years' relevant work experience, three (3) of which must have been in the grade of an Assistant Manager, Production Liaison and Coordination, or in an equivalent and comparable position;
- (ii) 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
- (iii) Master's degree in 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
- (iv) Certificate in leadership course (SLDP) lasting not less than four (4) weeks from a recognized institution;
- (v) Membership to a relevant professional body where applicable and in good standing;
- (vi) A Valid Practicing Licenses, where applicable;
- (vii) Proficiency in computer applications; and
- (viii) Demonstrated a high degree of professional competence, managerial and administrative

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 to mplc@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.