



# Vacancy Form

## General Details

|                       |                   |                            |
|-----------------------|-------------------|----------------------------|
| <b>Vacancy No:</b>    | CUE:VACANCY_011   | <b>Financial Year</b>      |
| <b>Document Date</b>  | 1/30/2023         | <b>Recruitment Plan ID</b> |
| <b>Requestor No.</b>  | 0204              | <b>Approval Status</b>     |
| <b>Requestor Name</b> | Margaret W Kamoni |                            |

## Vacancy Details

|                         |              |                                |
|-------------------------|--------------|--------------------------------|
| <b>Position ID</b>      | JD-122       | <b>Establishment</b>           |
| <b>Salary Scale</b>     | CUE 3        | <b>No. of Openings</b>         |
| <b>Seniority Level</b>  | Senior-Level | <b>Target Candidate Source</b> |
| <b>Terms of Service</b> | P&P          | <b>Sourcing Method</b>         |

## Recruitment Details

|                           |           |                                      |
|---------------------------|-----------|--------------------------------------|
| <b>Recruitment Reason</b> |           | <b>Planned Employment Start Date</b> |
| <b>Justification</b>      |           | <b>Planned Employment End Date</b>   |
| <b>Planned Start Date</b> | 1/31/2023 | <b>Applications Closing Date</b>     |
| <b>Planned End Date</b>   | 24/2/2023 | <b>Applications Closing Time</b>     |

## Requirements

| Category              | Description  | Requirement Type |
|-----------------------|--|------------------|
| Academic              | Master's Degree in Communications Studies; or Journalism or Language & Literary Studies; or Public Relations; or Mass Communication; or Social Media Journalism; or Science Communication from a recognized institution; | Mandatory        |
| Ethics & Integrity    | Met the requirement of Chapter Six (6) of the Constitution of Kenya.   | Mandatory        |
| Experience            | A minimum period of ten (10) years relevant work experience, five (5) years of which should be in a supervisory role;  | Mandatory        |
| Professional          | Membership to a relevant professional body such as the Chartered Commission of Public Relations (CIPR);  | Mandatory        |
| Skills & Competencies | Communication skills;  | Mandatory        |

## Responsibilities



# Vacancy Form



2021/2022

CUE:RECRUIT-006

Released



2

1

Open

Recruitment Agency



2/23/2023



**Substitute  
Qualification  
Exist Req  
Requirement**

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False

False

False

False

False





# Vacancy Form

## Description

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Facilitating interviews with the media and the general public;

Preparing media supplements, documentaries, press releases/media features;

Posting relevant advertisements;

Developing concepts for design of corporate branding;

Facilitating printing of publicity materials;

Mitigating departmental risk appetite for identified risks;

Overseeing all media activities for the Commission;

Ensuring timely development of the Commission's customer service charter, its implementation and evaluation to ensure products and services delivered to customers conform to set standards and timelines;

Representing the Chief Executive Officer in consultations with diverse set of stakeholders; and

Determining the quality of reports/information before publication and dissemination

## Work Conditions



# Vacancy Form

Category

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## Description

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