REPUBLIC OF KENYA

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Vacancy Form

General Details

Vacancy No:	CUE:VACANCY_035	**Financial Year**	
Document Date	9/4/2025	**Recruitment Plan ID**	
Requestor No.	0119	**Approval Status**	
Requestor Name	Caroline M. Mbaabu		

Vacancy Details

Position ID	JD-073	**Establishment**	
Salary Scale	CUE 8	**No. of Openings**	
Seniority Level	Entry-Level	**Target Candidate Source**	
Terms of Service	P&P	**Sourcing Method**	

Recruitment Details

Recruitment Reason	REPLACEMENT	**Planned Employment Start Date**	
Justification	REPLACEMENT	**Planned Employment End Date**	
Planned Start Date	9/9/2025	**Applications Closing Date**	
Planned End Date	29/9/2025	**Applications Closing Time**	

Requirements

Category	Description	Requirement Type
Academic	Diploma in Public Relations Management/Mass communication or its equivalent	Mandatory
Ethics & Integrity	Fulfill the requirements of Chapter 6 of the constitution	Mandatory
Skills & Competencies	Communication skills	Mandatory

Responsibilities

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2025/2026

CUE:RECRUIT-013

Released

0

1

Open

Direct Hire

9/29/2025

5:00 PM

Substitute Qualification Exist	Req Requirement
False	
False	
False	

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Description

Assisting in writing press releases and distributing them to the Commission's;
stakeholders
i. Assisting in writing press releases and distributing them to the Commission's
stakeholders

Assisting in generating content for publishing in the Commission's newsletters;

Assisting in the dissemination of IEC materials within the Commission and maintain schedules for the same;

Maintaining current news briefs and newsletters and availing the same for clients' use;

Providing administrative support to public relations departments by completing tasks such as filing, copying and fielding phone calls;

Participating in organizing Meetings and booking Meetings rooms;

Handling correspondence directed to Deputy Directors;

Participating in brainstorming and planning sessions;

Assisting in organizing and execution of PR events, campaigns etc.;

Assisting in the distribution of the Commission's IEC and branded materials to both internal and external stakeholders.
both internal and external stakeholders.
x. Assisting in the distribution of the Commission's IEC and branded materials to
both internal and external stakeholders.

Work Conditions

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Category

Description