

COUNTY GOVERNMENT OF KIRINYAGA



COUNTY PUBLIC SERVICE BOARD

VACANCIES

Kirinyaga County Public Service Board wishes to recruit competent and qualified person to fill the following position in the Department of Administration and Public Service. This is pursuant to Article 235 of the Constitution of Kenya, 2010 and Section 63 of the County Government Act, 2012.

1. DIRECTOR INFORMATION & COMMUNICATION JOB GROUP “R” (1 POST)

Job Ref: KCPSB/DIC/R/01/15/01/19

Terms of Service: Contract

Duties and Responsibilities

The Director will be responsible to the County Secretary for the formulation, implementation and co-ordination of Information and Public Communication policies, strategies, programmes and significant events in the County Public Service.

Specific duties and responsibilities will include: -

1. Advising the County Government on Information and Public Communications issues.
2. Co-ordinating research and development on emerging issues on information and Public Communications.
3. Monitoring information and public communications policies and programs and reviewing them as appropriate.
4. Preparing information and public communications reports/briefs.
5. Ensuring professional ethics and consistence in information gathering and dissemination in Departments.
6. Liaising with Departments on cross cutting issues that need to be centrally disseminated to the public.
7. Development and implementation of government communication and media strategy.
8. Coordinating public communication service content development and dissemination in line with the County Governments Act, 2012.
9. Providing editorial, strategic, creative and operational support to ensure communication is both influential, informative and builds County brand reputation.

10. Drafting, editing and disseminating materials for the press.
11. Liaising with media practitioners and the public on issues of mutual concern.
12. Managing the updating of the website and social media platforms.
13. Planning and creating multi-media communication materials.
14. Initiate, develop and maintain good working relationships with media houses, reporters and editors.
15. Continuous development of communication content for social media networking platforms.
16. Undertake media monitoring and analysis and offer timely response.
17. Preparing or overseeing the preparation of a diverse range of information and communication products.
18. Planning and overseeing maintenance of publicly accessible information material on the government and its plans, policies, activities and achievements.
19. Day-to-day operations in the directorate.
20. Providing procedural and technical advice to staff.
21. Mentoring and supervising staff in the department.

(b) Requirements for appointment

For appointment to this grade, an officer must: -

- i. Be a holder of a Bachelor's Degree from a University recognized in Kenya and a post-graduate qualification in any of the following: Mass Communication, Public Relations, Journalism, Media Studies/Science or a related field.
- ii. Ten (10) years service in Information/Public Communications sector, or (5) years in a senior position in public communication.
- iii. A Masters degree in any of the following disciplines: Mass Communication, Communication Studies, Information Sciences, Public Relations, Journalism, International Relations, Social Sciences or any other approved equivalent qualifications from a recognized institution will be an added advantage;
- iv. Possess strong leadership skills required at that level;
- v. Possess excellent oral and written communication skills in both English and Kiswahili;
- vi. Be of high integrity, motivated and a team player with ability to strategically think, plan and implement information and public communication programmes;
- vii. Possess advanced computer application skills;
- viii. Have a clear understanding of National Development Goals, Policies and Programmes, Vision 2030, Millennium Development Goals and the ability to translate the role of Information and Public Communications towards realization of the same; and
- ix. Have demonstrated outstanding professional and managerial competence in management of Information and Public Communications function as reflected in work performance and results.

How to Apply

Applicants should submit their applications together with copies of their detailed

- Curriculum Vitae,

- Academic and Professional certificates,
- Testimonials,
- National Identity Card or Passport and
- Any other supporting documents.

Clearly indicate the position applied for, both on the cover letter and the envelope.

Applications should be addressed to:

The Secretary
County Public Service Board
P O Box 260 - 10304
KUTUS

Hand delivered applications should be dropped at the **County Headquarters 4TH floor, KUTUS** (Office of County Public Service Board between **8.00 a.m. and 5.00 p.m.** on weekdays).

Applicants should seek clearance and attach copies or evidence thereof of the updated documents below.

- Kenya Revenue Authority
- Ethics and Anti-corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Higher Education Loans Board (HELB)
- Credit Reference Bureau (CRB)

Applications should reach the County Public Service Board (CPSB) on or before **Friday, 25th January 2019**

Shortlisted candidates will be required to produce their original identity cards, academic and professional certificates, testimonials, clearance and other relevant documents in support of their applications.

NOTE

Women and persons living with disabilities who meet the specified requirements are encouraged to apply.

Salary and benefits attached to these posts are as per the guidelines by Salaries and Remuneration Commission.

Prospective candidates are encouraged to visit our website:

www.kirinyaga.go.ke/resource-centre/jobs-opportunities for more details

The Kirinyaga County Government is an equal opportunity employer.