



KENYA INSTITUTE OF MASS COMMUNICATION

P.O. Box 42422 - 00100 NAIROBI | Tel: +254 020 6551555 | Cell: 0708262895

Email: info@kimc.ac.ke Website: www.kimc.ac.ke

JOB OPPORTUNITY

Kenya Institute of Mass Communication (KIMC) is the oldest Middle Level media training Institution in Kenya established in 1961. It is currently a State Corporation established through Legal Notice No.197 of 2011 (amended). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

The Institute is looking for qualified candidates for the following vacant position:-

I. ADMINISTRATION MANAGER, KIMC GRADE 11 - 1 POST REF NO. KIMC/ADMN/3/2018

For more details visit www.kimc.ac.ke

How to Apply

Candidates who meet the requirements are invited to send their applications quoting job reference number accompanied by detailed curriculum vitae; copies of Academic and Professional Certificates, National Identity Card, Transcripts and Testimonials; Daytime Contacts; Full Names and Contacts of Three (3) referees to:

**The Director
Kenya Institute of Mass Communication
Uhoho Road, (South B), Nairobi
Off Mombasa Road
P.O.Box 42422 – 00100
NAIROBI**

So as to reach him not later than 30th March 2018

**ADMINISTRATION MANAGER, KIMC GRADE 11 - 1 POST REF NO.
KIMC/ADMN/3/2018**

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Reporting to the Deputy Director Finance and Administration, the Administration manager is the Head Administration of Division.

a) Responsibilities

- (i) Interpreting, reviewing, disseminating and implementing policies and strategies;
- (ii) Coordinating administrative activities in the Institute;
- (iii) Initiating and managing development projects and programmes;
- (iv) Co-coordinating disaster management and emergency response activities;
- (v) Coordinating and reviewing status of the Institute's building, land and other assets; and
- (vi) Supervising inspections of building and prescribing remedial measures;

b) Qualification and Experience

For appointment to this grade an officer must have:

- (i) served in the grade of Chief Administration Officer or in a comparable position in Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in Social Science or its equivalent qualification from a recognized Institution;
- (iii) Masters degree in Social Science or its equivalent qualification from a recognized Institution;
- (iv) Certificate in Corporate Governance or Strategic Leadership Development programmes course from a recognized Institution; and
- (v) Shown merit, integrity and ability as reflected in work performance and results.
- (vi) Satisfy the requirement Chapter six on the Constitution of Kenya