



KENYA INSTITUTE OF MASS COMMUNICATION

P.O. Box 42422 - 00100, NAIROBI. | Tel: +254 020 6551555 / 6555907 | 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 positions:-

- a) Principal Technical Instructor – KIMC 10 - 1 Post – Ref No. KIMC/PTI/1/2018**
- b) Principal lecturer (2) – KIMC Grade 10 - 1 Post- Ref No. KIMC/PL/1/2018**
- c) Principal hospitality officer – KIMC Grade 10 - 1 Post- Ref No. KIMC/PHO/1/2018**
- d) Chief hospitality officer - KIMC Grade 9 - 1 Post- Ref No. KIMC/CHO/1/2018**
- e) Chief electronic technician, KIMC-9- REF NO.KIMC/CET/1/2018**

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/ CEO
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 **2nd March, 2018**



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

So as to reach him not later than **23RD February ,2018.**

I. PRINCIPAL LECTURER II, KIMC 10 - REF NO. KIMC/PL/1/2018 1 POST

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- a)** lecturing specific subjects in areas of specialization in accordance with the syllabus;
- b)** developing, reviewing and preparing training courses, programmes and schemes of work;
- c)** assessing students' performance and preparing reports;
- d)** conducting research and providing consultancy work; and
- e)** Conducting seminars/workshops or symposia and coordinate courses.

(b) Job Specifications

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

- a)** Served in the grade of Senior Lecturer or in a comparable position in the Public Service for a minimum period of three (3) years;
- b)** Bachelors degree in any of the following disciplines: Mass Communication, Communications Studies, Broadcast Production (Film, Television or Radio), Media Studies, Information Science, Arts or Education (Linguistics, Kiswahili, Literature), Sociology/Philosophy, Economics or Business Studies, Theatre Arts/Performing Arts, Music, Electrical/Electronic or Telecommunication Engineering, Computer Science or its equivalent qualification from a recognized Institution;

OR

- Bachelors degree in Social Sciences with a Postgraduate Diploma in any of the following disciplines: Mass Communication, Communications Studies, Film Production, Television Production, Radio Production, Information Science, Computer Science, Photo Journalism, Broadcast Journalism, Journalism, Fine Art/ Art and Design, Drama, Theatre Arts, Performing Arts; Music or its equivalent qualification from a recognized Institution.
- c)** Masters degree in any of the following disciplines: Mass Communication, Communications Studies, International Development, Economics, Broadcast Production (Film, Television or Radio), Media Studies, Information Science, Arts or Education (Linguistics, Kiswahili, Literature), Sociology/Philosophy, Theatre Arts/Performing Arts, Music, Electrical/Electronic or Telecommunication Engineering, Computer Science or its equivalent qualification from a recognized Institution.
 - d)** Certificate in Training of Trainers (TOT) course lasting not less than six (6) months in a recognized Institutions;
 - e)** Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution;
 - f)** Certificate in computer application skills; and
 - g)** Shown merit, integrity and ability as reflected in work performance and results

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.66, 381/= to 102,872/=** excluding allowances.

II. PRINCIPAL TECHNICAL INSTRUCTOR -KIMC GRADE 10 –1 POST REF NO. KIMC/PTI/1/2018

Duties and Responsibilities.

Providing assistance in leadership and implementation of the strategic plan in the technical section to attain the mission and vision of the Institute.

Managerial Responsibilities:

- a) Participating in the development, review and implementation of the curriculum and other training materials for quality service delivery;
- b) Assisting management to instill discipline to enable meaningful training to ensure that the code of conduct is adhered to;
- c) Providing ideas to help plan activities to achieve departmental goals.

Operational Responsibilities:-

- a) Train in the areas of specialization;
- b) Instruct students acquire knowledge, skills and change attitude to prepare them for the job market;
- c) Supervise students on industrial attachment in order to ensure they acquire hands on skills as per the market demands;
- d) To assess and evaluate students by use of examination for the purpose of grading
- e) Make instructional materials such as course outlines, schemes of works and lesson plans for effective and efficient training;
- f) Guide trainees on how to use and maintain equipment to enhance durability through best user practice

Qualifications and Experience

For appointment to this position, a candidate must have:

- Served in the grade of Chief Technical Instructor in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;

- Bachelor's degree in any of the following disciplines: Television, Radio, Film and Video Production, Film/Video Sound, Film/Video Camera, Film/Video Editing, Film Technology, Mass Communication (Radio and/or Television), Studio Technical Operations/Media Technology, Technical Education, Photojournalism, Broadcast Journalism, Journalism, Electrical/Electronic, Telecommunication Engineering, Theatre Arts, Animation, Fine Art/Design or any other equivalent qualifications from a recognized Institution;
- Certificate in Training of Trainers course lasting not less than six (6) months from a recognized Institution (holders of Certificate in Education are exempted);
- Attended Senior Management Course in a recognized Institution;
- Certificate in computer application skills ; and
- Shown merit, integrity and ability in the performance reflected in the work performance and results.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.66, 381/= to 102,872/=** Excluding allowances.

II. PRINCIPAL HOSPITALITY OFFICER, KIMC (GRADE 10) REF NO.KIMC/PHO/1/2018

(a) Job Description

This is the highest level in this cadre and officer will be in-charge of both housekeeping and catering unit or service area. Duties and responsibilities at this level will entail:

- a) Developing policies, strategies and programmes;
- b) Coordinating daily operations of hospitality services;
- c) Holding sensitization workshops to create awareness on environmental, regulatory/statutory regulations;
- d) Supervising staff;
- e) Establishing safety policies and ensuring adherence by all staff;
- f) Assisting in budgeting for the department;
- g) Directing daily hospitality operations; and
- h) Ensuring effective dissemination of information to staff working under him/her.

(b) Job Specification

For appointment to this grade an Officer must have:

- a) Served in the grade of Chief Hospitality Officer or in a comparable position in

- b) the Public Service or Private Sector for a minimum period of three(3) years;
- b) Bachelors degree in either Hotel and Catering Management or Hotel and Hospitality Management or its equivalent qualification from a recognized Institution;
- c) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution;
- d) Certificate in computer application skills ; and
- e) Demonstrated outstanding performance, integrity, leadership, and administrative ability.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.66, 381/= to 102,872/=** Excluding allowances.

IV. CHIEF HOSPITALITY OFFICER, (KIMC GRADE 9) - REF NO.KIMC/CHO/1/2018

(a) Job Description

Duties and responsibilities at this level will entail:

- a) Directing the daily operations of the hospitality services;
- b) Ensuring the general welfare of clients;
- c) Developing and enforcing the quality policy;
- d) Supervising and managing staff;
- e) Ensuring that all hospitality staff are in compliance with their occupational requirements regarding health and safety at work; and
- f) Ensuring proper maintenance of the environment and infection control.

(b) Job Specification

For appointment to this grade, an officer must have:

- a) Served in the grade of Senior Hospitality Officer, or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- b) Bachelors degree in the following disciplines: Hotel and Catering Management, Hotel and Hospitality Management or equivalent qualification from a recognized Institution;

OR

Diploma in either of the following disciplines: Catering and Hotel Management; Housekeeping and Front Office Management; Food and Beverage and Service or Hospitality Management or its equivalent qualification from a recognized Institution;

- c) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution;
- d) Certificate in computer application skills; and
- e) Shown merit, integrity and ability as reflected in work performance and results.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.54, 141/= to 77,417/=** excluding allowances

V.CHIEF ELECTRONIC TECHNICIAN, KIMC-9- REF NO.KIMC/CET/1/2018

(a) Job Description

Duties and responsibilities at this level will entail:

- a) Managing and maintaining electrical works, plants and equipment;
- b) Overseeing completion and certification of completed projects;
- c) Reviewing the overall performance of all technical facilities;
- d) Formulating technical specifications for equipment;
- e) Coordinating formulation of safety regulations measures and their enforcement;
- f) Coordinating technical operations in liaison with the lecturers; and
- g) Approving major equipment modifications and replacement.

(b) Job Specifications

For appointment to this grade, an officer must have:

- a) Served in the grade of Senior Electronic Technician or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- b) Diploma in any of the following disciplines: Electronic, Telecommunication, Computer Engineering or equivalent from a recognized Institution;
- c) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution;

- d) Demonstrated outstanding technical competence, coordination and administrative ability in the general supervision, installation, maintenance and operation of telecommunication/electronic systems;
- e) Certificate in computer application skills; and
- f) Shown merit, integrity and ability as reflected in work performance and results.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **Kshs.54, 141/= to 77,417/=** excluding allowances