



KENYA INSTITUTE OF MASS COMMUNICATION
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EMPLOYMENT 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 2012). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

The Institute invites applications from qualified and experienced persons to fill the following vacant positions:

I. SENIOR OFFICE ADMINISTRATOR KIMC GRADE 6 (1 POST) REF NO: KIMC/SOA/HR/02/2023

(a) Job Description.

Duties and responsibilities at this level will entail:

- (i) Typing drafts and manuscripts of official documents such as letters, memos and reports;
- (ii) Managing e-office activities such as e-mails;
- (iii) Operating office machines such as photocopiers, scanners, shredders and facsimile machine;
- (iv) Enhance and maintain the reputation of the department by offering friendly reception to stakeholders;
- (v) Handling telephone calls and appointments;
- (vi) Receiving and dispatching notices of meetings and minutes to relevant parties;

- (vii) Supervising the Assistant Office Administrators;
- (viii) Maintaining and updating the register and contacts of stakeholders; and
- (ix) Enforcing information security measures in the office by locking documents and maintaining confidentiality of passwords to prevent unauthorized access.

(b) Job Specification.

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Office Administrator II/Personal Secretary I, KIMC Grade 7 or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Degree in Office Management Administration Technology, Business Administration and Office Management or equivalent qualifications from a recognized Institution;
- (iii) Be a registered member of Kenya National Secretaries Association (KENASA)
- (iv) Certificate of Supervisory Course attendance from a recognized Institution lasting not less than two (2) weeks;
- (v) Certificate in computer application skills; and
- (vi) Shown merit, integrity and ability as reflected in work performance and results.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from Kshs. 58,828 – Kshs. 81,401 per month exclusive of allowances.

II. HOSPITALITY OFFICER I, KIMC GRADE 7 (1 POST) REF NO:
KIMC/HO/HR/02/2023

(a) Job Description.

Duties and responsibilities at this level will entail;

- (i) Implementing hospitality policies, strategies, programmes and procedures;
- (ii) Delegating duties to junior staff, supervise and ensure that the duties are well performed in line with the set targets;
- (iii) Maintaining furniture, equipment and linen to ensure retention of good quality and minimize losses and damages;
- (iv) Assisting in preparation of mise en place;
- (v) Ensuring proper storage of all hospitality equipment used;
- (vi) Ensuring supplies and equipment are adequate in quality and quantity;
- (vii) Ensuring use of standard operating procedures;
- (viii) Ensuring inventory control to prevent theft and for accountability purposes;
- (ix) Making reservations in food serving areas;
- (x) Ensuring proper and timely setting up of tables;
- (xi) Ensuring the environment within the service area is clean;
- (xii) Handling guest complains and requests during service;
- (xiii) Adhering to relevant legal, health and safety regulations and guidelines;
- (xiv) Making use of hospitality information management systems;
- (xv) Facilitating events hosting and management;
- (xvi) Proper planning of activities, duty roasters and setting standards;
- (xvii) Handling of visitors and conferencing services; and
- (xviii) Undertaking hospitality mentorship programmes.

(b) Job Specification

For appointment to this grade an officer must have:

- (i) Served in the grade of Hospitality Officer II, KIMC Grade 8 for a minimum period of three (3) years;
- (ii) Bachelors degree in the following disciplines: Hotel and Catering Management, Hotel and Hospitality Management, Hotel and Culinary Management or its equivalent qualification from a recognized Institution;
- (iii) Food handlers' certificate; and
- (iv) Certificate in computer application skills.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from Kshs. 49,329 – Kshs. 68,909 per month exclusive of allowances.

III. HUMAN RESOURCE MANAGEMENT & DEVELOPMENT OFFICER I, KIMC GRADE 7 (1 POST) REF NO: KIMC/HRMDO/HR/02/2023

(a) Job Description.

Duties and responsibilities at this level will entail:

- (i) Supporting the development and implementation of human resource initiatives and systems;
- (ii) Assist in the administration of training needs assessment tool;
- (iii) Assist in verification and updating staff biodata;
- (iv) Assisting in processing cases for Human Resource Management Advisory Committee;

- (v) Assisting in preparation of documents relating to recruitment, appointment, transfers, human resource management records and complement control.
- (vi) Managing the payroll; and
- (vii) Processing pension documents and other staff benefits

(b) Job Specification.

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

- (i) Served as a Human Resource Management & Development Officer II, KIMC Grade 8 or in a position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelors degree in any of the following disciplines: Social Sciences, Human Resource Management, Industrial Relations, Business Administration or equivalent qualification from a recognized Institution;
- (iii) Post Graduate Diploma in Human Resource Management or its equivalent qualifications from a recognized Institution;
- (iv) A member to a human resource professional body/practising certificate;
- (v) Attended a Senior Management Course lasting not less than four (4) weeks from a recognized Institution; and
- (vi) Shown merit, integrity and ability as reflected in work performance and results.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from **Kshs. 49,329 – Kshs. 68,909** per month exclusive of allowances.

**IV. RECORDS MANAGEMENT OFFICER II, KIMC GRADE 8 (1 POST) REF NO:
KIMC/RMO/HR/02/2023**

(a). Job Description.

Duties and responsibilities at this level will entail:

- (i) Ensuring confidential custody of documents;
- (ii) Store materials in receptacles such as file cabinets or drawers according to classification to facilitate effective record keeping;
- (iii) Ensuring that all outgoing mail is recorded and dispatched efficiently;
- (iv) Maintain file register and track the movement;
- (v) Maintain and update records, reports and documents in a database;
- (vi) Avail records for official purpose whenever required to do so;
- (vii) Classifying and indexing of records;
- (viii) Initiating disposal of files;
- (ix) Ensure the implementation of records management policies and guidelines;
- (x) Ensuring proper handling of documents; and
- (xi) Issue clearance forms to students and members of staff.

(b). Job Specification.

- (i) Bachelors degree in any of the following disciplines: Records/Information Management or its equivalent qualifications from a recognized Institution;
- (ii) A member to a Kenya Association of Records Managers and Archivist (KARMA) professional body; and
- (iii) Certificate in computer application skills.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from Kshs. Kshs. 42,636 – Kshs. 58,938 per month exclusive of allowances.

V. PRINCIPAL TECHNICAL INSTRUCTOR, KIMC GRADE 5 – (1 POST) REF NO: KIMC/PTI/HR/1/02/2023 (Re - Advertisement)

(a) Job Descriptions

Duties and responsibilities at this level will entail:

- (i) Giving technical Instructions in the area of specialization;
- (ii) Developing new methods of instructing;
- (iii) Determining overall effectiveness of technical programmes and giving advise as appropriate;
- (iv) Conducting research and related consultancy in technical training;
- (v) Preparation of technical instructional materials;
- (vi) Coordinating preparation of instruction schedule for laboratories and studios;
- (vii) Ensuring safety of training equipment and facilities;
- (viii) Supervise demonstration in studios and laboratories;
- (ix) Operating and maintaining training equipment;
- (x) Facilitating student's studio-based productions;
- (xi) Planning and implementing technical training programs and schedules;
- (xii) Ensuring the implementation of guidelines in the studios for students with special needs;
- (xiii) preparing students progress reports;
- (xiv) Preparing Technical Instructors management reports;

- (xv) Implementing risk mitigation plans; and
- (xvi) Undertaking Performance management, review and budgeting.

(a) Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Technical Instructor/Chief Technical Instructor, KIMC Grade 6 in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Diploma 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 equivalent qualification from a recognized Institution;
- (iii) Certificate in Training of Trainers (TOT) course or its equivalent lasting not less than six (6) months from a recognized Institution (holders of Certificate in Education are exempted);
- (iv) Certificate of Supervisory Course attendance from a recognized Institution lasting not less than two (2) weeks;
- (v) Certificate in computer application skills; and
- (vi) Shown merit, integrity and ability in the performance reflected in the work performance and results.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from **Kshs. 76,850 – Kshs. 111,508** per month exclusive of allowances.

**VI. TECHNICAL INSTRUCTOR III, KIMC GRADE 9 (3 POSTS) REF NO:
KIMC/TI/HR/2/02/2023**

(a) Job Descriptions.

Duties and responsibilities at this level will entail:

- (i) Ensuring safety of training equipment and facilities;
- (ii) Operating and maintaining training equipment and tools;
- (iii) Support lecturers to set up training facilities, to support studio, laboratory or field learning;
- (iv) Facilitating student's studio-based productions;
- (v) Implementing guidelines for students with special needs;
- (vi) Preparing and maintaining studio log sheets; and
- (vii) Developing service schedule for equipment.

(b) Job Specifications.

For appointment to this grade, a candidate must have:-

- (i) Kenya Certificate of Secondary Education (KCSE) mean grade C- (Minus) with a minimum grade C- (Minus) in English and Kiswahili or its equivalent qualification;
- (ii) Diploma 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 equivalent qualification from a recognized Institution;
- (iii) Those with working knowledge in Adobe Premier Pro, Final Cut 10, Adobe Audition and Pro Tools will have an added advantage.
- (iv) Certificate in computer application skills.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from Kshs. 36,444 – Kshs. 48,935 per month exclusive of allowances.

VII. COOK III, KIMC GRADE 12. (3 POSTS) REF NO: KIMC/CK/HR/02/2023

(a) Job Description.

Duties and responsibilities at this level will entail:

- (i) Responsible for the professional preparation and service of meals;
- (ii) Receive menu interpretation from the immediate supervisor;
- (iii) Set up work stations with all needed ingredients and cooking equipments;
- (iv) Check quality of ingredients;
- (v) Keep a sanitized and orderly environment in the kitchen;
- (vi) Operate and maintain kitchen equipment such as boilers, ovens, grills, fryers and any other kitchen equipment;
- (vii) Ensure portion control during service time to ensure right quantity of food is served; and
- (viii) Preparing, production and placement of food.

(b) Job Specification.

For appointment to this grade a candidate must have:

- (i) Certificate in Food and Beverage Production, Food and Beverage service and sales or its equivalent qualification from a recognized Institution;

- (ii) Kenya Certificate of Secondary Education (KCSE) Mean Grade D+ (Plus) or its approved equivalent;
- (iii) Food handlers' certificate; and
- (iv) Certificate in computer skills.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Minimum basic salary for this position will range from **Kshs. 18,908 – Kshs. 25,899 per month exclusive of allowances.**

How to Apply:

Candidates who meet the above requirements are invited to send their applications quoting the Job Reference Number, accompanied by an Application Letter, 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 be addressed to:

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

(The application should **ONLY** be hand delivered or posted) not later than **19th January, 2024** at 5.00 pm.

Only shortlisted candidates will be contacted for interviews. Canvassing will lead to automatic disqualification.

Successful candidates after interviews will be required to obtain the following documents:

- a) Certificate of good conduct from the Directorate of Criminal Investigations (DCI)
- b) Tax compliance Certificate from Kenya Revenue Authority (KRA)
- c) Clearance Certificate from Higher Education Loans Board (HELB)
- d) Clearance from Ethics and Anti-Corruption Commission (EACC)
- e) Clearance certificate from a Credit Reference Bureau Certificate (CRB)

KIMC is an equal opportunity employer; persons with disabilities and people from marginalized groups with requisite qualifications are encouraged to apply.



Peter Wakoli

DIRECTOR/CEO