



KENYA INSTITUTE OF MASS COMMUNICATION
P.O. Box 42422 - 00100 NAIROBI | Uhoho Road, Nairobi South B, off Mombasa Road
Cell: 0708 262 895 Tel: +254 020 6997000 | Email: info@kimc.ac.ke | Website: www.kimc.ac.ke

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). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

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

PRINCIPAL LECTURER II, KIMC GRADE 5 (2 POSTS) REF NO: KIMC/PL/HR/01/2023

Duties and Responsibilities

- (i) Lecturing specific subjects in areas of specialisation in accordance with the syllabus;
- (ii) Developing, reviewing and preparing training resources, Programs and schemes of work;
- (iii) Assessing students' performance and preparing reports;
- (iv) Conducting research and providing consultancy work; and
- (v) Conducting seminars / workshops or symposia and coordinate courses.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Senior lecturer or in a comparable position in the public service for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Mass communication, Communication studies, Broadcast production (Film, Television, or Radio) Media studies, Information Science, Arts or Education (Linguistics, Kiswahili, Literature), Economics or Business studies, Theatre Arts/ Performing Arts, Music, Electrical/Electronic or Telecommunication Engineering or its equivalent qualification from a recognised Institution;
- (iii) Masters Degree in any of the following disciplines: Mass communication, Communication studies International Development, Economics, Broadcast production (Film, Television or Radio) or equivalent qualification from a recognised Institution;
- (iv) Certificate of Training of Trainers (TOT) course lasting not less than six (6) months in a recognisable Institution;

- (v) Attended a senior Management course lasting not less than three (3) weeks from a recognised Institution;
- (vi) Certificate in computer applications skills; and
- (vii) 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 basic salary for this position will range from Kshs. **81,390 to 117,410 per month exclusive of allowances.**

PPRINCIPAL TECHNICAL INSTRUCTOR, KIMC GRADE 5 (1 POST) REF NO: KIMC/PTI/ HR/01/2023

Duties and Responsibilities

- (i) Training in their area of specialisation;
- (ii) Providing specialised inputs in technical training and development of technical training materials;
- (iii) Conducting research and providing consultancy work in technical training;
- (iv) Coordinating activities in any of the following sections: radio/television. Film, Camera /Lighting/ sound /production design and animation, video recording /editing facilities, post production facilities and laboratories (photographic, film, computer and engineering) as per area of specialization.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Chief Technical Instructor or in a comparable position in the Public Service or private sector for a minimum period of three (3) years ;
- (ii) Bachelor's Degree in any of the following disciplines: Television Radio, Film, and video production, Film /Video Camera Video Editing, Film /Video Sound Film /Video Camera, Film / video Editing, Film Technology, Mass communication, (Radio and or Television) Studio Technical operation /Media Technology, Technical Education ,Photo journalism Broadcast journalism, Electrical / Electronic, Telecommunication Engineering ,Theatre arts Animation , Fine Art , /Design or any other equivalent qualifications from a recognised institution;
- (iii) Masters Degree in any of the following Technical 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, or equivalent qualification from a recognized Institution;
- (iv) Certificate in Training of Trainers (TOT) course lasting not less than six (6) months in a recognizable Institution;
- (v) Attended a Senior Management Ccourse lasting not less than four (4) weeks from a recognized Institution;
- (vi) Certificate in computer applications skills and,
- (vii) 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 basic salary for this position will range from **Kshs. 76,850 to 111,508 per month exclusive of allowances.**

RECORDS MANAGEMENT OFFICER I, KIMC GRADE 7 (1 POST) REF NO. KIMC/RMO/ HR/01/2023

Duties and Responsibilities

- (i) Preparing disposal schedules;
- (ii) Disposing closed files in accordance with relevant Government regulations;
- (iii) Updating and maintaining up to date file movement records;
- (iv) Ascertaining the general cleanliness of the registry; and
- (v) Guiding and supervising staff working under him or her.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Records Management Officer II in the public service or in a comparable position in the Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's Degree in any of the following disciplines: Records /Information Management or its equivalent or equivalent qualification from a recognized Institution;
- (iii) Certificate in computer applications skills; and
- (iv) 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 – 68,909 per month exclusive of allowances.**

SUPPLY CHAIN MANAGEMENT ASSISTANT II, KIMC GRADE 9 (1 POST) REF NO. KIMC/SCMA/ HR/01/2023

Duties and Responsibilities

- (i) Ensuring compliance with the Public Procurement, Asset and Disposal Act and Regulations;
- (ii) Facilitating inspection and acceptance of goods and services;
- (iii) Receipts of good and services;
- (iv) Processing of delivery notes and invoices;
- (v) Managing and undertaking stock taking and re-order levels;
- (vi) Ensuring that the stores are clean at all times;
- (vii) Updating bin card records; and
- (viii) Labelling the store wares.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Supply Chain Management Assistant III, KIMC Grade 10 or in comparable and relevant position in the Public Service for a minimum period of three (3) years;
- (ii) A Diploma from Chartered Institute of Procurement and Supply (CIPS) or its equivalent from a recognized Institution;
- (iii) Knowledge in store keeping will be an added advantage; and
- (iv) Shown merit and ability as reflected in work perform and results.

Terms of Service

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

CHEF, KIMC GRADE 10 (1 POST) REF NO. KIMC/C/ HR/01/2023

Duties and Responsibilities

- (i) Taking charge of food assembly, preparation, production and placement;
- (ii) Delivering and using kitchen equipment with due care;
- (iii) Reviewing of menus and dietary requirements considering seasonal and market changes within the limitations of established policies;
- (iv) Planning orders of foodstuffs for availability when needed, and maintaining price fluctuation charts and other appropriate records;
- (v) Developing and implementing policies;
- (vi) Assisting in developing procedures and methods for food production in consultation with other administrative staff to achieve high quality meals, and cost-effective performance objectives; and
- (vii) Supervising and training of all kitchen staff working under him.

Job Specifications

For appointment to this grade, an Officer must have:

- (i) Served in the grade of Cook I in the public service or in a comparable position in the Private sector for a minimum period of three (3) years;
- (ii) Diploma in food production from a recognised Institution;
- (iii) Thorough Knowledge of culinary arts including cooking, baking, salad preparation and food presentation;
- (iv) Conversant with different methods of food storage and preservation;
- (v) Certificate in computer application skills; and
- (vi) Demonstrated knowledge, in integrity and skills in Institutional food preparation.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The basic salary range this position range from **Kshs. 25,929 to 38,247 per month exclusive of allowances.**

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 be addressed to (**The application should ONLY be hand delivered or posted**):

**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 **7th February, 2023 at 4.30 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.