



**KENYA INSTITUTE OF MASS COMMUNICATION**  
P.O. Box 42422 - 00100 NAIROBI | Uholo 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 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:

- 1. DEPUTY DIRECTOR (FINANCE & ADMINISTRATION), KIMC GRADE 2**  
**REF: KIMC/DD/HR/06/2024**

### **(a) Job Description**

The Deputy Director (Finance & Administration) will be the head of the Administration and Finance Department.

### **Duties and responsibilities at this level will entail:**

- (i) Developing the Institute's strategic plan, annual departmental plan and performance contracts as well as managing the staff performance appraisal system for the Institute
- (ii) Developing Human Resource plans and strategies
- (iii) Developing appropriate strategies for revenue collection
- (iv) Coming up with occupational health and safety strategies
- (v) Carrying out financial analysis

- (vi) Ensuring sound financial and accounting procedures, principles and controls
- (vii) Implementing computerized financial information systems
- (viii) Ensuring compliance of all statutory requirements
- (ix) Interpreting of financial reports, statements and accounting records and
- (x) Implementing Quality Management systems (OMS)

**(b) Job Specifications**

- (i) At least twelve (12) years' experience, five (5) of which must be in a senior management level in the Public Service or Private Sector
- (ii) Bachelor degree in any of the following disciplines: Business Administration, Finance, Public Administration, Human Resource Management or equivalent qualification from a recognized Institution
- (iii) Masters degree in any of the following disciplines: Business Administration, Finance or equivalent qualifications from a recognized Institution
- (iv) Certificate in Corporate Governance or Strategic Leadership Development; Programme Lasting not less than three (3) weeks from a recognized Institution
- (v) Membership of a relevant professional body
- (vi) Certificate in computer application skills
- (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 Minimum basic salary for this position will range from **Kshs. 143, 250 – Kshs. 213,318/=** per month exclusive of allowances.

## 2. ELECTRONIC TECHNICIAN III, KIMC GRADE 10

REF: KIMC/ET/HR/06/2024

Duties and responsibilities at this level will entail:

### (a) Job Description

- (i) Maintaining and operating electronic equipment used in radio, television, film and telecommunication engineering training services
- (ii) Carrying out minor installation of electronic equipments
- (iii) Troubleshooting and
- (iv) Carrying out simple repairs to equipment in their area of specialization

### (b) Job Specifications

- (i) Diploma in any of the following disciplines: Electronics, Telecommunication, Computer Engineering or equivalent qualifications from a recognized Institution
- (ii) 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. 25, 929 – Kshs. 38, 247/=** 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 23<sup>RD</sup> July, 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 (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**