



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 a Public 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 DEPUTY DIRECTOR (ACADEMIC AFFAIRS) KIMC GRADE 2 (1 POST) REF NO. KIMC/SDD/1/01/2026 (RE – ADVERTISEMENT)

Terms of Appointment

The appointment will be on **Contract** renewable once subject to satisfactory performance

(a) Job Description

The Senior Deputy Director (Academic Affairs) will be the head of the Training Department. This position is responsible for initiating strategies, policies, and procedures that ensure the delivery of quality training standards and programmes in achievement of the Institute's mandate.

Duties and responsibilities at this level will entail:

- (i) Initiating and implementing collaborations and linkages with other Institutions and stakeholders on matters relating to training mandate of the Institute;
- (ii) Organizing research conferences;

- (iii) Initiating and coordinating academic research and innovation programmes;
- (iv) Facilitating online academic programmes;
- (v) Coordinating faculty publications;
- (vi) Overseeing the development and revision of academic programmes and curriculum;
- (vii) Developing and maintaining of academic quality standards and policies;
- (viii) Coordinating the allocation of instructional and research funds and other resources;
- (ix) Overseeing risk mitigation plans; and
- (x) Undertaking performance management, review and budgeting.

(b) Person Specifications

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

- (i) Served for a cumulative period of fifteen (15) years relevant work experience five (5) of which must have been in a management position;
- (ii) Bachelors 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), Sociology/Philosophy, Economics or Business Studies, Theatre Arts/Performing Arts, Music, Electrical/Electronic or Telecommunication Engineering, Computer Science or equivalent qualification from a recognized Institution;

OR

Bachelors Degree with a Postgraduate Diploma in Mass Communication, Postgraduate Diploma in Film Studies, Postgraduate Diploma in Broadcast Journalism, Postgraduate Diploma in Journalism, Postgraduate Diploma in Film/Television/Radio Production or its equivalent qualification from a recognized Institution;

- (iii) Masters degree in any of the following disciplines: Mass Communication, Communication 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, Telecommunication Engineering, Computer Science or its equivalent qualification from a recognized Institution;
- (iv) Attended Training of Trainers (TOT) course from a recognized Institution;
 - (v) Leadership Course lasting not less than four (4) weeks from a recognized Institution;
 - (vi) Membership to a relevant professional body and in good standing where applicable;
 - (vii) Certificate in computer application skills; and
 - (viii) Shown merit, integrity and ability as reflected in work performance and results.

Terms of Service

The successful candidate will be on contract terms of service (5 Years). The Minimum basic salary for this position will range from **Kshs. 157, 427 – Kshs. 234, 431/= per month exclusive of allowances.**

2. CHEF II, KIMC GRADE 8 (PERMANENT & PENSIONABLE) (1 POST) REF NO. KIMC/CF/2/01/2026 (RE – ADVERTISEMENT)

(a) Job Description

This is the entry grade for the Chef cadre.

Duties and responsibilities at this level will entail:

- (i) Supervising cooks and assist them as needed;
- (ii) Delegating tasks to kitchen staff;
- (iii) Ensuring that all food is of excellent quality and served in a timely manner;
- (iv) Taking charge of food assembling, preparation, production and placement;
- (v) Delivering and using kitchen equipment with due care;
- (vi) Inspecting cleanliness of equipment, kitchen appliances and work area in order to meet the required standards and set regulations;
- (vii) Creating new recipes to keep the menu fresh;
- (viii) Receiving feedback and making improvements where necessary;

- (ix) Report supply shortages on food and equipment;
- (x) Prepare food according to menus and dietary requirements considering seasonal and market changes within the limitation of established policies;
- (xi) Planning orders of foodstuffs for availability when needed, and maintaining price fluctuation charts and other appropriate records; and
- (xii) 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.

(b) Person Specifications

For appointment to this grade an officer must have:

- (i) Bachelors degree in any of the following disciplines: Food Production, Food and Beverage Production, Food and Beverage Service and Sales or its equivalent qualification from a recognized institution;
- (ii) Food Handlers' Certificate; 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. 46, 856 – Kshs. 64,771/= per month exclusive of allowances.

3. TECHNICAL INSTRUCTOR III, KIMC GRADE 9 (PERMANENT & PENSIONABLE) (2 POSTS) REF NO: KIMC/TI/3/01/2026 (RE – ADVERTISEMENT)

(a) Job Description

This is the entry and training grade for this cadre.

Duties and responsibilities at this level will entail: -

- (i) (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) Person Specifications

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

- (i) 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;
- (ii) 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; and
- (iii) Certificate in computer applications.

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. 40, 051 – Kshs. 53, 778/= per month exclusive of allowances.**

4. SUPPLY CHAIN MANAGEMENT ASSISTANT III, KIMC GRADE 9 (PERMANENT & PENSIONABLE) (1 POST) REF NO: KIMC/SCMA/4/01/2026

(a) Job Description

This is the entry grade for the Supply Chain Management Assistant cadre.

Duties and responsibilities will entail:

- (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;
- (viii) Labelling the store wares; and
- (ix) Preparing and maintaining of store records.

(b) Person Specifications

For appointment to this grade, a candidate must be in possession of: -

- (i) Diploma in any of the following disciplines: Procurement, Procurement and Logistics, Procurement and Supply Chain Management, Purchasing and Supplies Chain Management or equivalent qualification from a recognized institution;
- (ii) A valid practicing License from Kenya Institute of Supply Management;
- (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. 40, 051 – Kshs. 53, 778/=** per month exclusive of allowances.

**5. ARTISAN II, KIMC GRADE 11 (PERMANENT & PENSIONABLE) (1 POSTS) REF NO.
KIMC/ART/5/01/2026**

(a) Job Description

Duties and responsibilities at this level will entail:

- (i) Undertaking repairs;
- (ii) Conducting root cause analysis;
- (iii) Maintain the Institute's buildings and structures to facilitate smooth operations;
- (iv) Undertaking training, coaching and mentorship programmes;
- (v) Ensuring compliance with rules and regulations on works, repairs and maintenance;
- (vi) Undertaking routine inspection of equipment and facilities;
- (vii) Undertaking responses to emergencies relating to use of tools, equipment and facilities; and
- (viii) Maintaining maintenance records.

(b) Person Specifications

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

- (i) Cumulative service period of three (3) years relevant work experience in the grade of Artisan III, or in a comparable position;
- (ii) Certificate in Government Trade Test Grade II in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing);
- (iii) Certificate in Computer application 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.25,123/= – Kshs 34,742/=**. per month exclusive of allowances.

**6. ARTISAN III, KIMC GRADE 12 (PERMANENT & PENSIONABLE) (1 POSTS) REF NO.
KIMC/ART/6/01/2026**

(a) Job Description

This is the entry and training grade for this cadre.

Duties and responsibilities at this level will entail: -

- (i) Ensuring compliance with rules and regulations on works, repair and maintenance;
- (ii) Maintain the Institute's buildings and structures to facilitate smooth operations;
- (iii) Maintaining maintenance records;
- (iv) Undertaking routine inspection of equipment and facilities;
- (v) Undertaking responses to emergencies relating to use of tools, equipment and facilities; and
- (vi) Undertaking simple repairs and maintenance work

(b) Person Specification

For appointment to this grade, a candidate must:

- (i) Certificate in Government Trade Test Grade III in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing); and
- (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. 20,779/= – Kshs 28,462/=**. per month exclusive of allowances.

**7. DRIVER III, KIMC GRADE 12 (PERMANENT & PENSIONABLE) (1 POST) REF NO:
KIMC/DR/7/01/2026**

(a) Job Description

This is the entry and training grade for this cadre.

Duties and responsibilities at this level will entail: -

- (i) Driving vehicles as authorized;
- (ii) Keeping up to date work tickets for vehicles assigned to;
- (iii) Cleaning of the assigned motor vehicle;
- (iv) Preparing and submitting regular reports on motor vehicle assigned;
- (v) Maintaining a proper mechanical working condition of the vehicle;
- (vi) Ensuring security and safety of passengers and vehicle on and off the road;
- (vii) Adhering to or observing of traffic laws;
- (vii) Reporting any incidents to police and/or the office immediately they occur; and
- (viii) Detect common mechanical faults.

(b) Person Specifications

For appointment to this grade a candidate must have: -

- (i) Kenya Certificate of Secondary Education mean grade of D (Plain) or its equivalent qualification from a recognized institution;
- (ii) Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iii) First-Aid Certificate Course lasting not less than one (1) week from St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized institution;

- (iv) Certificate in Defensive Driving from Automobile Association (AA) of Kenya or its equivalent qualification from a recognized institution;
- (v) Passed the Suitability Test for Drivers Grade III;
- (vi) Valid Certificate of Good Conduct from the Kenya Police;
- (vii) Two years driving experience; and
- (viii) Proficiency in computer applications

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. 20, 779 – Kshs. 28, 462/= per month exclusive of allowances.**

8. COOK III, KIMC GRADE 12 (PERMANENT & PENSIONABLE) (2 POSTS) REF NO: KIMC/CK/8/01/2026 (RE – ADVERTISEMENT)

(a) Job Description

This is the entry grade for the Cook cadre. An Officer at this level will work under a senior officer.

Duties and responsibilities at this level will entail:

- (i) Preparing meals and service delivery
- (ii) Receiving menu interpretation from the immediate supervisor;
- (iii) Setting up work stations with all needed ingredients and cooking equipment;
- (iv) Checking quality of ingredients;
- (v) Keeping a sanitized and orderly environment in the kitchen;
- (vi) Operating and maintaining kitchen equipment such as boilers, ovens, grills, fryers and any other kitchen equipment;
- (vii) Ensuring portion control during service time to ensure right quantity of food is served; and
- (viii) Preparing and producing food.

(b) Person Specifications

For appointment to this grade a candidate must have:

- (i) Kenya Certificate of Secondary Education mean grade of D (Plain) or its equivalent qualification from a recognized institution;
- (ii) Craft Certificate in any of the following disciplines: Food Production, Food and Beverage Production, Food and Beverage Service and Sales 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. 20, 779 – Kshs. 28, 462/=** per month exclusive of allowances.

How to apply:

Candidates who meet the requirements are invited to send their applications quoting the job reference number accompanied by a signed 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.

The applications should be addressed to: -

**The Director /C.E.O.
Kenya Institute of Mass communication
Uholo Road (South B), Off Mombasa Road
P.O. Box 42422-00100
Nairobi**

Hand delivered and posted application should be delivered in a sealed envelope on or before **Wednesday - 4th February, 2026 at 5.00 pm.**

Please Note

- (i) Persons with disability are encouraged to apply
- (ii) Only shortlisted and successful candidates will be contacted
- (iii) Canvassing in any form will lead to automatic disqualification
- (iv) Shortlisted candidates shall be required to produce original of their National Identity Card, academic and professional certificates and transcripts during interviews. It is a criminal offence to present fake certificates.
- (v) Successful candidates will be required to meet the requirements of Chapter Six of the Constitution of Kenya on Leadership and Integrity.

KIMC is an equal opportunity employer.



Peter Wakoli

DIRECTOR/CEO