



VACANCY: CORPORATE COMMUNICATIONS OFFICER

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1300 leading manufacturing and value-add companies in Kenya. KAM has organized its members into 14 sectors for ease of coordination of research and advocacy work. We seek to competitively fill the following position: -

Designation: Corporate Communications Officer

Reporting to: Corporate Communications Manager

Unit: Corporate Communications & Marketing

Contract Type: Permanent Terms

Location: Nairobi

Reporting date: Immediately

Job Purpose: To offer support to the Corporate Communications and Marketing function at KAM by ensuring effective communication with internal and external stakeholders.

Duties and Responsibilities

The specific duties and responsibilities will include, but are not limited to the following: -

- Support in the implementation of the organization's Communications and Marketing Strategy
- Monitor company performance on the media through structured monitoring efforts.
- Developing, editing content, and designing the Association's written materials including newsletters, reports, policy documents and services, news releases, and related articles.
- Develop communication materials with approval from management for public consumption, including media responses and media scripts for various spokespeople. This also includes speaking notes, talking points and presentations.
- Establishing and maintaining relationships with the media at national, county, regional and international levels.
- Work closely with the Events and Marketing Executive to ensure the effective execution and delivery of KAM events.
- Work closely with the Digital and social media Officer to execute the organizational social media strategy
- Assist in keeping management informed by preparing reports monthly (Public Relations)
- Support in internal communications through the development of various flyers.
- Assist in managing branding and ensure all organizational collateral adheres to the KAM brand guidelines.
- Support management through various communication and marketing activities.
- Ensure adherence to the KAM Communication, Marketing & Events Policy.
- Perform any other duties as may be assigned by the Chief Executive from time to time.

Qualifications

- Bachelor's degree in communications, Public Relations, Journalism, or a related field.
- At least 4 years of related experience
- Public Relations Society of Kenya (PRSK) membership

Personal attributes:

- Excellent verbal and written communication skills
- Effective organizational skills and ability to multitask
- Team player and enthusiastic
- Keen attention to detail
- Ability to establish and maintain effective working relationships with stakeholders.

Skills:

- Media relations
- Public Relations
- Writing and editing for diverse audiences
- Stakeholder engagement and communication

How to Apply:

Interested and qualifying candidates should complete the online application and submit their CV and application letter only to hr@kam.co.ke citing the title “**Corporate Communications Officer**” in the email subject line to reach us **not later than 30th August 2023**. Click [here](#) to apply. **Only shortlisted candidates shall be contacted.**