



## **WE ARE HIRING**

### **COMMUNICATIONS ASSISTANT**

**Location: Nairobi**

#### **ROLE SUMMARY**

Population Services Kenya in collaboration with other partners implements Reproductive, Maternal, Newborn, Child and Adolescent health (RMNCAH), HIV, Malaria and TB programs whose goal is to reduce morbidity and mortality and improve the health of Kenyans.

The incumbent will work directly under the supervision of the Senior Manager Communications to enhance PS Kenya's relations with its various stakeholders through effective communications and advocacy activities in line with PS Kenya's Strategic Plan. They will also Support the documentation and implementation of project campaigns, corporate and project/program activities.

#### **KEY ACTIVITIES**

- Overseeing printing of Communication, branding materials and ensuring that information in developed materials is accurate and appropriate.
- Coordinate Event management
- Photography and Videography pre-production, production and post-production for use in various publications
- Social Media Management of all platforms.
- Maintaining the external and internal stakeholder database.
- Maintain a databased of Project activities
- Write articles for PS Kenya Website and Newsletters
- Distribution of various branded corporate materials.
- Coordinating the use of promotional displays and maintaining an inventory of up-to-date display promotion materials.
- Developing communication plans for Corporate Activities with Communications Manager.
- Drafting media or public relations related correspondence for the Corporate Communications Manager.
- Establishing and maintaining networks with media contacts including establishing early contact with them for events that will seek media coverage.

#### **KEY PERFORMANCE INDICATORS**

- Strengthened capacity of field teams and providers to deliver ASRH services
- Successful implementation of ASRH program activities in line with project objectives
- Comprehensive understanding of the communication development and implementation process
- Ability to work effectively with teams internally and externally
- Effective management of program budgets
- Efficient and innovative resolution of challenges and obstacles in ASRH programming

#### **PERSON SPECIFICATIONS**

##### **Academic Qualifications**

- Degree or higher Diploma in Communications, Public Relations and / or Journalism.



## **Experience**

- 3-year hands on experience in the practice of Project Communications and Public Relations. Experience in a NGO or donor agency an added advantage.

## **Skills and Competencies**

- Demonstrated written and oral communication skills.
- Demonstrate ability to manage multiple, simultaneous projects, to prioritise work and meet deadlines.
- Proficiency in photography and videography using professional cameras.
- Editing of photos and videos.
- Experience with media relations.
- Proficiency in MS Office tools.
- Strong customer service skills.
- Team player.
- Event management.

## **HOW TO APPLY**

If you feel you are the right candidate, please send your CV and application letter to [recruitment@pskenya.org](mailto:recruitment@pskenya.org) by **Friday 28<sup>th</sup> October 2022**.

**Remember to state the position being applied for on the subject line.**