

COUNTY GOVERNMENT OF KIAMBU



COUNTY PUBLIC SERVICE BOARD

P.O BOX 2362-00900

KIAMBU

ADVERTISEMENT OF VACANCY

Kiambu County Public Service Board is a body corporate established under Section 57 of the County Governments Act, 2012 pursuant to Article 235 of the Constitution of Kenya 2010. Section 59 of the County Governments Act 2012 outlines the functions of the CPSB among them being “*appoint persons to hold or act in offices of the county public service including in the Boards of cities and urban areas within the County and to confirm appointments.*”

Pursuant to the above constitutional and legal provision, the Board invites applications from suitably qualified persons who wish to be considered for the position listed below in the Department of Youth Affairs, Sports and Communication.

DIRECTOR COMMUNICATION & PUBLIC RELATIONS- JOB GROUP CPSB ‘03 /‘R’

The Director will head the Public Communications and Media Relations Directorate in the department of Youth Affairs, Sports and Communication. He/she will be responsible to the County Chief Officer for professional, administrative and operational matters relating to public communications and media relations in the County Executive.

Specific duties and responsibilities will entail:-

- Initiation/review of public communications policy and design of appropriate programmes and infrastructure to facilitate its implementation;
- Initiating research on various public communication issues and developing appropriate interventions;
- Developing standards and regulations in the management of public communications functions;

- Identifying Government events that require packaging for dissemination to the media and the public;
- Preparing and organizing fora where County Government policies, programmes and projects can be propagated and promoted;
- Carrying out research based on both local and national press on possible causes of negative publicity on the County Government and developing appropriate interventions;
- Preparing media supplements, documentaries, press release/media features;
- Deployment of public communications personnel;
- Succession planning as well as ensuring training and development of public communications personnel.
- Perform any other duties that may be assigned from time to time

Requirements for Appointment

- Be a Kenyan citizen
- Served in the grade of Assistant Director of Public Communications and above, or its equivalent in the wider Public service for a minimum period of three (3) years and has been in continuous service for a period of not less than ten (10) years; or served in a comparable and relevant position in the private sector for a minimum period of five (5) years at senior management level in a large organization.
- Have a Bachelor's degree in Mass Communication, Communication Studies, Public Relations, Information Science, International Relations or Journalism or any other approved equivalent qualification from a recognized institution
- A Master's degree in Communication Studies, Mass Communication, Public Relations, International Relations, Information Sciences or Journalism or any other approved equivalent qualification from a recognized institution will be an added advantage;
- Be abreast with current affairs and public sentiments;
- Have proven communication, writing, editing and proficiency skills in computer application;
- Have proven knowledge and understanding of print, broadcast, online media and legislative process;
- Demonstrate understanding and commitment to the values and principles as outlined in article 10 and 232 of the Constitution of Kenya, 2010;
- Satisfy the requirements of Chapter 6 of the Constitution of Kenya, 2010

Terms of Service- Contract

Salary: As set by the Salaries and Remuneration Commission (SRC).

How to Apply

All applicants should submit their applications cover letter together with copies of their detailed curriculum vitae with names, address and telephone contacts of three referees. academic and professional certificates, testimonials, national identity card or passport and any other supporting documents.

Applications should be addressed to:

**Secretary/CEO
County Public Service Board
County Government of Kiambu
P O Box 2362 - 00900
KIAMBU**

NOTE:

1. ALL applications should be hand delivered in a sealed envelope, **clearly marking on top of the envelope the position applied for**, and dropped in the specific box provided at County Public Service Board offices, Room 103, first floor at Thika Sub-County offices between 8.00 a.m. and 5.00 p.m. on weekdays.
2. Applications should reach the Board on or before Friday **6th September, 2024**.
3. Applicants are required to attach copies of identity card, academic and professional certificates.
4. Shortlisted candidates will be required to submit clearance from the following institutions:
 - **Kenya Revenue Authority (KRA)**
 - **Ethics and Anti-Corruption Commission (EACC)**
 - **Directorate of Criminal Investigations (DCI)**
 - **Higher Education Loans Board (HELB)**
 - **Credit Reference Bureau (CRB)**
5. County Government of Kiambu is an equal opportunity employer, women, youth and people living with disability are encouraged to apply.

6. The Board and the County Government of Kiambu is a corruption free zone. We caution candidates not to fall victim of fraudsters and impersonators who solicit for money with a promise to secure them jobs in the County. The Board shall bear no responsibility for any personal loss arising from such unlawful dealings. Report any of such cases to the Police.