

## 1. Assistant Manager, Corporate Communications

<b>Job Title:</b>	<b>Assistant Manager, Corporate Communications</b>
<b>Grade:</b>	EPZA 4
<b>Ministry /Corporation:</b>	Export Processing Zones Authority
<b>Directorate:</b>	Investments & Corporate Communications
<b>Section:</b>	Corporate Communications
<b>Location / Work station:</b>	EPZA Headquarters, Administration Building, Viwanda Road. Athi River EPZ
<b>Reporting Relationships</b>	
<b>Reports to:</b>	General Manager, Investment & Corporate Communication
<b>Direct reports:</b>	Principal Corporate Communications Officer
<b>Indirect reports:</b>	All other staff in the Corporate Communication section
<b>Job Purpose</b>	
Responsible for executing the Authority's corporate communications strategy, policy and programmes aimed at enhancing relationships with stakeholders and building a positive corporate image.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
<ul style="list-style-type: none"> <li>a) Develop work plans and budgets for the Section for approval</li> <li>b) Oversee the execution of the approved section work plans and budgets</li> <li>c) Oversee performance management in the section</li> <li>d) Prepare and submit all monthly, quarterly and annual reports for the section</li> <li>e) Prepare a draft board management papers for approval</li> <li>f) Identify training needs for the sectional staff</li> <li>g) Participate in the recruitment of staff within the section</li> <li>h) Participate in the development and review of the Authority's strategic plan</li> <li>i) Identify procurement needs of the section</li> <li>j) Mentor and coach section staff</li> <li>k) Participate in various committees in the Authority</li> </ul>	
<b>II. Operational Responsibilities / Tasks</b>	

- a) Identify main client groups and audiences and determine the best way to communicate publicity information to them.
- b) Write interesting and effective press releases, prepare information for media kits and develop and maintain company internet or intranet web pages.
- c) Assign, supervise and review the activities of public relations staff.
- d) Evaluate advertising and promotion programs for compatibility with public relations efforts.
- e) Establish and maintain effective working relationships with local and municipal government officials and media representatives.
- f) Direct activities of external agencies, establishments and departments that develop and implement communication strategies and information programs.
- g) Formulate policies and procedures related to public information programs, working with public relations executives.
- h) Respond to requests for information about employers' activities or status.
- i) Facilitate consumer relations, or the relationship between parts of the company such as the managers and employees, or different branch offices.
- j) Maintain company archives.
- k) Manage in-house communication courses.
- l) Produce films and other video products, regulate their distribution, and operate film library.
- m) Observe and report on social, economic and political trends that might affect employers.
- n) Develop and maintain the company's corporate image and identity, which includes the use of logos and signage.
- o) Manage communications budgets.
- p) Manage special events such as sponsorship of races, parties introducing new products, or other activities the firm supports in order to gain public attention through the media without advertising directly.
- q) Draft speeches for company executives, and arrange interviews and other forms of contact for them.

**Job Dimensions:**

**I. Financial Responsibility:**

- a) Preparation and development of section's budgets and approval.
- b) Oversee the execution of the approved section work plans and budgets

**II. Responsibility for Physical Assets**

- a) Responsible for physical assets assigned by the institution;
- b) Provide oversight for all the section physical assets

**III. Decision Making:**

- a) Makes strategic, operational and financial decisions for decisions for the section
- b) Plans the work of subordinates
- c) Assigns work to subordinates
- d) Monitors subordinates work performance
- e) Appraises/evaluates subordinates performance

**IV. Working conditions:**

Work predominantly within the office. The position will require participation in

public events and fairs and local & regional travel	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications</b>	
<ul style="list-style-type: none"> <li>a) Masters Degree in Communications/ International Relations/International Business or equivalent from a recognized Institution;</li> <li><b>b)</b> Bachelors degree in Public Relations, Communications or related field/Business administration or related field from a recognized Institution;</li> </ul>	
<b>Professional Qualifications / Membership to professional bodies</b>	
<ul style="list-style-type: none"> <li>a) Post-graduate Diploma in Public Relations as an added advantage</li> <li>b) Communications or in a relevant field;</li> <li>c) Membership to related professional bodies - PRSK, CIM KIM etc;</li> <li>d) Attended Management course lasting not less than four (4) weeks from a recognized Institution;</li> <li>e) IT Proficiency and</li> <li>f) Meets provisions of chapter 6 of the Kenya Constitution.</li> </ul>	
<b>Previous relevant work experience required.</b>	
Have nine (9) years relevant experience with three (3) years' experience in the position of Principal Corporate Communications Officer EPZA Job Group 5 or comparable position in the Public Service or reputable organization.	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
<ul style="list-style-type: none"> <li>Organization skills</li> <li>Good IT skills</li> <li>Fair design and management skills</li> </ul>	<ul style="list-style-type: none"> <li>Good interpersonal and communication skills</li> <li>Work under pressure</li> <li>Team player</li> <li>Ability to meet deadlines</li> <li>Be well groomed</li> </ul>
<b>Salary Scale for the position</b>	
Minimum basic Salary Kshs 75,731.00 Maximum basic salary Kshs 270,000.00 Total allowances 77,400.00	
Successful candidate will enter the scale at basic salary of Kshs 75,731.00	

## 2. Office Administrative Assistant

<b>Job Title:</b>	<b>Office Administrative Assistant- Legal</b>
<b>Grade:</b>	EPZA 9
<b>Ministry /Corporation:</b>	EPZ-A
<b>Directorate:</b>	Finance, Human Resource and Administration
<b>Department:</b>	Human Resource and Administration
<b>Division:</b>	N/A
<b>Section / Unit:</b>	Administration
<b>Location / Work station:</b>	Administration Building, Viwanda Road
<b>Reporting Relationships</b>	
<b>Reports to:</b>	Senior Assistant Office Administrator
<b>Direct reports:</b>	Corporate Secretary and Manager, Legal Services
<b>Indirect reports</b>	Office Assistants
<b>Job Purpose</b>	
The job holder is responsible for legal secretarial services and clerical/administrative work.	
<b>Key Responsibilities / Duties / Tasks</b>	
<b>I. Managerial / Supervisory Responsibilities</b>	
N/A	
<b>II. Operational Responsibilities / Tasks</b>	
<ul style="list-style-type: none"> <li>a) Data processing from manuscripts</li> <li>b) Operating office equipment and security of office equipment, documents and records</li> <li>c) Attending to visitors and clients</li> <li>d) Handling telephone calls and customers</li> <li>e) Handling appointments</li> </ul>	
<b>Job Dimensions:</b>	
<b>I. Financial Responsibility:</b>	
N/A	
<b>II. Responsibility for Physical Assets</b>	

Responsible for physical assets assigned by the institution;	
<b>III. Decision Making / Job Influence</b>	
<b>IV. Working Conditions:</b>	
Work predominantly within the office	
<b>Job Competencies (Knowledge, Experience and Attributes / Skills).</b>	
<b>Academic Qualifications-KNEC</b>	
KCSE Mean Grade of C- (Minus)	
<b>Professional Qualifications / Membership to professional bodies</b>	
<ul style="list-style-type: none"> <li>a) Diploma in Legal Secretarial Studies from KNEC/Diploma in Law from Kenya School of Law and typing skills or equivalent qualification from a recognized Institution</li> <li>b) Certificate in computer applications from a recognized institution.</li> <li>c) Meets the requirement of Chapter Six of the Constitution</li> </ul>	
<b>Previous relevant work experience required.</b>	
Direct entry for Diploma Holders	
<b>Functional Skills:</b>	<b>Behavioral Competencies/Attributes:</b>
Attention to detail	Interpersonal skills.
Communication skills	Honest and confidentiality
<b>Salary Scale for the position</b>	
Minimum Basic Salary Kshs 27,072.00: Maximum Basic Salary Kshs 47,912.00 Total Allowances 29,000.00	
Successful candidate will enter the scale at basic salary of Kshs 27,072.00	

### **3. Temporary Electrical Artisan**

#### **Job Purpose**

The job holder will be required to Lay out, build, test and troubleshoot electronic and electrical components, equipment and units in the Zone. In addition, the function entails preparation of repair and maintenance schedules in EPZ workshops and other facilities and projects.

#### **Job Responsibilities**

- Routine checks of Electrical equipment;
- Fixing simple electrical gadgets and installations for maintenance in buildings;
- Monitoring and maintenance of standby generators in the Authority.
- Repairs and Maintenance of electric systems in the Authority.
- Assemble electronic systems based on established technical specifications and ensure that correlating repair and maintenance needs are fulfilled.
- Create cable and wiring connections in a safe and accurate manner, and perform regular inspections to identify defects and replacements.
- Construction of electrical systems in the Authority's minor projects.

#### **Qualifications for the Job**

- Government Trade Test Grade II/Artisan Course / Craft II (KNEC)/Technician I in Electrical & Electronics (power option).
- Served in the grade of Artisan or in a comparable and relevant position for at least six (6) years;
- O-Level Certificate with a minimum of D Plain
- Meets the provisions of chapter six of the constitution

#### **Terms of employment**

You will be paid a monthly wage of Kshs 24,000 on a two-year fixed term contract.

Please note that only shortlisted candidates will be contacted.

#### 4. **Temporary Driver**

We are looking for a Driver to be engaged by the Authority on Temporary basis.

##### **Job Purpose**

To provide secure and timely driving services to the Authority and ensure safety and cleanliness of the vehicle assigned.

##### **Job Responsibilities**

- carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- driving the vehicle as authorized;
- ensuring security and safety of the vehicle on and off the road, passengers and goods therein;
- maintaining daily work ticket;
- ensuring routine service and maintenance of the vehicle;
- timely reporting of accidents and follow up of police abstract; and
- Vehicle inspection and keeping up-to-date insurance documents.

##### **Qualifications for the Job**

- Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'D' plain or its equivalent;
- Valid Class BCE Driving License free from any endorsement;
- Occupational Trade Test Grade III for drivers;
- 3 years' experience as a driver
- Meets the provisions of chapter six of the constitution

##### **Terms of employment**

You will be paid a monthly wage of Kshs 24,000 on a two-year fixed term contract.

Please note that only shortlisted candidates will be contacted.