



CAREER OPPORTUNITY

KCA University is a dynamic private Business and Technology University committed to quality service and ethical practices. A strategic goal of KCAU is to be a virtual campus to adapt to changing institutional, staff and student needs. Therefore, KCA University seeks to recruit a suitable candidate to fill the following position;

CORPORATE AFFAIRS AND COMMUNICATIONS OFFICER

The job holder is responsible for ensuring efficient and effective communication and public relations in the University

Key Responsibilities and Tasks

- Implement communication strategy of the University.
- Implement Public Relations policies, strategies and campaigns.
- Contribute stories, photos and editing of the internal newsletter.
- Compile and produce communication content for the University.
- Develop innovative website content and ensure regular update of the site in liaison with the Head of ICT.
- Consult with relevant internal departments to project the university's corporate message to both external and internal media.
- Assist in monitoring and measuring the overall effectiveness and impact of internal communication strategy and related activities.
- Organize and Coordinate University events and protocol activities.
- Coordinate media coverage of University activities.
- Provide editorial services for the University's communications tools.
- Monitor, analyze and communicate Public relations outcomes on a quarterly basis,

- Any other duty that may be assigned from time to time.

Academic Qualifications

- Bachelor's Degree in Communication Studies, Public Relations or its equivalent field from an accredited/recognized institution.
- Three (3) years' work experience in a University OR six (6) years' work experience in a comparable Institution.
- Computer skills in related areas from a recognised Institution.

Other Skills and Competencies

- Excellent analytical skills;
- Excellent writing and editing skills;
- Well-developed report writing skills;
- Exceptional communication and interpersonal skills;
- Ability to meet deadlines.

How to Apply

Interested candidates who meet the above requirements should submit an application letter indicating current academic rank and salary, a detailed CV including three referees, academic & professional certificates and a clear copy of your Kenya National ID and iTax certificate via email to hrjobs@kcau.ac.ke by 17th February 2023.

Only shortlisted candidates will be contacted

The subject of your email should read: **CORPORATE AFFAIRS AND COMMUNICATIONS OFFICER**

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