



COUNCIL OF GOVERNORS

JOB OPPORTUNITY

The Council of Governors (CoG) is established under Section 19 of the Intergovernmental Relations Act 2012 with the mandate to provide a mechanism for consultation amongst County Governments, share information on performance of the counties in execution of their functions, facilitate capacity building for governors, and consider reports from other intergovernmental forums on national and county interests amongst other functions (Section 20).

To enable the Council achieve its mandate and vision, the Council wishes to recruit results oriented individual with drive, vision and creativity to fill the following position:

Communication Assistant - Public Relations - Job Level 8 (1 Position)

Duties and Responsibilities

Reporting to the Senior Communication Officer, Communication Assistant - Public Relations will be responsible for:

- Building and maintaining good image of the Council of Governors (CoG).
- Articulate CoG's position on various issues to the public.
- Development and implementation of public relations activities in the CoG.
- Planning and executing external communication including a proactive media relations strategy, when called upon.
- Creation and delivery of press releases, media relations content, case studies, white papers, executive bios, corporate newsletter content, social media content, press kit assembly and distribution and speaking proposals.
- Co-ordination of CoG events and Corporate Social Responsibility activities.

- Assist in formulating and delivery of email campaigns.
- Promote products and services through public relations initiatives
- Draft social media outreach messages.
- Deliver PR content via LinkedIn, Twitter, Facebook, email, or direct mail.

Required qualifications and experience

- Have a Bachelor's degree in public relations, communications or journalism
- The candidate should have strong writing, research and organization skills,
- Advance computer applications
- Meets the requirements of Chapter 6 of the Constitution of Kenya 2010
- Two years' work relevant experience.

Desirable Competencies:

Behavioral

- **Accountability** – takes responsibility for action and manages constructive criticisms;
- **Client Orientation** – works effectively well with client and stakeholders;
- **Continuous Learning** – promotes continuous learning for self and others;
- **Communication** – listens and communicates clearly, adapting delivery to the audience;
- **Creativity and Initiative** – actively seeks new ways of improving programmes or services;
- **Leadership and Negotiation** – develops effective partnerships with internal and external stakeholders;
- **Performance Management** – identify ways and implement actions to improve performance of self and others;
- **Planning and Organizing** - plans work, anticipates risks, and sets goals within area of responsibility;
- **Professionalism** - displays mastery of subject matter;
- **Teamwork** – contributes to a collegial team environment; incorporates gender related needs, perspectives, concerns and promotes equal gender participation;
- **Technological Awareness** - displays awareness of relevant technological solutions;

- **Resource Mobilization** - works with internal and external stakeholders to meet resource needs of CoG.

Contract duration

The contract duration is for three (3) year renewable annually subject to availability of funds.

Interested candidates should send a CV, cover letter, copies of ID, certificates, testimonials, current and expected remuneration, names and addresses of three referees to hrcog@cog.go.ke on or before **Friday, 31st March 2017** and indicate the name of the position you are applying for as the Email subject.