



## 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:

#### **Graphic Designer - Job Level 8 (1 Position)**

##### **Duties and Responsibilities will be:**

Reporting to the Senior Communication Officer, Graphic Designer will be responsible for:

- Thinking creatively to produce new ideas and concepts;
- Using innovation to redefine a design briefs.
- Presenting finalised ideas and concepts to managers.
- Working with a wide range of media, including photography and computer-aided design (CAD);
- Proofreading to produce accurate and high-quality work;
- Contributing ideas and design artwork to the overall brief;
- Demonstrating illustrative skills
- Keeping abreast of emerging technologies in new media,
- Developing interactive design.
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##### **Required qualifications and experience**

- A bachelor's degree in Graphic Design/ IT
- A minimum of two years working experience in a PR/AD agency
- Shown merit and ability as reflected in work performance and results.
- Advance computer applications
- Meets the requirements of Chapter 6 of the Constitution of Kenya 2010

## Languages

Fluency in English is required.

## *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](mailto:hrcog@cog.go.ke) on or before **Friday, 31<sup>st</sup> March 2017** and indicate the name of the position you are applying for as the Email subject.

## REMUNERATION

**Basic salary scale:** Kshs. 45,500 x 3,500 – 59,500 x 4,000 – 75,500 x 4,500 – 89,000 pm

**House Allowance**      Kshs. = 15,000/-pm

**Commuter Allowance**      Kshs. = 10,000/-pm