



"Building a World Class National Grid"
KENYA ELECTRICITY TRANSMISSION COMPANY LTD.

CORPORATE COMMUNICATION OFFICER - (PUBLIC RELATIONS) - (KET 6)
ONE (1 POST) REF: KET/5/1C/40/174-B (9/2023) ON PERMANENT AND
PENSIONABLE

Reporting to **Senior Corporate Communications Officer.**

Job Purpose

This job is responsible for sustaining a positive Company image and enhance effective communication with stakeholders.

Key Responsibilities/Duties/Tasks

- i). Developing, reviewing and implementing the Company's communication strategy, policy and plan;
- ii). Developing, reviewing and implementing the Company's stakeholder engagement plan;
- iii). Implementing the crisis communication plan through development of communication materials;
- iv). Developing, reviewing and implementing the Company's CSR plans and programs;
- v). Developing, reviewing and implementing Public Relations strategies and campaigns;
- vi). Overseeing flow of communication between the company and its stakeholders;
- vii). Identifying various communication challenges with stakeholders and proposing possible solutions for implementation;
- viii). Identifying PR, sponsorship, networking and partnership opportunities for the Company;
- ix). Sourcing and managing speaking and sponsorship opportunities for the Company.
- x). Undertaking strategies for enhancing positive relationships with the various stakeholder categories;
- xi). Preparing and supervising the production of IEC material such as brochures, project information booklets, Annual Reports;
- xii). Developing corporate presentations;
- xiii). Planning corporate events that include ground breaking ceremonies, commissioning Ceremonies, ASK Shows, sectorial PR events, local and

International Exhibitions, open days, county investment forums, courtesy calls, delegation meetings, mission visits, and road shows;

- xiv). Undertaking, monitoring and evaluating CSR plans and programs;
- xv). Collaborating with the Corporate Branding officer to create promotional content;
- xvi). Developing, coordinating and managing internal and external production of promotional videos, documentaries, films and multi-media programmes;
- xvii). Devising, coordinating and managing internal and external photo/ video opportunities;
- xviii). Maintaining the corporate photos and videos database;
- xix). Conducting Divisional risk assessments and developing crisis communication strategies;
- xx). Executing PR campaigns and programmes aimed at enhancing the company brand awareness;
- xxi). Collaborating with the Media Relations, Branding Officer and Customer Care Officers to foster/ enhance positive stakeholder relations;
- xxii). Studying PR trends and best practices and advising the Senior Communications Officer of best approaches for modern PR.

Qualifications & Skills required

- i) Bachelor degree in Communication, Political Science, International Relations, Sociology or related field;
- ii) Must be a member of Public Relations Society of Kenya and in good standing;
- iii) **Must have** six (6) years relevant work experience.

Working Conditions

- i) Office setting
- ii) Field visits

MANDATORY REQUIREMENTS FOR ALL POSITIONS

Applicants MUST provide the following documents on application:-

- i). A Signed application letter;
- ii). A detailed Curriculum Vitae indicating current and previous employers, positions held, level of education, current and expected salary, notice period required to take up appointment and names of at least three professional referees;
- iii). Copies of academic and professional certificates; and
- iv). Copy of National Identification Card or Passport.

Important Information to note:

- i). Candidates should provide all the details requested for in the advertisement. It is an offence to include incorrect information in the application;
- ii). Only shortlisted and successful candidates will be contacted;

- iii). Canvassing in any form will lead to automatic disqualification;
- iv). Shortlisted candidates shall be required to produce originals of their National Identity Card, academic and professional certificates during interviews; and
- v). It is a criminal offence to present fake certificates/documents.

Only Successful candidates will be expected to present the following Chapter Six Clearance Certificates : -

- a) Valid Certificate of Good Conduct from the Directorate of Criminal Investigations;
- b) Valid Clearance Certificate from Higher Education Loans Board (HELB);
- c) Valid Tax Compliance Certificate from Kenya Revenue Authority (KRA);
- d) Current Clearance from the Ethics and Anti-Corruption Commission (EACC);
and
- e) Current Report from an approved Credit Reference Bureau (CRB).

The Company is an Equal Opportunity Employer and is committed to implementing the provisions of the Constitution – Chapter 232 (1) on fair competition and merit, representation of Kenya’s diverse communities and affording equal employment opportunities to men and women, members of all ethnic groups and persons with disabilities. **THEREFORE, PEOPLE WITH DISABILITIES, THE MARGINALIZED, THE MINORITIES AND FEMALE CANDIDATES ARE ESPECIALLY ENCOURAGED TO APPLY.** Applications without the relevant qualifications, copies of documents/details as sought for will not be considered. Any form of canvassing and giving false information shall lead to automatic disqualification. *Only shortlisted candidates shall be contacted.*

Interested candidates fulfilling the required qualifications should submit their application clearly indicating the position applied for and vacancy Reference No. as the subject heading via the **joblink** posted on KETRACO website.

NOTE: These positions are open to **KENYAN Citizens ONLY.**

The successful candidates for the positions will be offered competitive remuneration package in accordance with the Company guidelines. Candidates who meet the above requirements should submit their applications by **16th October 2023** at 5.00pm so as to reach:-

**The Managing Director,
Kenya Electricity Transmission Company Limited,
KAWI COMPLEX, 4th Floor,
Popo Road, South C, along Red Cross Road,
P.O. Box 34942 – 00100,
NAIROBI.**

Hard copy **MUST** be sent via post office, courier or hand delivered to our offices in KAWI House, on 3rd Floor, Human Resource Office. Further, candidates **MUST** fill an online form on our website.