



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

27TH JULY, 2023

**VACANCY ADVERTISEMENT - PRINCIPAL MARKETING &
COMMUNICATION OFFICER**

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **PRINCIPAL MARKETING & COMMUNICATION OFFICER JOB GRADE KISM 4 REF MAC/001/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Marketing and Communication

Reporting to: Director Corporate Services

Job Summary:

The Principal, Marketing and Communication will be responsible for managing the Institute’s strategic communications with a view to enhancing its visibility, and develop, review and implement a communication strategy to support the Institute’s objectives.

KEY DUTIES AND RESPONSIBILITIES

- i. Developing, implementing and reviewing policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on corporate communications;
- ii. Promoting the corporate image of the Institute;
- iii. Identifying and implementing branding, awareness and social responsibility activities to enhance visibility of the Institute;
- iv. Validating content of events and information for uploading in the Institute’s website;
- v. Monitoring and managing media coverage and submitting media reports;
- vi. Organizing the Institute’s public functions and corporate events;
- vii. Developing and reviewing Information, Education, Communication (IEC) including merchandise and promotional materials; and
- viii. Editing, reviewing and providing support in design, production and distribution of newsletters, annual reports, speeches, publications, website contents, reports, outreach materials and audio/video production.

a. Person Specifications

For appointment to this grade, an officer must have: -

- i. Bachelor's degree in any of the following disciplines: - Journalism, Mass Communication, Public Relations, International Relations, Arts, or equivalent qualification from a recognized institution;
- ii. Master's degree in any of the following disciplines: - Communication Studies, International Relations, Public Relations, Journalism and Mass Communication or equivalent qualification from a recognized institution;
- iii. Professional qualification and membership to a relevant professional body where applicable, and in good standing;
- iv. Minimum of eight (8) years relevant work experience, three (3) of which should be in a supervisory position in a comparable organization;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer application;
- vii. Met the requirements of Chapter Six of the Constitution; and
- viii. Shown merit and ability as reflected in work performance and results.

SKILLS AND COMPETENCIES

1. Leadership, integrity and people management skills
2. Communication Skills
3. Customer service focus
4. Critical thinking
5. Change and transformation capabilities
6. Problem solving skills
7. Analytical and decision making
8. Adaptability and flexibility
9. Innovative and creative thinking

HOW TO APPLY

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@kism.or.ke**

Candidates must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials. Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications **MUST** be submitted online via email to: vacancies@kism.or.ke so as to reach the Institute on or before midnight (12:00) on Friday 11th August, 2023.

All applicants **MUST** submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/FX5co1SSJwjn3bwR8>

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.