

## TEMPORARY APPOINTMENT

The Kenya Vision 2030 Delivery Secretariat (VDS) is a Semi-autonomous Government Agency established under The Kenya Gazette No.1386 (Vol. CXI – No 15 of 17<sup>th</sup> February 2009). Our role is to spearhead the implementation of the Vision as the Country's development blueprint and strategy towards making Kenya a newly industrializing middle-income country capable of providing a high quality of life for all its citizens by 2030.

The Vision Delivery Board (VDB) is seeking for a temporary appointment for the position of Public Relations and Communications Assistant for a period of six (6) months.

### Key Attributes

The following key attributes will be required for the positions:

1. Ability to work in a multi-cultural and multiethnic environment with sensitivity and respect for diversity
2. Excellent organizational, interpersonal and communication skills
3. Capacity to work under pressure to meet strict deadlines
4. Be self-driven and a team-player

### PUBLIC RELATIONS AND COMMUNICATIONS ASSISTANT

#### (a) Job Description

Reporting to the Public Relations and Communication Officer, the duties and responsibilities for this role will entail:-

- (i) Collecting data for promoting communication of Vision 2030 programmes and projects locally and internationally;
- (ii) Implementing public relations and communication programmes and projects to support Vision 2030;
- (iii) Collecting data for developing proposals for sourcing appropriate media to disseminate information on activities of the Secretariat.
- (iv) Undertaking public relations research to develop and execute sound corporate public relations and communication strategies for Vision 2030;
- (v) Participating in organizing public events;
- (vi) Preparing and organizing for press/media briefings and speeches on the

organization's activities;

- (vii) Preparing radio and television infomercials.
- (viii) Writing reports of the various activities carried out including editing reports and analyzing material generated by experts working for Vision 2030;
- (ix) Compiling the material into booklets, documentaries.
- (x) Collecting information for the preparation of the Secretariat's newsletter and supplements;
- (xi) Organizing corporate social responsibility projects and programmes; and
- (xii) Any other duties that may be assigned from time to time.

**(b) Job Specifications**

For appointment to this role, a candidate must have;-

- Diploma in any of the following disciplines:- Communication/Public Relations, Business Administration or its equivalent qualification from a recognized institution;
- Bachelor's degree in any of the following disciplines:- Mass Communication, Corporate Communication, Development Communication, Journalism, Media Studies, Public Relations, or its equivalent qualification from a recognized institution. (**Added advantage**).
- At least 1 year experience in a similar position in the public or private sector.
- Certificate in computer applications from a recognized institution, and
- Shown merit and ability as reflected in work performance and results.

**How to Apply:**

**ALL Applications.**

- Shall be done online at: <https://forms.gle/HddVVpdV1oMwwGmR9>
- If you meet the above qualifications, please apply through the form provided in the link above. Hard copies shall not be considered.

1<sup>st</sup> July, 2024

- Interested candidates with the required qualifications should submit their applications clearly selecting the position applied for and Vacancy Reference No.
- Each application should be accompanied with an application letter, detailed curriculum vitae (giving details of telephone, email contacts, qualifications, experience, and three (3) referees), copies of relevant academic and professional certificates, national identity card or passport, testimonials and other relevant supporting documents.
- Interested candidates should provide all the details requested. It is an offence to submit incorrect information in your application.
- Only shortlisted candidates will be contacted.
- Canvassing will lead to automatic disqualification.
- VDS does NOT charge a fee at any stage of the recruitment process.
- Application letter and supporting documents should be attached as ONE PDF file.
- All applications should be addressed to:-

The Director General  
Kenya Vision 2030 Delivery Secretariat  
BRITAM Centre, 7th Floor  
Mara/Ragati Road Junction, Upper Hill  
P.O. Box 52301-00200 Nairobi, Kenya

**Note: Compliance with Chapter Six of the Constitution**

Appointed candidate shall be required to submit the following documents to signify compliance with Chapter Six of the Constitution, viz:-

- Tax compliance certificate from the Kenya Revenue Authority.
- Clearance certificate from the Higher Education Loans Board.
- Clearance from Ethics and Anti-Corruption Commission.
- Certificate of good conduct from the Directorate of Criminal Investigation Department; and
- Certificate from a Credit Reference Bureau.

**APPLICATION DEADLINE:**

Applications to be submitted ONLINE not later than **9th July, 2024 at 1700hrs** East African time.

*“VDS respects inclusivity. Women, Minorities, Marginalized and Persons Living with Disability who meet the job specifications are strongly encouraged to apply”.*

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