

KENYA FILM CLASSIFICATION BOARD



VACANCY ANNOUNCEMENT

The Kenya Film Classification Board (KFCB) is a State Corporation established under the Film and Stage Plays Act Cap 222 Laws of Kenya to regulate the creation, broadcast, distribution and exhibition of film and broadcast content to conform to national aspirations, values, culture and morality. Further, the Kenya Information and Communications Act (KICA) empowers KFCB to impose age restrictions on programmes to protect children and minors from exposure to harmful content.

The Board invites applications from suitable and qualified persons to fill the following positions:

**1. CORPORATE COMMUNICATIONS MANAGER : KFCB GRADE 2 -
REF: KFCB/AD/3/2016 (1 POST)**

Reporting to the Chief Executive Officer, duties and responsibilities at this level will entail:

- (i) Initiating and coordinating activities geared towards promoting smooth stakeholder engagement.
- (ii) Initiating, designing, developing, reviewing and implementing a Communications Strategy geared towards attaining and sustaining a positive public image of the Board;
- (iii) Managing and coordinating media processes including press briefs, press releases and publications to be disseminated to the public;
- (iv) Coordinating customer satisfaction surveys and implementing the survey recommendations;
- (v) Coordinating interactive public functions and events to promote and publicise

- activities of the Board including shows, fairs and exhibitions;
- (vi) Overseeing the monitoring of print and electronic media for topical issues and other information deemed useful to the Board;
 - (vii) Managing customer feedback including compliments, suggestions and complaints in liaison with the Administration Division;
 - (viii) Overseeing the developing, packaging and production of communication briefs and publications for use, to the public;
 - (ix) Developing, maintaining and managing an information resource centre and coordinating use of its resources;
 - (x) Managing communication channels in the Board for effective and efficient information flow.

For appointment to this grade, an applicant must have:

- (i) Ten (10) years work experience in Corporate Communications, Public Relations or Marketing, three(3) of which must have been at the Senior Management level;
- (ii) Bachelor's degree in any of the following fields: Mass Communication, Communication Studies, Journalism, International Relations, Public Relations, Marketing or any other equivalent qualification from a recognized institution;

OR

- Bachelor's degree in social sciences with a Diploma in any of the following fields: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations, Marketing or any other equivalent qualifications from a recognized Institution;
- (iii) Masters degree in any of the following fields: Journalism, Mass Communication, International Relations, Communication Studies, Public Relations, Marketing or any

other equivalent qualifications from a recognized institution will be an added advantage;

- (iv) Good oral and written communication skills in both English and Kiswahili;
- (v) Membership to a recognized professional body ; and
- (vi) proficiency in computer applications.

a) ACCOUNTANT II: KFCB GRADE 8 – REF: KFCB/AD/4/2016 (1 POST)

Reporting to the Head of Finance and Accounts, duties and responsibilities at this level will entail:

- (i) Preparing payment vouchers, imprests and committal documents in accordance with laid down financial rules and regulations;
- (ii) Capturing data, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports;
- (iii) Receiving duly processed payments and receipt vouchers;
- (iv) Writing cheque and posting payments and receipt vouchers in the cash books;
- (v) Balancing and ruling of the cash books on daily basis;
- (vi) Maintaining of revenue collection register;
- (vii) Extracting and providing cash liquidity analysis;
- (viii) Paying personal and merchant claims guided by cash balances in the cash books in line with Treasury regulations;
- (ix) Preparing of quarterly financial management reports.

For appointment to this grade, a candidate must have:

- (i) Three years' work experience gotten from a busy finance or accounting office;

- (ii) Bachelor's degree in Commerce (Accounting or Finance option), Business Administration(Accounting option),or any other related equivalent qualification and passed Part II of the Certified Public Accountants (CPA) Examination;
- (iii) Certificate in computer applications;

b) DRIVER II, KFCB GRADE 12 - REF: KFCB/AD/5/2016 (5 POSTS)

Reporting to the transport Officer, duties and responsibilities at this level will entail:

- i. Driving a motor vehicle as authorized;
- ii. Carrying out routine checks on the vehicle's cooling, oil, electrical ,dents, brake systems, tyre pressure and fuel;
- iii. Detecting and reporting malfunctioning of vehicle systems to his/her
- iv. immediate Supervisor and Transport Officer;
- v. Maintaining work ticket(s) for vehicle (s) assigned;
- vi. Ensuring security and safety for the vehicle on and off the road;
- vii. Ensuring safety of the passengers and /or goods therein;
- viii. Ensuring that the vehicle has valid insurance;
- ix. Ensuring the vehicle is driven during the authorized time;
- x. Reporting promptly to the supervisor and the Police in case of an accident;
- xi. Driving within the recommended speed limits; and
- xii. Maintaining cleanliness of the vehicle.

For appointment to this grade, an applicant must have:

- i. Kenya Certificate of Secondary Education minimum mean grade D (plain) or its equivalent;
- ii. Served as a driver for a minimum period of three (3) years;
- iii. valid driving license free from any current endorsement(s) for class(es) of Vehicle they are required to drive;

- iv. Passed Occupational Trade Test III for Drivers from Kenya Institute of Highway and Building Technology (KIHBT);
- v. valid First-Aid certificate course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution; and
- vi. valid Certificate of Good conduct from the Kenya Police.

Interested candidates should submit their applications, enclosing day time telephone contacts, names and contacts of three referees and certified copies of the National Identity card and both academic and professional certificates to reach the undersigned not later than **2nd September, 2016**

Chief Executive Officer
Kenya Film Classification Board
P. O. Box 44226 – 00100
Uchumi House
NAIROBI