

JOB OPPORTUNITY

The Federation of Kenya Employers (FKE) is the national umbrella organisation for employers in Kenya whose key mandate is to promote the interests of employers. FKE seeks to ensure that national labour and social policy provides an environment favourable to enterprise sustainability and job creation. We are seeking to engage a dynamic and results driven professional to fill the following position:

MANAGER, PUBLIC RELATIONS AND COMMUNICATIONS

Reporting to the Executive Director, the job holder will support in building the Federation's brand and visibility, manage the Federation's corporate communications and advocacy programs to promote a positive corporate image.

KEY RESPONSIBILITIES

- Develop the internal and external communication strategy and ensure implementation
- Facilitate FKE's advocacy and lobbying activities and communication
- Design and execute publicity campaigns for the Federation
- Develop, prepare and place FKE press releases and print advertisements, facilitate media monitoring and act as the FKE media contact.
- Develop, write and prepare announcements, including news releases, newsletters and news shots.
- Develop content for the Federation's website including regular updates of FKE web pages and addition of links to/from the site.
- Edit and arrange for production of corporate communication tools (annual report, communication kit, brochures, banners, newsletters, e-shots and other brand standards).
- Manage corporate communication items of FKE Units to ensure streamlined communication and execution
- Manage and promote information sharing on FKE Social media platforms
- Edit and produce speaker support presentation materials (print and PowerPoint) for seminars and speeches.
- Plan and execute the Federation's events to promote public relations, corporate image and members engagement.
- Knowledge Management of the Federation's clippings and historical files.
- Promoting a positive reputation for the Federation and managing corporate relationships
- Work with the Marketing team to develop a comprehensive communications/marketing plan for FKE and corporate products and services.
- Supervise the Federation's graphic design needs including coordination with external designers, agencies and vendors.
- Perform any other duties as required.

QUALIFICATIONS

- Masters in Mass Communication / Journalism
- Post Graduate Diploma in Public Relations
- Degree in Languages/Linguistics/ Literature or Mass Communication
- 8 years relevant postgraduate degree/diploma qualification experience
- 10 years experience in Mass Communication

KEY SKILLS AND COMPETENCIES

The desired candidate should:

- Be a Critical thinker who is keen on details
- Be an innovative & creative person with ability to generate new ideas
- Demonstrate excellent writing skills especially in corporate communication
- Demonstrate excellent oral communication skills
- Have excellent relationship building and networking skills
- Have interest and passion in organising events
- Have leadership skills and abilities

Interested candidates who meet the above requirements should submit their application (indicating current and expected salary), and CV with 3 professional referees through: **Recruitment@fke-Kenya.org** or addressed to the undersigned to reach us not later than **Friday, June 17, 2022**. Only shortlisted candidates will be contacted.

**Executive Director & CEO
Federation of Kenya Employers
Waajiri House, Argwings Kodhek Rd, Milimani
P.O. Box 48311-00100
Nairobi.**