



COUNTY GOVERNMENT OF NYERI

P.O. BOX 90- 10100
Telephone 061 2030700

COUNTY PUBLIC SERVICE BOARD

RE: INTERNAL ADVERTISEMENT: PUBLIC COMMUNICATIONS OFFICER II, JOB GROUP 'J' (1 POST)

Applications are invited from suitably qualified serving employees in the County Government of Nyeri to serve in the Governor's Office.

Eligible employees are requested to fill the Employment Form which can be downloaded from the County Website, www.nyeri.go.ke

The completed application form together with the Head of Department Recommendation, Staff Performance Appraisal Report for 2019/2020, letter of appointment/promotion to the current substantive grade and certified copies of academic and professional certificates should be sent or delivered to:

**THE SECRETARY,
NYERI COUNTY PUBLIC SERVICE BOARD,
P.O BOX 90-10100,
NYERI
CELLPHONE: 0745342000 / 0733977003**

All applications should reach the Secretary on or before **26th March 2021**

Note:

Employees appointed on short term contracts or interns are eligible for consideration.

PUBLIC COMMUNICATIONS OFFICER II, JOB GROUP 'J' (1 POST)

(a) Duties and Responsibilities

- i) Gathering information on existing programmes, significant events and the impact on customers and forwarding the same,
- ii) Undertaking videography, video editing, sound operation, media and social media monitoring and script writing.
- iii) Liaising with media practitioners and the public on issues of mutual concern under the guidance of a Senior Officer.
- iv) Performing any other duty as may be assigned by the supervisor.

(b) Requirements for Appointment

- i) Possess a Bachelor's degree in any of the following disciplines: Mass Communication, Communication Studies, Applied Communication, Journalism, Public Relations, Social Sciences or any other approved equivalent qualifications from a recognized University/Institution in Kenya.
- ii) Possess good oral and written communication skills in both English and Kiswahili; and:
- iii) Be proficient in computer applications.
- iv) Compliance with Chapter Six of the Constitution of Kenya.

Salary: **As per the Salary and Remuneration Commission**

Contract: **Three (3) years contract.**