



## **JOB OPPORTUNITY**

The Federation of Kenya Employers (FKE) is the national umbrella organization for employers in Kenya and its key mandate is to promote the interests of employers. FKE seeks to ensure that national labor and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage an enthusiastic, and results driven professional to fill the following position.

### **COMMUNICATIONS & EVENTS OFFICER – COMMS & E /10/2024**

Reporting to the PR & Communications Manager, the Communications & Event Management Officer will support the implementation of the PR and Communications strategy with major focus on event management to promote FKE's strategic objectives.

### **KEY RESPONSIBILITIES**

- Plan, organize, and manage FKE's events, from conception to successful delivery, ensuring alignment with organizational objectives.
- To develop and implement Resource mobilization strategies to raise funding for organizational events
- Develop event marketing strategies, materials, and promotions to ensure maximum attendance and engagement.
- Manage budgets, timelines, and resources efficiently to ensure cost-effective execution.
- Conduct post-event evaluations to assess event success and identify areas for improvement.
- Maintain an up-to-date events calendar and prepare reports on event outcomes.
- Develop and implement PR and communications strategies to enhance the visibility and reputation of FKE.
- Craft compelling content for press releases, speeches, media briefs, and social media post.

- Perform other related duties as assigned.

## **QUALIFICATIONS AND EXPERIENCE**

- Bachelor's degree in public relations & communication, Marketing, or a related field.
- Post Graduate Diploma in Public Relations
- Relevant Professional certificate
- Minimum of 5 years of proven experience in event planning and management and event delivery, preferably in a corporate or membership-based organization.
- Strong organizational skills, with the ability to manage multiple tasks and priorities in a fast-paced environment.
- Excellent communication, negotiation, and interpersonal skills.
- Ability to work independently and as part of a team.
- Proficiency in MS Office Suite and creative design software.
- Attention to detail and problem-solving skills.

## **KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES**

- Have interest and passion in organizing and delivering events
- Ability to mobilize funds for events
- Be a Critical thinker who is keen on details.
- Be an innovative & creative person with ability to generate innovative ideas.
- Demonstrate excellent writing skills especially in corporate communication.
- Demonstrate excellent oral communication skills.
- Have excellent relationship building and networking skills.

Interested candidates who meet the above requirements should submit their application (indicating current and expected salary), and detailed Curriculum Vitae with 3 professional referees through: [Recruitment@fke-Kenya.org](mailto:Recruitment@fke-Kenya.org) indicating the job title and reference number on the subject line to reach us not later than **21<sup>st</sup> October, 2024**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director & CEO  
Federation of Kenya Employers  
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