

JOB OPPORTUNITIES

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 labour and social policy provides an environment favorable to enterprise sustainability and job creation. We are seeking to engage enthusiastic, and results driven professionals to fill the following position.

1. PUBLIC RELATIONS & COMMUNICATIONS OFFICER – PR&CO/8/2024

Reporting to the PR & Communications Manager, the PR & Communications Officer will support the implementation of the PR and Communications strategy to promote the image of the Federation.

KEY RESPONSIBILITIES

- Support the PR & Communications Manager in implementing the internal and external communication strategy.
- Support FKE's advocacy and lobbying activities and communication.
- Facilitate media monitoring of FKE coverage across print, tv, radio and digital media.
- Drafting articles, news releases, weekly newsletters, and other communication to members
- With guidance of the PR & Communications Manager, develop content for the Federation's website, make regular updates of FKE web pages and addition of links to/from the site.
- Support the PR & Communications Manager in editing and arranging for production of corporate communication tools (annual report, communication kit, brochures, banners, newsletters, e-shots, and other brand standards).
- Review FKE corporate communication materials, brand, and package them appropriately.
- Edit and produce speaker support presentation materials and speeches for the Executive Director (digital, print and PowerPoint)
- Support execution of the Federation's events to enhance stakeholder engagement.
- Support the implementation of the communications/ marketing plan for FKE, its products and services.
- Support with graphic design of visuals and videos for use in FKE Communications Channels and where needed coordinate with external designers, agencies, and vendors to support the same.
- Execution of the FKE Digital Communications strategy & support in managing the social media

- Supporting the PR & Communications manager in media relations activities including organizing media briefings and development of press releases amongst other communication materials
- Perform other related duties as assigned.

QUALIFICATIONS AND EXPERIENCE

- Degree in Communication/Languages/Linguistics/ Literature or Mass Communication
- Post Graduate Diploma in Public Relations
- Relevant Professional certificate
- 6 years of working experience in Public Relations and Communications

KEY SKILLS, COMPETENCIES AND DESIRED ATTRIBUTES

- 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.
- Have interest and passion in organizing and delivering events.

APPLICATION PROCESS

Interested candidates who meet the above requirements should submit their cover letter, a detailed Curriculum Vitae with three professional referees, current and expected salary and provide work samples or portfolios where applicable. Applications should be sent through: Recruitment@fke-Kenya.org indicating the job title and reference number on the subject line to reach us no later than **August 16, 2024**. Only shortlisted candidates will be contacted.

FKE is an Equal Opportunity Employer.

**Executive Director & Chief Executive Officer
Federation of Kenya Employers
Waajiri House, Argwings Kodhek Rd, Milimani
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Nairobi**