



KENYA INSTITUTE OF MASS COMMUNICATION

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JOB OPPORTUNITY

Kenya Institute of Mass Communication (KIMC) is the oldest Middle Level media training Institution in Kenya established in 1961. It is currently a State Corporation established through Legal Notice No.197 of 2011(amended). The Institute offers training at Post Graduate, Diploma and Certificate levels in Communication and Cinematic Arts.

The Institute is looking for qualified candidates for the following vacant positions:-

- a) Finance Manager – KIMC 11 - 1 Post – **Ref No. KIMC/FM/1/2019**
- b) Principal lecturer II – KIMC Grade 10 - **1 Post Ref No. KIMC/PL/1/2019**
- c) Accountant II - KIMC GRADE 7 -**1 Post REF No.KIMC/ACCT/1/2019**
- d) Plumber- KIMC Grade 5- 1 Post- **Ref No. KIMC/ PLM/1/2019**

For more details visit www.kimc.ac.ke

How to Apply

Candidates who meet the requirements are invited to send their applications quoting job reference number accompanied by detailed curriculum vitae; copies of Academic and Professional Certificates, National Identity Card, Transcripts and Testimonials; Daytime Contacts; Full Names and Contacts of three (3) referees to:

The Director/ CEO
Kenya Institute of Mass Communication
Uholo Road, (South B), Nairobi
Off Mombasa Road
P.O. Box 42422 – 00100
NAIROBI.

So as to reach him not later than **1st March, 2019.**

KIMC is an equal opportunity employer and encourages women, candidates from marginalized groups and persons with disability to apply. Canvassing will result in automatic disqualification.

Only shortlisted candidates will be contacted

1. FINANCE MANAGER, KIMC GRADE 11

A) Job Description

Duties and responsibilities at this level will entail:

- i) Providing of advisory services on all financial and accounting matters;
- ii) Ensuring proper interpretation and implementation financial regulations and procedures, treasury circulars, letters and instructions;
- iii) Developing supplementary financial regulations and procedures to enhance internal control established through normal treasury regulations and procedures;
- iv) Providing of quality and timely accounting services in the accounting unit;
- v) Maintaining of accurate accounting records and preparation of management and statutory financial reports;
- vi) Participating and advising in all institutional committees especially tender, planning, audit, training, e.t.c;
- vii) Maintaining an inventory on all bank accounts of the institute and their approved signatories;
- viii) Authorizing payments, sign cheques, and identify suitable cheques signatories and set limits as appropriate;
- ix) Attending Public Accounts Committee hearing;
- x) Safe guarding Institute Assets and records in the accounting unit; and
- xi) Supervising training, development and deployment of accounts staff.

B) Job Specification

For appointment to this grade, an officer must have:-

- i) Served in the grade of chief accountant, or in a comparable position in the public service or private sector for a minimum period of three (3) years;
- ii) Master's degree in the following disciplines: Commerce, Accounting, Business Administration, Finance, or its equivalent qualification from a recognized Institution;
- iii) Passed part III of Certified Public Accountants (CPA) examination or its recognized equivalent;
- iv) Certificate in Corporate Governance or Strategic Leadership Development Programme Lasting not less than three (3) weeks from a recognized institution;

- v) Registered with the Institute of Certified Public Accountants of Kenya (ICPAK) and Registrations if Accountants Board (RAB); and
- vi) Shown merit, integrity and ability as reflected in work performance and results.

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from Kshs.81,387/= to 123,731/= per month exclusive of allowances.

2. PRINCIPAL LECTURER II, KIMC10

A) Job Description

Duties and responsibilities at this level will entail:

- i) Lecturing specific subjects in areas of specialization in accordance with the syllabus;
- ii) Developing reviewing and preparing training courses, programmes and schemes of work;
- iii) Assessing students' performance and preparing reports;
- iv) Conducting research and proving consultancy work; and
- v) Conducting seminars/workshops or symposia and coordinate courses.

B) Job specializations

For appointment to this grade, an officer must have:-

- i) Served in the grade of senior lecturer or in a comparable position in the Public Service for a minimum period of three (3) years;
- ii) Bachelor's degree in any following disciplines; Mass Communication, Communications Studies, Broadcast Production (Film, Television Or Radio), Media Studies, Information Science, Arts Or Studies (Linguistic, Kiswahili, Literature), Sociology/ Philosophy, Economics

Or Business Studies, Theater Arts/ Performing Arts, Music, Electrical/Electronic Or Telecommunication Engineering , Computer Science or its equivalent qualification from a recognized institution;

OR

Bachelor degree in Social Science with a Postgraduate Diploma in any of the following disciplines: Mass Communication, Communications Studies, Film Production, Television Production, Radio Production, Information Science, Computer Science, Photo Journalism, Broadcast Journalism, Journalism, Fine Art/Art and Design, Drama, Theatre Arts, Performing Arts; Music or equivalent qualification from a recognized institution.

- iii) Master's degree in any of the following disciplines: Mass Communications, Communication Studies, International Development, Economics , Broadcast Production (Film, Television or Radio), Media Studies, Information Science, Arts or Education (Linguistics, Kiswahili, Literature), Sociology/Philosophy, Theatre Arts/Performing Arts, Music, Electrical/Electronic or Telecommunication Engineering, Computer Science or its equivalent qualification from recognized Institution.
- iv) Certificate in Training of Trainers (TOT) course lasting not less than six (6) months in recognized Institutions;
- v) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized institution;
- vi) Certificate in computer application skills; and
- vii) Shown merit, integrity and ability as reflected in work performance and results

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from Kshs.66,381/= to 102,872/= per month exclusive of allowances.

3. ACCOUNTANT II, KIMC GRADE 7

A) Job Description

Duties and Responsibilities at this level will entail:

- i)** Verifying vouchers and committal documents in accordance with laid down rules and regulations;
- ii)** Data capturing, maintenance of primary records such as cashbooks, ledgers, vote books, registers and preparation of simple management reports
- iii)** Receiving duly processed payment and receipts vouchers;
- iv)** Posting payments and receipt vouchers in the cash books;
- v)** Balancing and ruling of the cash books on daily basis;
- vi)** Arranging for withdrawal of cash for office use and ensuring safety of the same;
- vii)** Extracting and providing cash liquidity analysis
- viii)** Preparing expenditure and Authority to Incur Expenditure (AIE) Funding on quarterly basis at district treasury level;
- ix)** Preparation of Appropriation In Aid (AIA) returns on quarterly basis
- x)** Paying [personal and merchant claims guided by cash balances in the cash book and treasury regulation; and
- xi)** Receipting of all money due and payable to government.

B) Job Specification

For appointment to this grade, an officer must have:-

- i)** Served in the grade of accountant III, for a minimum period of three (3) years;
- ii)** Bachelor degree in Commerce(Accounting or Finance option) and passed part II of the certified Public Accountant (CPA) examination

OR

Part III of the Certified Public Accountant (CPA- K) examination or its recognized equivalent qualification; and

- iii)** Certificate in computer application skills

- iv) Shown merit, integrity and ability as reflected in work performance and results

In addition, candidates must adhere to the provisions of Chapter VI on Leadership and integrity, as enshrined in the Constitution of Kenya 2010. Interested candidates must submit Certificates of Compliance from Kenya Revenue Authority (KRA), Ethics and Anti-corruption Commission (EACC), Higher Education Loans Board (HELB), and Credit Reference Bureau (CRB); and provide Certificate of Good Conduct from the Criminal Investigations Department (CID).

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from Kshs.38,017/= to 54,439/= per month exclusive of allowances.

4. Plumber, KIMC GRADE 5

A) Job Description

Duties and responsibilities at this level will entail:

- (i) Carrying out routine checks for repairs and maintenance of water and drainage system;
- (ii) Supervising repairing and maintaining water supply systems;
- (iii) Monitoring and regulating usage of water;
- (iv) Coordinating repairs and maintenance works;
- (v) Carrying out routine checks on repairs and maintenance works;
- (vi) Allocation duties;
- (vii) Keeping record;
- (viii) Managing workshops; and
- (ix) Training junior staff in their areas of specialization (Carpentry, Masonry, Welding, Painting and Plumbing.)

B) Job Specifications

For appointment to this grade, an officer must have:-

- i) Served in the grade of Artisan I or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years:

- ii)** Certificate in Government Trade Test Grade I in the relevant trade area (Carpentry, Masonry, Welding, Painting and Plumbing); and
- iii)** Shown merit, integrity and ability as reflected in work performance and results.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from Kshs.19,323/= to 31,918/= per month exclusive of allowances.