



KENYA INSTITUTE OF MASS COMMUNICATION

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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 invites applications from suitably qualified and experienced persons to fill the following vacant positions.

**1.Job Title: CHIEF ELECTRONIC TECHNICIAN
KIMC GRADE 6 – 1 POST**

REF NO. KIMC/CET/HR/07/2021

Reporting to: Head of Department Film Production Training;

Duties and responsibilities at this level will entail:

- (i) Managing and maintaining electrical works, plants and equipment;
- (ii) Overseeing completion and certification of completed projects;
- (iii) Reviewing the overall performance of all technical facilities;

- (iv) Formulating technical specifications for equipment;
- (v) Coordinating formulation of safety regulations measures and their enforcement;
- (vi) Coordinating technical operations in liaison with the lecturers; and
- (vii) Approving major equipment modifications and replacement.

Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in the grade of Senior Electronic Technician or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Diploma in any of the following disciplines: Electronic, Telecommunication, Computer Engineering or equivalent from a recognized Institution;
- (iii) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized Institution;
- (iv) Demonstrated outstanding technical competence, coordination and administrative ability in the general supervision, installation, maintenance and operation of telecommunication/electronic systems;
- (v) Certificate in computer application skills; and
- (vi) 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 **58,828 x 2,625 to 81,401 per month exclusive of allowances.**

**2.Job Title: SENIOR SUPPLY CHAIN MANAGEMENT OFFICER
KIMC GRADE 6 – 1 POST**

REF NO. KIMC/HR/07/2021

Reporting to: Head of Department; Chief Supply Chain Management Officer;

Duties and responsibilities at this level will entail:

- (i) Supervising inventory and stock control;
- (ii) Disposing of boarded stores and equipment;
- (iii) Planning of supply chain management activities;
- (iv) Coordinating warehousing and market surveys and research;

Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in the grade of Supply Chain Management Officer I, or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in the following disciplines: Commerce, Business Administration, Economics, Procurement and Supplies Management, Marketing, Law or equivalent qualification from a recognized Institution;
- (iii) Diploma in Supplies Management or its approved equivalent from a recognized Institution;

- (iv) Attended a Senior Management Course lasting not less than three (3) weeks from a recognized institution;
- (v) Certificate in computer application skills ; and
- (vi) 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 **58,828 x 2,625 to 81,401 per month exclusive of allowances.**

3. Job Title: LIBRARY ASSISTANT III
KIMC 10 – 1 POST

REF NO. KIMC/LIB /HR/07/2021

Reporting to: Head of Department; Principal Librarian;

Duties and responsibilities at this level will entail:

- i. Preparing book-binding and obtaining references from readers;
- ii. Cataloguing and recording of audio-visual information, new publications and revised holdings;
- iii. Sorting and shelving on information materials;
- iv. Undertaking stock taking;
- v. Checking in and out library resource materials;
- vi. Retrieving of e-information for Library users;
- vii. Identifying and utilizing hard copy and e-library resources;
- viii. Filing, typing, word processing, photocopying and mailing of library materials;
- ix. Preparing books for display.

Job Specifications

For appointment to this grade a candidate must have:

- (i)** Diploma in any of the following discipline: Library Studies, Information Science or equivalent qualification from a recognized Institution; and
- (ii)** Certificate in computer application skills;

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range **25,929 x 1,453 - 38,247 per month exclusive of allowances.**

**4. Job Title: CHIEF CHEF
KIMC GRADE 8 – 2 POSTS**

REF NO. KIMC/CC/HR/07/2021

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Reporting to: Head of Hospitality Unit; Principal Hospitality Officer;

Duties and responsibilities at this level will entail:

- (i) Taking charge of food assembly, preparation, production and placement;
- (ii) Delivering and using kitchen equipment with due care;
- (iii) Reviewing of menus and dietary requirements considering seasonal and market changes within the limitation of established policies;
- (iv) Planning orders of foodstuffs for availability when needed, and maintaining price fluctuation charts and other appropriate records;
- (v) Developing and implementing policies;
- (vi) Assisting in developing procedures and methods for food production in consultation with other administrative staff to achieve high quality meals,

- and cost-effective performance objectives; and
- (vii) Supervising and training of all kitchen staff working under him/her;

Job Specification

For appointment to this grade an officer must have:

- (i) Served in the grade of Senior Chef, or in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Diploma in Food Production from a recognized Institution;
- (iii) Thorough knowledge of culinary arts including cooking, baking, salad preparation and food presentation;
- (iv) Been conversant with different methods of food storage and preservation;
- (v) Certificate in computer application skills; and
- (vi) Demonstrated knowledge, integrity and skills in Institutional food preparation.

Terms of Service

The successful candidate will be on Permanent and Pensionable terms of service. The Salary for this position will range from **42,636 x 1,895 - 58,938 per month exclusive of allowances.**

**5.Job Title : PRINCIPAL TECHNICAL INSTRUCTOR
KIMC GRADE 5 – 1 POST**

REF NO. KIMC/PTI /HR/07/2021

Reporting to: Head of Department Film Production Training;

Duties and responsibilities at this level will entail:

- (i) Training in their area of specialization;
- (ii) Providing specialized inputs in technical training; development of technical training materials;
- (iii) Conducting research and related consultancy in technical training.
- (iv) Coordinating activities in any of the following sections, radio/television/film studio, camera/lighting/sound/production design and animation division, video recording/editing facilities, post production facilities and laboratories (photographic, film, computer and engineering) as per area of specialization

Job Specifications

For appointment to this grade, an officer must have:

- (i) Served in the grade of Chief Technical Instructor in a comparable position in the Public Service or Private Sector for a minimum period of three (3) years;
- (ii) Bachelor's degree in any of the following disciplines: Television, Radio, Film and Video Production, Film/Video Sound, Film/Video Camera, Film/Video Editing, Film Technology, Mass Communication (Radio and/or Television), Studio Technical Operations/Media Technology, Technical Education, Photojournalism, Broadcast Journalism, Journalism, Electrical/Electronic, Telecommunication Engineering, Theatre Arts, Animation, Fine Art/Design or any other equivalent qualifications from a recognized Institution;
- (iii) Master's degree in any of the following technical disciplines: Television, Radio, Film and Video Production, Film/Video Sound, Film/Video Camera,

Film/Video Editing, Film Technology, Mass Communication (Radio and/or Television), Studio Technical Operations/Media Technology, Technical Education, Photojournalism, Broadcast Journalism, Journalism, Electrical/Electronic, Telecommunication Engineering, Theatre Arts, Animation, Fine Art/Design or equivalent qualifications from a recognized Institution;

- (iv) Certificate in Training of Trainers course lasting not less than six (6) months from a recognized Institution (holders of Certificate in Education are exempted);
- (v) Attended Senior Management Course in a recognized Institution;
- (vi) Certificate in computer application skills ; and
- (vii) Shown merit, integrity and ability in the performance reflected in the 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 **76,850 x 4,075 - 111,508 per month exclusive of allowances.**

Additional requirements

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).

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
Kenya Institute of Mass Communication
Uholo Road, (South B), Nairobi
Off Mombasa Road
P.O.Box 42422 – 00100**

So as to reach him not later than **23rd August 2021 at 5PM**

Kenya Institute of Mass Communication is an equal Opportunity Employer and is committed to implementing affirmative action. In this regard, Women, persons with disability and minority groups with requisite qualifications are encouraged to apply. Please note that only shortlisted candidates will be contacted and canvassing will lead to automatic disqualifications.