

JOB TITLE: Communication Officer

Job summary

Reporting to the National Director, the holder of the position shall be responsible for coordinating and managing the development and production of corporate and program communication initiatives in close collaboration with the organisation's senior management team.

Key responsibilities

- Edit and ensure dissemination of timely and regular content for corporate communication platforms which include: the Stop TB website, social media platforms (YouTube, Facebook, Twitter and LinkedIn), newsletter, annual report and other materials
- Take lead in the management and maintenance of the website and support the implementation of the Digital media strategy through regular content updates, monthly monitoring and evaluation of social media/web traffic through Google Analytics and Hootsuite.
- Provide leadership in the management and execution of corporate branding and compliance to donor branding and marking requirements; including building the capacity of staff in basic interpersonal, public relations, communication and client- relationship management skills.
- Organise and coordinate corporate and special public relations activities including media engagement to promote Stop TB activities.
- Provide leadership in the management and execution of corporate branding and compliance to donor branding and marking requirements.
- Take lead in the implementation of the Stop TB digital media agenda.
- Oversee development of regular communication materials to all stakeholders, including but not limited to newsletters, annual reports, website updates, policy briefs, position statement, brochures, fliers, pamphlets and other IEC materials.
- Stop TB projects brand visibility management and enhancement of both online and offline engagements including social media management, website management, donor and development partners' engagements.
- Develop approaches to manage the growth of the stop TB brand at county, national, regional and international level.
- Advise management on key public relations issues.
- Build the capacity of staff in basic interpersonal, public relations, communication and client- relationship management skills.

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- Support Stop TB teams in the development of key messaging for resource mobilisation and program activities.
- Monitor public engagement, comments and feedback about the organisation and provide appropriate responses.
- Perform any other lawful duties that may be assigned from time to time.

Academic and Professional Requirements

- A Bachelor's degree in Social Sciences, Communications, Public Relations, Media Studies, Journalism or their equivalent from a recognized University.
- Postgraduate diploma in Journalism for candidates with a non-journalism degree.
- Master's degree will be an added advantage.
- Have at least five (5) years of experience in developing and implementing corporate communication programs.
- Is a member of a relevant professional body such as Public Relations Society of Kenya (PRSK)
- Excellent knowledge of MS Office and desktop publishing software particularly Adobe Creative Suite and web content management systems.
- Excellent writing, proofreading, editorial and proposal writing skills with ability to improve written content paying attention to detail.
- Good interpersonal and group communication skills.
- Technical knowledge in design, implementation and management of public health behaviour change and communication campaigns.
- Excellent coordination, interpersonal, facilitation and communication skills to build relationships with a wide array of audiences including staff, development partners, donors, government agencies and consultants.
- Excellent photography and videography skills.

Submission Details

Proposal Submission Deadline

Completed proposals including all the requirements and details specified should be sent by email to vacancies@stoptbkenya.org. Application deadline is 2nd of October 2024 and recruitment will be on a rolling basis.

For any inquiries, please contact our office directly.

STP-Kenya is committed to equal opportunity and encourages applications from all qualified firms.



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