



## NATIONAL DEFENCE UNIVERSITY-KENYA

### DECLARATION OF VACANCY

Pursuant to the provisions of Section 35 (1)(a)(i) and Section 24 (4) of the Universities Act, 2012 (Revised 2020), National Defence University-Kenya invites applications from suitably qualified persons to be considered for appointment to the position of Deputy Director Corporate Communication.

JOB DESCRIPTION	DEPUTY DIRECTOR CORPORATE COMMUNICATION
Basic Salary	Competitive package as advised by SRC
House Allowance	As provided by the University
Medical Cover & Other Allowances	As provided by the University
Terms of Service	Permanent and pensionable
Job Group	“P” (NDU-5)

#### Duties and Responsibilities

1. The Deputy Director Corporate Communication will be responsible for:
  - a. Overseeing the implementation of both internal and external corporate communication strategies;
  - b. Analysing information on University programmes, significant events and their consequences on clients in any specific aspect of the University’s mandate;
  - c. Researching and implementing measures to enhance the University’s image among stakeholders, public and in the local as well as international press;
  - d. Identifying University events that require packaging for dissemination to the media and the public in general;
  - e. Preparing and organising venues where University programmes and projects can be propagated and promoted effectively and appropriately;
  - f. Preparing media supplements, documentaries, marketing material, press releases and features;
  - g. Attending University meetings where cross-cutting issues requiring necessitate reporting are deliberated upon;
  - h. Promoting corporate visibility, identity, image and vision;
  - i. Contribute to the maintenance of an effective and updated University website;
  - j. Any other relevant duty(ies) assigned by the University Vice Chancellor.

#### Qualification for Appointment

2. To be considered for appointment, applicants must have:
  - a. Served in a comparable and relevant position in the Public Service or in private sector for a minimum of five (5) years;

- b. Bachelor's degree in any of the following disciplines: Mass Communication, Public Relations, Communications Studies, Journalism, International Relations, Social Sciences or any other relevant equivalent qualifications from a recognized institution;
- c. Master's degree in any of the following disciplines: Communication Studies; Mass Communication; Journalism, Public Relations; Information Science, Social Sciences or any other approved equivalent qualifications from a recognized institution will be an added advantage;
- d. Must meet the requirements of Chapter Six of the CoK 2010;
- e. Possess advanced computer application skills;
- f. Possess good oral and written communication skills both English and Kiswahili;
- g. Demonstrate strong skills in writing, editing, proof reading, design and ability to present concepts verbally and graphically; and
- h. Professional competence in organisation and delivery.

### **Core Competencies and Skills**

- 3. The core competencies and skills include:
  - a. Written Communication skills i.e. ability to write reports concisely and accurately;
  - b. Interpersonal skills in the management of clients both individually and in a group;
  - c. Ability to attend to details;
  - d. Creative and analytical skills on facts to assist judgment;
  - e. Demonstratable professionalism; and
  - f. Ability to manage stressful situations.
- 4. Applicants will be required to present originals of the following documents during the interviews:
  - a. National identity card;
  - b. Academic and professional certificates and transcripts;
  - c. Any other supporting documents and testimonials;
  - d. Recommendations from relevant professional bodies; and
  - e. Recommendations from at least three (3) referees should be submitted separately to the address provided below.

### **Mode of Application**

- 5. Candidates may submit manual (hard copy) or electronic (online) applications.
- 6. All applications should be submitted together with detailed Curriculum Vitae, a copy of ID/Passport, copies of academic certificates, testimonials and any other relevant supporting documents.
- 7. Scanned copies of the stated documents must accompany the online application.
- 8. The Curriculum Vitae should include information on academic qualifications, professional experience, leadership and management roles, membership to a professional association(s), email address and telephone contacts.
- 9. Manual applications should be submitted in a sealed envelope clearly marked:

“Application for the position of **Deputy Director Corporate Communication - National Defence University-Kenya**” and delivered to:

**THE SECRETARY, UNIVERSITY COUNCIL**  
National Defence University-Kenya  
P.O. Box 3812-20100

**LANET, NAKURU**

Online applications may be submitted via email to: [ndu-kenya@mod.go.ke](mailto:ndu-kenya@mod.go.ke)

All applications should reach National Defence University-Kenya on or before **29<sup>th</sup> April 2023** latest 5.00 p.m. (**East African Time**).

**WARNING.** Application for employment in National Defence University-Kenya is FREE TO ALL eligible candidates. Bribery and other acts of corruption are against the law and anyone suspected of being culpable of such, will be arrested and prosecuted in a court of law.