



KENYA INSTITUTE OF SUPPLIES MANAGEMENT
“Promoting Professionalism in Supply Chain Management”

19TH DECEMBER, 2023

VACANCY ADVERTISEMENT - DEPUTY DIRECTOR, MARKETING & COMMUNICATION

The Kenya Institute of Supplies Management is a corporate body established through an Act of Parliament, the “Supplies Practitioners Management Act (SPMA), 2007”. KISM is mandated to make provision for the training, registration and licensing of supplies practitioners; to regulate their practice and for connected purposes. The Institute serves as the National body for Procurement and Supply Chain Professionals in the private and public sectors in Kenya.

The KISM Council is seeking to recruit a hands-on, dynamic, and knowledgeable and performance-oriented person to fill the position of **DEPUTY DIRECTOR, MARKETING & COMMUNICATION, JOB GRADE KISM 3. REF MAC/002/2023**

Description of this vacancy and requirements is outlined here below:

Directorate: Marketing and Communication

Reporting to: Director Corporate Services

Job Summary:

The Deputy Director, Marketing and Communication will be responsible for managing the Institute’s strategic communications with a view to enhancing its visibility, and develop, review and implement a communication strategy to support the Institute’s objectives.

KEY DUTIES AND RESPONSIBILITIES

Duties and responsibilities at this level will entail: -

- i. Spearheading development, implementation and review of policies, procedures, frameworks, strategies, plans, legislations, standards and regulations on corporate communications;
- ii. Managing the corporate image of the Institute;
- iii. Overseeing implementation of branding, awareness and social responsibility activities to enhance visibility of the Institute;
- iv. Approving content of events and information for uploading in the Institute’s website;
- v. Managing and monitoring media coverage and submitting media reports;
- vi. Coordinating public functions and corporate events of the Institute;
- vii. Approving Information, Education, Communication (IEC) including merchandise and promotional materials for publication; and
- viii. submitting reports, speeches, publications, website, contents, newsletters, outreach materials and audio/video production.

PERSONS SPECIFICATIONS

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

- i. Minimum of ten (10) years relevant work experience, four (4) of which should be at management level in a comparable organization;
- ii. Bachelor's degree in any of the following disciplines: - Journalism, Mass Communication, Public Relations, International Relations, Arts, or equivalent qualification from a recognized institution;
- iii. Master's degree in any of the following disciplines: - Communication Studies, International Relations, Public Relations, Journalism and Mass Communication or equivalent qualification from a recognized institution;
- iv. Professional qualification and membership to a relevant professional body where applicable and in good standing;
- v. Management course lasting not less than four (4) weeks from a recognized institution;
- vi. Proficiency in computer applications;
- vii. Demonstrated managerial, administrative and professional competence as reflected in work performance and results.
- viii. In addition to the professional qualifications, successful candidate will be required to meet the expectations of Chapter 6 on Leadership and Integrity

HOW TO APPLY

Qualified and interested candidates may apply **online** indicating the job title and the reference number, addressing their application letter to:

**The Chief Executive Officer
Kenya Institute of Supplies Management,
KISM Tower 12th Floor, Ngong Road
P. O Box 30400-00100, Nairobi
vacancies@kism.or.ke**

Candidates **must attach scanned copies of their CV with full details of educational background, professional qualifications and copies of all relevant documents/testimonials.** Candidates who are subsequently invited to attend formal interviews must produce originals of all the scanned documents during the interview. Applications **MUST** be submitted online via email to: vacancies@kism.or.ke so as to reach the Institute on or before midnight (11:59pm) on Monday 8th January, 2024.

All applicants **MUST** submit a filled KISM job application form. The form can be accessed through the link: <https://forms.gle/2ceXc6q62un34A4E9>

KISM is an equal opportunity employer. Canvassing will lead to automatic disqualification. Only shortlisted candidates will be contacted.