



Film Kenya...Capture Africa!

JOB VACANCY ANNOUNCEMENT

The Kenya Film Commission (KFC) is a State Corporation mandated under Legal Notice No. 147 of 2015 to develop, promote and market the film Industry locally and internationally. KFC has an exciting career opportunity and now seeks to recruit dynamic, visionary and innovative persons to fill the following positions:

I. DIRECTOR, FILM INDUSTRY SUPPORT SERVICES (JOB GRADE KFC 2)- JOB REF NO: KFC/HRA/DFISS/2020- 1 POST

Reporting to the CEO, the Director Film Industry Support Services will be responsible for formulation of film industry strategies, guidelines, standards and procedures; formulation of capacity development initiatives and local content development. The job holder will also be responsible for:

- (i) Initiating, developing, implementing and reviewing film industry support services policies, strategies, guidelines, standards and procedures;
- (ii) Promoting and facilitating development of local content;
- (iii) Establishing incubating centres for the film industry in Kenya;
- (iv) Providing advice on support and professional development opportunities for established and emerging professionals in the film industry
- (v) Overseeing certification of persons, associations and organizations participating in the production of film, photography, video, stills, animation, new media and related media;
- (vi) Providing liaison services for government departments, film producers, and film agencies and other stakeholders on matters relating to the promotion, marketing and development of the film industry;
- (vii) Establishing partnerships and networks with county, national and international organizations, both public and private, to improve and facilitate the growth of the film industry;
- (viii) Coordinating the development of strategies to attract potential customers/investors to Kenya's locations and productions facilities;
- (ix) Overseeing formulation of capacity development projects and programmes for the film industry;
- (x) Coordinating the development of award and recognition programmes and other incentives to promote talent in the film industry; and
- (xi) Overseeing the operations of Regional Film Hubs.

The successful candidate must:

- (i) Have at least twelve (12) years relevant work experience, five (5) of which must be in a management position;
- (ii) Have masters degree in any of the following disciplines:-Marketing, Communication and Media Studies, Business Administration/ Management, Education, or equivalent qualification from a recognized institution;
- (iii) Have bachelors degree in any of the following disciplines:- Marketing, Communication and Media Studies, Business Administration/ Management, Education, or equivalent qualification from a recognized institution;
- (iv) Be a member of a relevant professional body;
- (v) Met the requirements of Chapter six (6) of the Constitution;
- (vi) Be proficient in computer applications;

II. DIRECTOR, STRATEGY AND BUSINESS DEVELOPMENT (JOB GRADE KFC 2)-JOB REF NO: KFC/HRA/DSBD/2020- 1 POST

Reporting to the CEO, the Director Strategy and Business Development will be responsible for formulation of strategies aimed at identifying film industry potential and developing strategic models and interventions aimed at developing the film industry. The officer will also be responsible for:

- (i) Developing, implementing and reviewing strategy and business development policies, strategies, guidelines, standards and procedures for the film industry;
- (ii) Developing and implementing strategies to promote and market the Country as a location of excellence for production, post-production, talent, crew, services, incentives locally and internationally;
- (iii) Identifying and facilitating growth of the film industry;
- (iv) Overseeing the generation, management and dissemination of film industry research, information and market data, and archiving of Kenya's film records;

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- (v) Promoting and marketing Kenya, locally and internationally, as a filming destination;
- (vi) Developing fiscal and other incentives to promote investment in the film industry;
- (vii) Coordinating resource mobilization and partnerships in the film industry; and
- (viii) Overseeing the development and review of Commissions Strategic Plan.

The successful candidate must:

- (i) Have at least twelve (12) years' experience in Strategy, Planning & Coordination, Resource Mobilization or a relevant field five (5) of which must be in a management position;
- (ii) Masters degree in any of the following disciplines:- Marketing, Strategic Management, Economics, Statistics, Mathematics, Project Planning, Business Administration/Management, Finance, Commerce or equivalent qualification from a recognized institution;
- (iii) Bachelors degree in any of the following disciplines:- Marketing, Strategic Management, Economics, Statistics, Mathematics, Project Planning, Business Administration/Management, Finance, Commerce or equivalent qualification from a recognized institution;
- (iv) Be a member of a relevant professional body;
- (v) Met the requirements of Chapter six (6) of the Constitution;
- (vi) Be proficient in computer applications;

III. MANAGER , CORPORATE COMMUNICATIONS (JOB GRADE KFC 3)-JOB REF NO: KFC/HRA/MCC/2020- 1 POST

Reporting to the CEO, the Manager, and Corporate Communications will be responsible for the Commission's branding, media relations and communication, crisis communication, customer and public relations and internal employee communication. The officer will also be responsible for:

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- i. Developing, managing and overseeing the implementation of the communication strategies, programs and policies;
- ii. Managing corporate events;
- iii. Developing and managing information, education and communication materials;
- iv. Managing the Commission's brand and identity;
- v. Managing and providing media liaison services;
- vi. Developing, managing and overseeing implementation of corporate social responsibility and sponsorship programs;
- vii. Coordinating research and development on emerging issues related to corporate communication;
- viii. Preparing corporate communication reports and briefs.

The successful candidate must:

- i. Have at least ten (10) years relevant work experience three (3) of which must be in management position;
- ii. Have Master's degree in Communication, Journalism, Public Relations, International Relations or equivalent from a recognized Institution;
- iii. Have Bachelor's degree in Communication, Journalism, Public Relations, International Relations or equivalent from a recognized Institution;
- iv. Be a member of PRSK or a relevant professional body;
- v. Met the requirements of Chapter six (6) of the Constitution;
- vi. Be proficient in computer applications;

IV. DRIVER ,(JOB GRADE KFC 9)-JOB REF NO: KFC/HRA/DRIVER/2020- 2 POST

Reporting to the Administrative Officer, the Driver will be responsible for the provision of safe and timely transportation of authorized passengers as well as the good maintenance of the Commission's vehicles. The officer will also be responsible for:

- i. Driving vehicles as authorized;
- ii. Carrying out routine checks on the vehicles;
- iii. Detecting and reporting malfunctioning of vehicles system;

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- iv. Updating and maintaining records and tools of vehicles;
- v. Ensuring security and safety of the vehicle;
- vi. Overseeing safety of the passengers and or goods therein;
- vii. Maintaining cleanliness of the vehicle;
- viii. Ensuring adherence to or observations of traffic laws; and
- ix. Reporting any incidents to police and/or the office immediately they occur.

The successful candidate must:

- (i) Have at least two (2) years relevant work experience;
- (ii) Have Kenya Certificate of Secondary Education mean grade D (plain) or equivalent qualification;
- (iii) Have Valid driving license free from any current endorsements and valid for any of the classes of vehicles which the officer is required to drive;
- (iv) Have Passed the Suitability Test for Drivers Grade I;

INTEGRITY CLEARANCE:

In addition to the qualifications set above, shortlisted candidates will be required to provide copies of clearance certificates/letters of good standing from the following;

1. Ethics and Anti-Corruption Commission (EACC).
2. Director of Criminal Investigations (DCI).
3. Kenya Revenue Authority (KRA).
4. Higher Education Loans Board (HELB).

TERMS OF SERVICE

An attractive remunerative package, commensurate to qualifications, experience and responsibilities and in line with government guidelines will be offered to the successful applicant. The appointment for Director and Manager Positions will be on a **Three (3) year contract** renewable subject to satisfactory performance.

HOW TO APPLY:

Please submit your application to a sealed recruitment box at the reception of the Kenya Film Commission, 2nd Floor, Jumuia Place, Lenana Road, Kilimani, Nairobi or send scanned copies to recruit2020@filmingkenya.com so as to be received no later than **12th June 2020** at **5.00pm**.

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Applications must consist of application cover letter, detailed CV with **three (3) referees contacts**; Indicate your **current position, current remuneration, expected remuneration, e-mail** and **day-time telephone contact**, relevant Certificates and Testimonials; and copy of National ID/Passport to be addressed to:

**The Chief Executive Officer
Kenya Film Commission,
Jumuia Place, Second Floor, Lenana Road,
P. O. Box 76417,
00508 Nairobi.**

KFC is an Equal Opportunity Employer committed to diversity and gender equality. Women, youth and persons with disability are encouraged to apply. Applications without the relevant qualifications, copies of required documents will not be considered.

Any form of canvassing shall lead to automatic disqualification. Only shortlisted candidates shall be contacted.