



Film Kenya...Capture Africa!

I. PLANNING OFFICER, (Temp)-HRA/PO/01/2020-1 Post

The job holder will be responsible for:

- i. Collecting, producing, compiling and presenting statistical data;
- ii. Carrying out economic planning/statistical analysis;
- iii. Assisting in monitoring and evaluation of KFC targets,
- iv. Carrying out any other duties as assigned from time to time.

The successful candidate must:

- (i) Bachelors a degree in either Economics, Mathematics, Statistics, Public Policy, or any other relevant degree from a recognized university/institution;
- (ii) at least one (1)year experience in a relevant field;
- (iii) Be proficient in Social statistical computer packages,

II. HUMAN RESOURCE OFFICER, (Temp)-HRA/HRO/01/2020- 1 Post

The job holder will be responsible for:

- i. Assisting in verifying information relating to recruitment and performance appraisal;
- ii. Drafting correspondences;
- iii. Processing, monitoring employee leave records and ensuring timely reports;
- iv. Providing support in classifying and indexing records
- v. Monitoring, Verifying and evaluating existing records management system
- vi. Carrying out any other duties as assigned from time to time.

The successful candidate must:

- a) i) Have Bachelors Degree in a Social Science, Human Resource Management or equivalent qualification from a recognized Institution;
- ii) Have at least One (1) year relevant work experience ;

Or

b)

- iii) Have Diploma in Human Resource Management from a recognized institution and at least Two (2) years relevant work experience ;
- iv) Be registered with the Institute of Human Resource Management;
- v) Be Proficient in computer application skills;
- f) Have demonstrated professional competence and administrative capability as reflected in work performance and results.

III. ACCOUNT ASSISTANT , (Temp)-HRA/AA/01/2020- 1 Post

The job holder will be responsible for:

- i. Dealing with all accounting procedures and routine matters;
- ii. Performing basic range of Management accounting
- iii. Assisting in preparation of final accounts and statements;
- iv. Collecting and compiling data for budgeting purposes; and
- v. Carrying out any other duties as assigned from time to time.

The successful candidate must:

- (i) a) A Bachelor's degree in Commerce (Finance/Accounting option), Economics or a Business related degree with CPA I and one (1) year experience.

OR

CPA (K) or its equivalent with two years' experience.

- b) Proficiency in Accounting computer packages;

IV. LEGAL OFFICER ,(Temp)-HRA/LO/01/2020- 1 Post

The job holder will be responsible for:

- (i) Assisting in reading and verifying documentation vis-à-vis historical information contained in individual case files;
- (ii) Assisting in Identifying legal and compliance risks;
- (iii) Assisting in compiling contract documentation for preparation and related documents for the Commission; and
- (iv) Carrying out any other duties as assigned from time to time.

The successful candidate must:

- (i) Have At least one (1) year work relevant experience;
- (ii) Have Bachelor of Laws degree from a recognized institution;
- (iii) Be proficient in computer applications;

V. LOCAL CONTENT, RESEARCH AND CAPACITY BUILDING OFFICER,(Temp)-HRA/LCRBO/01/2020-1 Post

The job holder will be responsible for:

- (i) Assisting in drafting capacity development initiatives strategies for the industry;
- (ii) Assisting in providing support and professional development opportunities for established and emerging professionals in the film industry;
- (iii) Enhancing collaboration and communication within film, television and new media

industry and promote these industries; and

- (iv) Facilitating practitioners gain strength from high-quality projects, attract private sector investment, whilst securing distribution and marketplace attachment to ensure recoupment of funds.
- (v) Carrying out any other duties as assigned from time to time.

The successful candidate must:

- (i) a) Have Bachelors degree in either Project Management, Education, Filming Production or its equivalent qualification from a recognized institution;

OR

- b) Have Diploma in, Education, Applied statistics or its equivalent qualification from a recognized institution and at least two (2) years relevant work experience
- c) Have proficiency in computer applications;
- d) Have demonstrated professional competence and administrative capability in work performance and results.

VI. FILM AND DIGITAL MARKETING OFFICER, (Temp)-HRA/FDMO/01/2020-1 Post

The job holder will be responsible for:

- (i) Creating awareness on Kenyan films in the local and international markets;
- (ii) Facilitating marketing campaigns for the film industry;
- (iii) Providing guidance on formulation and implementation of promotional and advertising

strategies, production of promotional materials and enhancement of the marketability of films;

(iv) Liaising with the distributors, film studios and filmmakers to promote films locally and internationally.

(v) Carrying out any other duties as assigned from time to time.

The successful candidate must:

- i. a) Have Bachelors Degree in any of the following disciplines: Marketing, Public Relations, Project Management, Film Production or its equivalent qualification from a recognized institution;
- b) Have At least one (1) year work relevant experience;

OR

- c) Have Diploma in Marketing or its equivalent qualification from a recognized institution and at least two (2) years relevant work experience;
- d) Be proficient in computer applications;
- e) Have demonstrated professional competence and administrative capability in work performance and results;

VII. FILM PRODUCTION, LIAISON AND LOCATIONS OFFICER, (Temp)-HRA/FPLCO/01/2020-1 Post

The job holder will be responsible for:

- (i) Analyzing factors influencing film-makers in their choice of destinations for production and post-production services;
- (ii) Facilitating the mapping of Kenya's key locations for the local and international film locations market;
- (iii) Facilitating access to considerable production expertise and infrastructure for the industry;
- (iv) Facilitate film directors with suitable locations for film shooting and also offer considerable production expertise.
- (v) Carrying out any other duties as assigned from time to time.

The successful candidate must:

- i a) Have Bachelor degree in any of the following disciplines: Marketing, Public Relations, Project Management, Film Production or its equivalent qualification from a recognized Institution;
- b) Have At least one (1) year work relevant experience;

OR

- c) Have a Diploma in Marketing, Public Relations, Project Management, Film Production or its equivalent qualification from a recognized Institution and at least two (2) years relevant work experience;
- d) Be proficient in computer applications;
- e) Have demonstrated professional competence and administrative capability as reflected in work performance and results.

VIII. SUPPLY CHAIN MANAGEMENT ASSISTANT INTERN

The job holder will be responsible for;

- (i) Procuring stores;
- (ii) Receiving and issuing general supplies;
- (iii) Rationing of stores;
- (iv) Collecting data on requests and outstanding deliveries;
- (v) Applying procurement systems and procedures;
- (vi) Participating in implementation and enforcement of public procurement and disposal act and other government regulations relating supply chain management activities;
- (vii) Participating in disposal of obsolete items;
- (viii) Keeping safe custody of stores and accountable documents;
- (ix) Participating in stock taking and inventory exercises; and
- (x) Inspecting the quality and quantity of goods.
- (xi) Carrying out any other duties as assigned from time to time.

The successful candidate must:

- (i) Have Diploma in Procurement or supplies chain management or equivalent qualification from recognized institution;
- (ii) Be proficient in Computer application

