



Film Kenya... Capture Africa!

I. SENIOR RECORDS MANAGEMENT ASSISTANT, (Temp)-HRA/SRMA/01/2020- 1 Post

Reporting to the Head of HR and Administration Department, the job holder will be responsible for:

- (i) Implementing records management policies and procedures;
- (ii) Ensuring security of files and information;
- (iii) Ensuring proper handling of documents, pending correspondences and bring ups;
- (iv) Preparing disposal schedules in accordance with relevant government laws and regulations;
- (v) Classifying and indexing of records;
- (vi) Ensuring effective mail management; and
- (vii) Maintaining, verifying and evaluating existing records management systems.

The successful candidate must:

- (i) **A.** Have Bachelors degree in Information Science Management, Records Managements or equivalent qualification from a recognized institution and one (1) year relevant work experience;

OR

- B.** Diploma in Information Science, Records Management or equivalent qualification from a recognized institution and at least two (2) years relevant work experience;
- (ii) Be proficient in Computer application.

II. ACCOUNT ASSISTANT , (Temp)-HRA/AA/01/2020- 2 Post

Reporting to the Principal Accountant Officer, the job holder will be responsible for:

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

The successful candidate must:

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

OR

- B.** CPA (K) or its equivalent and two (2) years' relevant work experience.

- (ii) Proficiency in Accounting computer packages;

III. HUMAN RESOURCE OFFICERS,(Temp)-HRA/HRO/01/2020- 1 Post

Reporting to the Manager Human Resource and Administration, the job holder will be responsible for:

- (i) Verifying information relating to recruitment and performance appraisal;
- (ii) Assisting in payroll administration;
- (iii) Assisting in updating human resource records in an accurate and timely manner;
- (iv) Drafting correspondences;
- (v) Processing, monitoring employee leave records and ensuring timely reports;
- (vi) Assisting human resources in recruitment and performance appraisal; Liaising with the insurance, pension, medical providers; and
- (vii) Assisting in coordinating health and safety programs, HIV/AIDS Prevention, gender, disability mainstreaming, Alcohol, Drug and Substance Abuse.

The successful candidate must:

- (i) **A.** Have Bachelor's Degree in a Social Science, Human Resource Management or equivalent qualification from a recognized Institution and one (1) year relevant work experience;
- OR**
- B.** Have Diploma in Human Resource Management from a recognized institution and two (2) years relevant work experience;
 - (ii) Be Proficient in computer application skills.

IV. CUSTOMER CARE Officer, (Temp)-HRA/CCA/01/2020- 1 Post

Reporting to the Manager Corporate Communications, the job holder will be responsible for:

- i. Attending promptly to all incoming calls and notify the relevant officers on the same;
- ii. Attending to incoming and outgoing mails and recording them chronologically;
- iii. Attending promptly to all clients and stakeholders coming to the offices and ensure that they are treated in a welcoming and friendly manner;
- iv. General office management including filing both soft and hard copy documents;
- v. Assisting in preparation of exhibitions and other related marketing events;
- vi. Provide service information to clients and stakeholders;
- vii. Resolve service problems by clarifying the customer's complaint; determining the cause of the problem; selecting and explaining the best solution to solve the problem, expediting correction or adjustment; following up to ensure resolution;
- viii. Ensuring that all displays at the customer care area are in good order.

The successful candidate must:

- i. A. Have a Bachelor's degree in either Business Administration, Public Relations ,Sales and Marketing or equivalent and one (1) year work experience;

OR

B. Diploma in either Business Administration, Public Relationship, Sales and Marketing or equivalent and two (2) years' work experience;

- (ii) Be proficient in computer applications skills;

V. INDUSTRY CAPACITY DEVELOPMENT, (Temp)-HRA/ICD/01/2020- 1 Post

Reporting to the officer in Charge of Industry Capacity Development, the job holder will be responsible for:

- (i) Drafting capacity development initiatives strategies for the industry;
- (ii) 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.

The successful candidate must:

- (i) Have Bachelors degree in either Project Management, Education, Filming Production or its equivalent qualification from a recognized institution and one (1) year relevant work experience;
- OR
- (ii) Have Diploma in, in either Project Management, Education, Filming Production or its equivalent qualification from a recognized institution and two (2) year relevant work experience;
- (iii) Have proficiency in computer applications;

**VI. CORPORATE COMMUNICATION OFFICER (PHOTOGRAPHER),
(Temp)-HRA/CCO/01/2020- 1 Post**

Reporting to the Manager Corporate Communication, the job holder will be responsible for:

- (i) Conduct interviews, take photos and videos, and support field work or events.
- (ii) Conduct reconnaissance on sites to determine suitability for events coverage or stories.
- (iii) After returning from the field upload, caption, tag and organize high-quality photos, consent forms, and interviews.
- (iv) Design photography and video projects from concept to finished product.
- (v) Develop branded templates for short packages that team members can use to create “plug and play” videos for social media.
- (vi) Stay abreast of current technologies and trends in photography and videography that will improve the team’s work in this area.
- (vii) Coordinate all photo and video coverage while reviewing for quality and completeness.

- (viii) Work with social media specialist to create compelling and shareable visuals such as short videos that help the Commission's handles "stand-out" on social media.
- (ix) Work with management to ensure proper tracking and maintenance of equipment on a regular basis.
- (x) Keep records of photographs in an image database.

The successful candidate must:

- (i) Degree in journalism or communications/public relations from a recognized institution and one (1) year work experience;

OR

- (ii) Diploma in journalism or communications/public relations from a recognized institution and two (2) year work experience;
- (iii) Strong working knowledge of Microsoft office and Adobe Creative Suite (Lightroom, Premiere Pro, InDesign);
- (iv) Proven photojournalist experience;
- (v) Be proficient in camera operation and have an eye for details;
- (vi) Evidence of portfolio showing diverse areas photographed and edited;
- (vii) Familiarity with photo editing and publishing tools, light room, Adobe suite.