



The National AIDS Control Council (NACC) is a state Corporation whose mission is to provide policy and strategic framework for mobilizing and coordinating resources for the prevention of HIV transmission and provision of care and support to the infected and affected people in Kenya. More details of our mandate and contacts can be found in the website www.nacc.or.ke. In efforts to fulfil this mandate, the NACC seeks to recruit a suitable candidate for the position of Communication Officer under the following terms:

Name of Organization	National AIDS Control Council
Job Title	Communication Officer
Reports to	Head, Communication
Grade	NACC 6
Department	Chief Executive Officer's Department
Business Purpose/Objective	The objectives of the digital platform/new media is to create online awareness of NACC and the HIV Response, and manage online agenda to enhance the HIV Response visibility.
Responsibilities	
<ol style="list-style-type: none"> 1. Managing and updating NACC social media pages such as Facebook, Twitter, Instagram and WhatsApp Groups among others, for accurate and timely communication. 2. Managing and updating the NACC Website. 3. Creating linkages between NACC's online communication platforms for monitoring and evaluation of feedback. 4. Setting the agenda and managing online interactive debates, conversations and discourse on topical HIV issues. 5. Developing creative concepts, graphics and layouts for various communication material for NACC digital platforms in line with requirements. 6. Identifying and uploading shareable audiovisual content on all the digital platforms 7. Monitoring, recording and analysing the NACC/HIV and AIDS coverage in the social media platforms 8. Preparing reports on digital media coverage of NACC and HIV issues 9. Responding to HIV and AIDS questions raised by followers of the various NACC Digital platforms on a real time basis 	
Educational Requirements	For appointment to this grade, a candidate must possess a Bachelor's degree in Communication, Journalism, Public Relations or equivalent from a recognized university
Experience	The candidate must also have: - (i) Managed the digital platforms/website and social media pages of a large company/organization that interacts with consumers/public in real time.



	<ul style="list-style-type: none">(ii) Have minimum 2 years' experience in Social/digital Media platforms management(iii) Must demonstrate experience in reporting and especially Health HIV and AIDS issues(iv) Possess ability to mobilize social media following through social media campaigns(v) Demonstrated capacity to set media agenda for conversation(vi) Excellent photography and videography skills(vii) Excellent skills in Graphics design and Desk Top Publishing(viii) Demonstrable skills in writing articles, reports(ix) Professional membership in the relevant professional bodies (PRSK /CIPR, etc.)
Key competencies	<ul style="list-style-type: none">(i) Be fluent in English and Kiswahili;(ii) Good knowledge of the media landscape in Kenya;(iii) Excellent interpersonal skills;(iv) Proven administrative and communication skills.

The individuals recruited shall be of high integrity and able to work within a team. If you fulfill the above requirements, you are invited to submit an application letter together with an up to date CV, copies of certificates, testimonials, names and contacts of three professional referees in a sealed envelope by 5:00 p.m on **Friday, May 14, 2021** to the address provided below.

NACC is an equal opportunity employer and does NOT discriminate any applicant on the basis of their HIV status, ethnic background, sex, religion, disability, or marital status yet is attentive to gender, regional and ethnic balance. Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.

**The Chief Executive Officer
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