



POSITION ANNOUNCEMENT

TEMPORARY ASSISTANT – CORPORATE COMMUNICATIONS

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications for the following position:

TEMPORARY ASSISTANT- CORPORATE COMMUNICATIONS – 1 POSITION

Contract Period: Six Months Fixed Term Contract

Reporting to the Manager, Corporate Affairs and International Relations the selected candidate will be responsible for:

- 1) Develop visually appealing and engaging content (images, videos, graphics, and text) tailored for various platforms, including Facebook, Instagram, and X (formerly Twitter);
- 2) Collaborate with internal departments to develop scripts and create content such as videos, infographics, and social media posts;
- 3) Write compelling captions, posts, and copy that reflect the Authority's brand voice and communication objectives;
- 4) Monitor social media platforms and work closely with the communications team to ensure timely and appropriate responses to audience inquiries and feedback;
- 5) Proactively monitor audience interactions (comments, messages, and mentions) across all platforms especially those related to Capital Markets and mentions of the Authority and escalate relevant items to the CAIR team for timely action and response;
- 6) Ensure all content adheres to brand guidelines and maintains a consistent tone and visual identity;
- 7) Schedule and publish content across various platforms using social media management tools; and
- 8) Maintain a consistent posting schedule and manage a content calendar to support continuous and strategic audience engagement.

Minimum Qualifications and Experience

- 1) Bachelor's degree in Communications, Public Relations, Marketing, or a related field;
- 2) Proficiency in professional video editing and graphic design, with experience using Adobe Creative Cloud software will be added advantage;
- 3) Proficiency in the use of professional video and photography equipment; and
- 4) One year relevant experience in a Public Relations/Communications department or advertising agency will be added advantage.

Key skills, Knowledge & Competencies

- a) Strong skills in content creation, social media strategy, and community engagement across platforms such as Facebook, X (formerly Twitter), Instagram, LinkedIn, and TikTok.
- b) Strong analytical and technical aptitude
- c) Team player with strong work ethic
- d) Excellent presentation skills
- e) Demonstrate good communication skills both spoken and written
- f) Ability to complete assignments within set timelines
- g) Ability to undertake multiple assignments

Please [Click Here](#) and apply. Applications should be received on or before **23 May 2025**.

Note: Please provide complete and accurate information pertaining to the instructions provided on the e-recruitment portal. Only shortlisted candidates will be contacted for interviews. Canvassing will automatically lead to disqualification.

'Capital Markets Authority is an Equal Opportunity Employer. Persons living with disabilities are encouraged to apply.'

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS