



VACANCY ADVERTISEMENT

The National Authority for the Campaign Against Alcohol and Drug Abuse (NACADA) was established vide an Act of Parliament in July 2012 to coordinate a multi-sectoral effort aimed at preventing, controlling and mitigating the impact of alcohol and drug abuse in Kenya.

In its pursuit to undertake its mandate effectively, NACADA wishes to recruit a dynamic, result-oriented and self-driven **Kenyan** citizen to fill the following vacant positions:

| | POSITION TITLE | REF. NO. | NO. REQUIRED | TERMS OF SERVICE |
|--|----------------------------------|-----------------|---------------------|-------------------------|
| | Manager, Corporate Communication | NAC/MCC/7/20 | 1 | Permanent |

Interested candidates are invited to forward their applications by post, email, courier or hand-delivery, enclosing an updated detailed CV, copies of academic and professional certificates, day time telephone contacts, current and expected remuneration, notice period required to take up the appointment if successful, and names, addresses and emails of three (3) professional referees to:

Chief Executive Officer,
National Authority For the Campaign Against Alcohol and Drug Abuse,
NSSF Building, Block A, Eastern Wing, 18th Floor,
P.O. Box 10774-00100 GPO
Email: careers@nacada.go.ke,
NAIROBI.

Candidates are invited to visit NACADA website at www.nacada.go.ke/careers for detailed job profiles.

All applications **MUST** have the job reference number clearly marked on the envelope OR subject line so as to reach the undersigned not later than **Friday 20th March 2020**. Shortlisted candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya 2010. In fulfillment of this provision the following **compliance certificates** be submitted: Certificate of Good Conduct, Clearance Certificate from Higher Education Loans Board; Tax Compliance Certificate; Ethics and Anti-Corruption Commission Clearance and a **Report** from an approved Credit Reference Bureau.

NACADA is an Equal Opportunity Employer
Any form of canvassing will lead to Automatic disqualification.

ONLY SHORT-LISTED CANDIDATES WILL BE CONTACTED.

NEED SOMEONE TO TALK TO ON ALCOHOL & DRUGS?
CALL OUR HELPLINE NUMBER 1192, FREE OF CHARGE.



MANAGER CORPORATE COMMUNICATION, JOB GRADE NAC 3

Job Description and Responsibilities

Responsible to the Chief Executive Officer for:

- (i) Overall supervision of all human, financial and material resources of the Department;
- (ii) Overseeing the development and implementation of a brand manual for the Authority;
- (iii) Developing and ensuring compliance with the corporate identity of the Authority;
- (iv) Overseeing the development and implementation of a communication strategy for the Authority;
- (v) In charge of formulating and implementing creative communication strategies and public relations programs;
- (vi) Overseeing the regular update of the Authority's website;
- (vii) Overseeing the promotion of a positive corporate image of NACADA to the public through promotions and campaigns;
- (viii) In charge of all public relation activities in the Authority;
- (ix) Overseeing branding and promotion of the Authority nationally and internationally;
- (x) Building synergy and enhancing collaboration between the public and private sector institutions;
- (xi) Identifying and creating good working relations with development partners;
- (xii) Managing and appraising departmental staff and identifying their training needs;
- (xiii) In consultation with the CEO, managing and handling all negative publicity about the Authority;
- (xiv) Overseeing management of customer complaints in the Authority.

Job Specifications

- (i) Eight (8) years' experience with three (3) years in management or senior management position;
- (ii) Bachelor's degree in Journalism or mass communication, public relations or its equivalent from a recognized institution;
- (iii) Master's degree in mass communication or its equivalent from a recognized institution;
- (iv) Post Graduate diploma in Journalism, mass communication or its equivalent from a recognized institution; if the degree is not in Journalism or mass Communication;
- (v) Certificate in a Leadership course from a recognized institution;
- (vi) Demonstrate a high degree of responsibility in discharging public relations duties;
- (vii) Good writing and communication skills;
- (viii) Membership to a relevant professional body in good standing;
- (ix) Proficiency in computer applications; and
- (x) Management course from a recognized institution.