



REGIONAL FLAGSHIP TVET INSTITUTE FOR TEXTILE TECHNOLOGY
(RFTITT)

INTERNAL JOB ADVERTISEMENTS

THE KISUMU NATIONAL POLYTECHNIC (TKNP) EAST AFRICA SKILLS FOR TRANSFORMATION AND REGIONAL INTEGRATION PROJECT (EASTRIP)

The Kisumu National Polytechnic invites applicants from those currently servicing within the polytechnic

COMMUNICATIONS OFFICER

About TKNP and The EASTRIP Project

The Kisumu National Polytechnic herein refers to as “TKNP” is a premier National Polytechnic in Kenya situated within the Lake city of Kisumu, around 349Km from Nairobi. TKNP is among the 16 beneficiaries of World Bank funded project, spread across Kenya, Ethiopia and Kenya, under East Africa Skills for Transformation and Regional Integration Project (EASTRIP). The main objective of EASTRIP is to increase the access and improve the quality of TVET programs in selected Regional Flagship TVET Institutes and to support regional integration in East Africa. By improving the capacity of flagship TVET providers and relevant national agencies, and expanding the pool of qualified skilled labor in the growing economic sectors, the project will contribute to the high-level project objective of promoting regional integration through supporting the regional corridors and sector markets and promoting mobility of students, faculty, and graduates. In addition, it will contribute to the high-level objectives of poverty alleviation and economic growth for the participating countries and for the East Africa region by developing highly skilled and productive workforce. The Project’s proposed development objectives and results will be achieved through activities grouped under three components namely:

Component 1; Strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors; **Component 2;** Creating national TVET enabling environments; **Component 3;** Enhancing regional collaboration in TVET and project coordination;

TKNP is the Regional Flagship TVET Institute for Textile Technology (RFTITT) under the component of strengthening selected Regional Flagship TVET Institutes for high quality skills development in priority sectors. To achieve this Project Development Objective (PDO), six (6) activities have been identified namely; Strengthening governance and management; institutionalizing industry links; Developing market



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relevant competency based training programs; Training of TVET managers and teachers; Upgrading key training facilities and equipment; Outreach and support for non-project national TVET institutes.

Key Responsibilities:

- Managing content planner for the Institute's communication channels, identifying potential news stories and working across teams to plan and develop content
- Drafting, editing and publishing content through the Institute digital communication channels, including its website, Twitter and LinkedIn feeds etc
- Plan and create multi-media communications materials
- Syndicating and sharing content with partners and stakeholders for their own communication channels
- Supporting the in tracking, measuring, and reporting on the effectiveness of the Institute's communication channels
- Day-to-day management of the Institute social media presence, including publishing content, and driving and responding to engagement
- Compile and produce a regular e-bulletin for distribution to the Institute stakeholders
- Work with colleagues across the Institute to support their use of the Institute's website and communication channels
- Support development of brand materials
- Draft media and stakeholder briefings as well as press releases for the Institute
- Support the development, promotion and organization of Institute seminars and events
- Provide creative, editorial and operational support for communications projects, including annual reports
- General Admin duties as required

Knowledge, skills and experience:

Essential

More than two years' experience in a communications role

- Degree qualification (preferably in communications or journalism) or equivalent
- Excellent written and oral communication skills, with demonstrated experience in writing for the web and day-to-day running of social media accounts (with sensitivity and understanding of different audiences and subject matter)
- Strong editorial skills, with experience of editing content for digital publication and distribution
 - Experience of using content management systems (CMS), preferably Drupal or any other relevant tool
- Experience of producing digital communications campaigns desirable:



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- Interest in/experience of the education sector
- Experience helping to organize events
- Experience using Adobe design software – Photoshop or InDesign
- Photo/video editing skills
- Basic HTML skills

Contract Duration : 1 year renewable

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PROJECT ADMINISTRATIVE ASSISTANT

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Key Responsibilities:

- Provides administrative and operation support on implementation of project;
- Manage the project implementation processes in consultation with the Center Director's; office and respond to queries in his/her absence;
- Maintain an effective record and filing system for quick and easy reference;
- Assist in the management and oversight of self sustaining activities;
- Help in monitoring project implementation processes.

Qualifications

- Diploma in Business Administration;
- At least 5 years of relevant post-qualification experience in a busy office environment, preferably in an INGO, research organization or training institution;
- Good planning, marketing and organizational skills;
- Good computer skills;
- Excellent communication skills (both written and verbal);
- Excellent interpersonal skills;
- Experience working in a multidisciplinary and multicultural environment will be an added advantage.

Corporate Competencies:



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- Demonstrates integrity by modeling the WB values and ethical standards;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treats all people fairly without favoritism.
- Ability to form and maintain relationships through team work and needed networking;
- Demonstrate openness to change and ability to manage complexities;

Contract Duration: 1 year renewable

To apply: Send your CV and a cover letter (one side of A4 maximum) explaining what makes you a strong candidate for this role by 2nd September 2020 to

The Principal
Kisumu National Polytechnic
P.O. Box 143-40100 Kisumu
info@kisumupoly.ac.ke