



12th July, 2024

**JARAMOGI OGINGA ODINGA
UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE VICE CHANCELLOR**

EXTERNAL JOB ADVERTISEMENT

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega & Kisumu Counties.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region.

The focus is to increase the use of Quality County led health and social services in Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH) in a bid to increase access, demand for quality services and Strengthened capacity of County Health Systems, Local Partners and Communities to deliver quality health services.

We are seeking to recruit qualified and competent individuals to fill the following vacant positions at JOOUST-USAID-Boresha Jamii Program:

POSITION: COMMUNICATIONS ASSISTANT (ONE POST)

REF NO: UBJ/COMM ASST/1/7/2024

GRADE: GRADE 10

STATION: KAKAMEGA COUNTY

JOB SUMMARY

The Communications Assistant will work with the MEL and Technical teams to develop and disseminate knowledge products using various communications technologies. S/he will be responsible to support in the implementation of USAID Boresha Jamii communication plan and disseminate information across different stakeholders including reaching out to a diverse audience through various channels such as photos, social media platforms, websites, brochures, pamphlets, and community outreach programs.

Reporting to the Monitoring Learning & Evaluation Specialist, while working closely with the technical team, the Incumbent will develop and implement USAID Boresha Jamii communication plan and disseminate information across different stakeholders.

H/she will be responsible in enhancing USAID Boresha Jamii visibility, credibility and accountability; and will oversee all internal and external communications in consultation with the COPs Office & the Technical Team.

H/she will be based in Kakamega and intermittently support Kisumu County on need basis.

The Incumbent will actively promote USAID Boresha Jamii work, seek opportunities to share its successes, develop and distribute materials that convey the program's objectives.

He/she will monitor and coordinate the program's publications, social media, press releases and assist in updating USAID Boresha Jamii Platform and other digital communications. Over and above, he/she will ensure compliance with the UBJ Branding and Marketing Plan.

SPECIFIC RESPONSIBILITIES:

Communications:

1. Participate in identifying innovative communication, public relations platforms that will help in showcasing RMNCAH, Nutrition and WASH work.
2. Promote communications and marketing materials through appropriate social channels. Support in documenting RMNCAH, Nutrition and WASH success stories and lessons learnt from the different interventions through the development of videos, photography that highlight the project success.
3. Support with social media management through content creation, sharing current project materials and results as well as project website management.
4. Support in compiling an internal quarterly newsletter, sharing project updates Events Management Support.
5. Participate in organizing projects' events and commemorations, for example the health days recognized nationally and internationally.
6. Support in all project events or activity photography and videography needs.
7. Maintain an events bank with well-organized catalogue to meet various communication purposes.

Branding

1. Ensure implementation of the USAID Boresha Jamii Branding, Communication and Marking Plan and facilitate review of the plan whilst incorporating guidance from the USAID Graphic Standards Manual and Partner Co-Branding Guide.
2. Graphics design. Support in the design of Information Education and Communication (IEC) materials such as posters, flyers, brochures for awareness creation with the Adobe design suite.
3. Increase RMNCAH, Nutrition and WASH visibility through internal and events branding aligned to the USAID branding guidelines.

4. Responsible for packaging & disseminating knowledge products and increasing the overall visibility of the product through conventional and digital media channels.
5. To carry out any additional duties that may be assigned by the immediate supervisor.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's degree in journalism and communication, Communication and Public Relations, Media Studies from a recognized institution.
2. At least two years' post-graduation relevant experience in communications in a busy organization and demonstrated knowledge in donor funded projects.
3. At least one year's experience in managing social media platforms is required.
4. Registration with a relevant professional body (Communications or Public Relations) is required.

Knowledge, Skills, and Abilities:

1. Strong communication and writing skills, with proficiency in writing compelling, consistently error-free articles and stories for different audiences.
2. Professional photography and video editing skills.
3. Willingness to travel, work extended periods in the field, interact and document with various partners.
4. Strong analytical, report writing and editing skills as well as excellent presentation and facilitation skills.
5. Intermediate information technology skills especially on web platforms.
6. Self-driven and able to deliver results with minimum supervision.
7. Demonstrated capacity in handling major events.
8. Ability to work in a multi-disciplinary and multi-cultural environment and with partners at all levels.

Terms of Service

The successful candidates will be employed on an initial one year contract with a competitive remuneration package; contract renewal will be subject to availability of funds satisfactory performance and need for the service.

How to apply

NB: REF Number for the respective position advertised MUST be captured as an email subject:

Please Quote: **UBJ/COMM ASST /1/7/2024** for the Position of a Communications Assistant.

- Applications should be accompanied by a detailed Curriculum Vitae and certified copies of relevant academic and professional certificates, National Identity Card or Passport, testimonials, e-mail addresses and telephone contacts and any other relevant supporting documents.
- Only successful candidates shall be required to submit valid clearances from the following bodies;
 1. Kenya Revenue Authority
 2. Higher Education Loans Board

3. Ethics and Anti-Corruption Commission
 4. Directorate of Criminal Investigation (Valid Certificate of Good Conduct)
 5. Registered Credit Reference Bureau.
- They should also provide names, telephone numbers and contact addresses of three (3) referees.
 - Applicants should request their referees to submit their confidential reports to the undersigned to be received on or before **26th July, 2024**
 - **A Soft copy in PDF running format should be sent to recruitment@boreshajamii.or.ke and a copy to vc@jooust.ac.ke.**
 - Applications should be addressed to the undersigned to be received on or before **26th July, 2024**.
 - Applicants with foreign earned qualifications should have their certificates certified by the Commission for University Education (CUE).

Only shortlisted candidates will be contacted. Canvassing will lead to automatic disqualification.
The job advert is available at JOOUST Website. (www.jooust.ac.ke).

JOOUST as an equal opportunity employer. Persons with disabilities are encouraged to apply

JOOUST does not levy any fee in the processing, recruitment & selection of applicants.

The University reserves the right not to make any appointments at any stage of the recruitment exercise.

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