



Strathmore

UNIVERSITY

BUSINESS SCHOOL

SBS VACANCY ANNOUNCEMENT

JOB TITLE: Communication and IT Officer

DEPARTMENT: BMGF Project

REPORTING TO: Project Manager

JOB PURPOSE: In line with the objective of the Bill and Melinda Gates Foundation (BMGF), Driving Country Level, Kenya Project which is to advance women's leadership in the Kenyan health sector through organizational and systems change efforts, the Communication and IT Officer will spearhead the communication efforts and make a meaningful impact. This role demands expertise in communication strategy development, content creation, and multimedia design. The ideal candidate will leverage their solid foundation in communication alongside experience in graphic design and social media engagement to drive innovation and elevate our brand presence.

MAIN DUTIES AND RESPONSIBILITIES:

1. Develop and implement integrated communication strategies to optimize outcomes and support the project's goals and objectives.
2. Creating and curating engaging content across various platforms to enhance project visibility.
3. Lead the design and development of multimedia content, including graphics, videos, and animations, to support content creation campaigns and communication initiatives to engage target audiences.
4. Analyze data and metrics to measure the effectiveness of communication initiatives and make recommendations for continuous improvement.
5. Produce high-quality written and visual materials, including press releases, articles, reports, infographics, social media content, and photography.
6. Coordinate events, webinars, and workshops to facilitate knowledge sharing and community engagements.
7. Assist in the development of project reports, presentations, policy briefs, and research publications.

8. Ensure that all project communications comply with donor reporting requirements.
9. Stay updated on communication trends and social media best practices to inform organizational strategies.
10. Cultivate strong relationships with external vendors and partners to enhance communication channels.
11. Champion a culture of collaboration, creativity, and continuous learning within the communication teams.

JOB REQUIREMENTS

The post holder will be required to have and to demonstrate evidence of the following qualifications, attributes, and skills:

- Bachelor's degree in communications, Journalism, Multimedia Design, IT, or related field.
- At least 2-4 years of experience in a communications role directly related to the duties and responsibilities specified.
- Good knowledge of information technology software is mandatory.
- Experience in social entrepreneurship, or related fields is an added advantage.

SKILLS AND COMPETENCIES:

- Proven experience in developing and implementing communication strategies, preferably in a project.
- Proficiency in content creation and curation across various platforms, including web, social media, and multimedia.
- Strong skills in graphic design, video editing, and animation software.
- Analytical abilities to interpret communication metrics and make data-driven recommendations.
- Proficient in photography with the ability to capture high-quality images to support communication initiatives.
- Exceptional writing and editing skills for producing high-quality written and visual content.
- Experience in event planning and coordination, including webinars and workshops.
- Familiarity with donor reporting requirements and compliance standards.
- Up-to-date knowledge of communication trends, social media platforms, and digital marketing best practices.
- Skilled in digital marketing strategies through social media channels, email search engines, etc.
- Excellent interpersonal skills for building and maintaining relationships with external partners and vendors.
- Leadership qualities to foster collaboration and continuous learning within the communication teams.

If you are interested in the position and have the skills we are looking for, we would like to hear from you. Please forward an application letter together with a copy of your updated resume quoting '**Communications and IT Officer**' to the People and Culture Manager, Strathmore University Business School, on careersbs@strathmore.edu by end of the day (**5.30 pm**) **Monday, 22nd April 2024.**

Due to the large number of applications, we may receive, only the shortlisted applicants will be contacted.

Please be advised that Strathmore University Business School is an equal opportunity employer and does **NOT** ask for money from applicants under any circumstances during its recruitment process. Interested applicants are encouraged to exercise caution upon receiving any such interview opportunity that requires payment of any money.