



## **JOB DESCRIPTION**

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**POSITION** : Corporate Affairs Manager

**REPORTS TO** : Chief Executive Officer

**LOCATION** : Head Office

**JOB GROUP** : Job Group 4 – Manager I

**JOB HOLDER** : Vacant

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## **JOB PURPOSE**

The purpose of this position is to manage National Oil's Corporate Affairs and ensure that the Corporation talks and listens to all its stakeholders and creates a good company image to the public.

## **KEY RESPONSIBILITIES AND TASKS**

- Responsible for creating and communicating a favorable public image of the Corporation.
- Advising the Corporation on public and media related issues.
- Updating the Corporation on industry trends.
- In liaison with marketing department, develop appropriate marketing campaigns to grow the respective product lines and channels.
- Monitoring and evaluating implementation of various marketing campaigns and communication strategies undertaken by the Corporation.
- Ensure consistency between the Corporation's advertising message and its corporate affairs message.
- Developing and enforcing policies which facilitate and motivate effective communication and information flow.
- Preparing press releases, organizing press conferences and press briefings on various projects, initiatives and activities undertaken by the Corporation.
- Developing monitoring and evaluating tools for use in assessing success of the CSR activities.
- Creating and sustaining mutually beneficial relations with all Corporations stakeholders and the public.
- Developing, implementing and monitoring annual departmental budget.
- Handling the media on all aspects relating to the Corporation including new products and services, policy and other arising matters.
- Ensuring prompt handling of customer enquiries and complaints in media, emails, social networks etc.
- Creating, collecting, analyzing, documenting, packaging and disseminating information through print, electronic and digital media.

- Continuous updating of the events and corporate information on the website.
- Acts as the Community Liaison Officer for the Corporation.
- Mentoring and coaching of team members.

## **PROFILE**

### **Academic Qualifications**

- Bachelors' degree in Communication / Public relations.
- Relevant Master's Degree is an added advantage.

### **Professional Qualifications**

- Diploma in mass Communication / Membership Public Relations Society of Kenya is an added advantage.

### **Experience**

At least seven (7) years relevant experience in a busy commercial environment.

### **Skills and Competencies**

- Excellent verbal, written and communication skills.
- Self-driven individual with ability to work with minimal supervision.
- Has ability to collect and collate information.
- Demonstrates lateral thinking.

Candidates will be required to satisfy the requirements of Chapter Six of the Constitution of Kenya on leadership and integrity, and are thus required to submit clearance certificates from the following institutions together with the job application:

- Kenya Revenue Authority (Tax Compliance Certificate)
- Higher Education Loans Board
- Ethics & Anti - Corruption Commission
- Criminal Investigation Department (Certificate of Good Conduct)
- Report from an approved Credit Reference Bureau (CRB)

Evidence of on-going clearance is admissible subject to satisfactory results (presentation of a clearance certificate from the above institutions) before the selection process.

**Applications should reach us not later than 5pm on Friday, 03<sup>rd</sup> March 2017.  
Only short-listed candidates shall be contacted.**

*Canvassing shall lead to automatic disqualification.*

**National Oil is an equal opportunity employer**