



## **CAREER OPPORTUNITY**

### **Corporate Affairs Manager**

The purpose of this position is to be overall in charge of National Oil's Corporate Affairs division and creating a good company image to the public by listening to all stakeholders.

#### **Key Responsibilities:**

- Developing and executing of overall Corporate Affairs Strategy.
- Responsible for creating and communicating a favorable public image of the Corporation.
- Liaising with Ministry of Energy and Petroleum to ensure alignment of messaging in public domain.
- 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 division 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

- 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.
- Coach and mentor direct reports to ensure excellent performance and effective succession planning.

## **PROFILE**

### **Academic Qualifications**

- Bachelors' degree in Communication / Public relations or any other relevant field.
- 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 8 years' experience with 3 years at management level in Corporate Affairs in a busy office setting.
- 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:

1. Kenya Revenue Authority (Tax Compliance Certificate)
2. Higher Education Loans Board
3. Ethics & Anti - Corruption Commission
4. Criminal Investigation Department (Certificate of Good Conduct)
5. 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.

For more information, applicants can access advertisement and application details on National Oil website [www.nockenya.co.ke/recruitment](http://www.nockenya.co.ke/recruitment). Applicants should either email to [hr@nockenya.co.ke](mailto:hr@nockenya.co.ke) or send their application and detailed CV with copies of certificates, indicating current position, qualifications, working experience, current remuneration, names of at least three (3) professional referees and day time telephone number to:

**Postal Address**

**Head of Human Resource & Administration  
National Oil Corporation  
P.O. Box 58567-00200 NAIROBI**

**Physical Address**

**National Oil Corporation  
Kawi Complex, South C, Red Cross Road,  
Off Popo Road, Behind Boma Hotel**

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Applications should reach us not later than 5pm on Monday, 20<sup>th</sup> November 2017. Only short-listed candidates shall be contacted and Canvassing shall lead to automatic disqualification.

National Oil is an equal opportunity employer