

## **JOB ADVERT**

**Role:** Graduate Management Trainee - Communications

**Reporting to:** Communications Manager

**Location:** HQ Nairobi – Kenya

### **ABOUT US:**

As a Business Membership trade-based support institution, Kenya National Chamber of Commerce and Industry works to protect the commercial and industrial interests of its members and the business community at large. The institution also advocates for the creation of a favorable commercial, trade and investment environment that supports enterprise expansion and growth and most significantly creates business linkages and opportunities locally and globally.

### **Purpose of the role:**

Responsible for assisting in managing all internal and external communications

### **Key responsibilities:**

1. Create captivating and compelling communication materials and digital content that effectively promote the KNCCI brand and its initiatives.
2. Monitor and analyze social media performance across multiple platforms. Provide recommendations on strategies to increase social media engagement. Ensure that KNCCI's website and social media pages are up to date.
3. Assist in capturing photos and videos during events and related activities to document and promote KNCCI's mandate.
4. Collaborate in the production of Chamber Magazine, Chamber newsletters, promotional materials, and other publications to showcase KNCCI's achievements and updates.
5. Perform content creation and editing, which includes writing, editing, proofreading, and reviewing graphic design and layout for written and electronic presentation materials.
6. Assist in promoting our members' profiles on the KNCCI website to highlight their contributions and achievements.
7. Coordinate corporate social responsibility activities that empower the community and showcase KNCCI's commitment to social impact.
8. Support the development and delivery of high-quality events, including virtual events, conference participation, and webinars, to engage and educate our audience.
9. Develop and maintain strong relationships with journalists, editors, and media outlets to secure positive media coverage

### **Qualifications:**

- Bachelor's degree in communications, marketing, or related field.
- Experience with graphic designs, photography and videography is an added advantage
- An understanding of social media strategies and media relations.

*KNCCI is an equal opportunity employer who considers every qualified applicant for employment. At Chamber, we embrace diversity and inclusivity.*

- Creativity and innovative, able to come up with ideas that will reach and appeal to the target market.
- 2 years' experience in relevant role
- Excellent writing and editing skills
- Strong communication and persuasion skills with excellent presentation skills.

**How to Apply:**

Interested and suitably qualified individuals should submit applications enclosing detailed curriculum vitae (CV) and cover letter to Hr@kenyachamber.or.ke with **“Graduate Management Trainee - Communications”** in the subject line by **02<sup>nd</sup> February 2024**.

Only shortlisted applicants will be invited to an interview.

N/B: Please beware of fraudsters. We do not ask for any fees from applicants. Please call us on +254 111 050 600 in case this happens to you.