



ELGEYO MARAKWET COUNTY PUBLIC SERVICE BOARD

JOB ADVERTISEMENT

Elgeyo Marakwet County Public Service Board wishes to recruit a competent and qualified person to fill the following position:

INFORMATION OFFICER -JOB GROUP 'K' (1 POST) REF: EMCPSB/23/2014

To apply log on to www.elgeyomarakwetcpsb.org/ and follow the set procedure

Application can only be submitted online on or before **9th October 2014.**

IMPORTANT INFORMATION TO APPLICANTS

- i. Applicants should meet requirements of chapter six of the constitution of Kenya and will be required to get clearance certificates from EACC, KRA, HELB and obtain a certificate of good conduct from the police
- ii. Only shortlisted candidates will be contacted.
- iii. Elgeyo Marakwet is an equal opportunity employer.

The Secretary,
County Public Service Board
Elgeyo Marakwet County

Duties of Information Officer

- Development and distribution of press releases and other materials to the media;
- Coordinating and organizing press teams for prompt and effective coverage of the governors functions;
- Taking still photographs and videos of the governors functions and edit them to suit publics.
- Contributing to the preparation of the County Newspaper in form of articles, graphic design, adverts sourcing, distribution.
- Managing county social media accounts under direction of the Director Governor's Press Service; and
- Any other duties as may be assigned.

Requirements for Appointment

- Be a Kenyan citizen
- Be a holder of at least a bachelor degree in any of the following disciplines:-Mass Communication, Journalism, Public relations, Corporate Communications, Communication studies, Media studies/sciences or any other relevant and equivalent qualifications from a university recognized in Kenya.
- Have knowledge and experience in public communication; and
- Satisfy the requirements of Chapter Six of the Constitution.