



## POSITION ANNOUNCEMENT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications from qualified candidates for the following positions:

**SENIOR CORPORATE COMMUNICATIONS OFFICER (GRADE 5) - REF: CMA/SCCO/o6/2025- 1 POST**

### **Job Purpose**

Reporting to the Manager, Corporate Affairs & International Relations, the Senior Corporate Communication Officer will be responsible implementing the Authority's corporate communication initiatives and strategies to ensure the optimal positioning of the Authority's brand among internal and external audiences. They are also responsible for operationalizing domestic, regional and global cooperation partnerships.

### **Job Responsibilities**

- 1) Coordinating execution and monitoring of the Authority's external affairs programs;
- 2) Managing relationships with regulators and other strategic partners on areas of mutual interest;
- 3) Fostering a positive working relationship with local and international capacity building institutions;
- 4) Coordinating media relations to improve visibility and enhance the Authority's brand;
- 5) Monitoring the execution of the Authority's Brand Guidelines and the production of branded merchandise;
- 6) Coordinating corporate events and activities;
- 7) Coordinating the procurement of communications services with third party providers and overseeing the implementation of their briefs; and
- 8) Coordinating the development and placement of content on digital media assets including the website, Facebook, Twitter, LinkedIn and YouTube.

### **Minimum Requirements**

- a) Bachelor's degree in communications, Journalism, Public Relations; or Marketing or any related field;
- b) Membership of the Public Relations Society of Kenya (PRSK) or any other equivalent locally or internationally- accredited body;
- c) A supervisory course lasting not less than two (2) weeks is an added advantage;
- d) At least 4 years' relevant experience

### **Key skills, Knowledge & Competencies**

- a) Proficiency in Computer Applications;
- b) Writing Skills;
- c) Presentation skills;
- d) Media management and public relations skills;
- e) Interpersonal skills;
- f) Digital Communication skills;
- g) Integrity and honesty;
- h) Negotiation skills; and
- i) Creativity in event planning, execution and management.

### **HOW TO APPLY**

If you meet the above requirements, please send an **application letter and Curriculum Vitae only** in pdf format to [recruitment2025@cma.or.ke](mailto:recruitment2025@cma.or.ke) Applications to be addressed to:

**Chief Executive Officer  
Capital Markets Authority  
P. O. Box 74800-00200  
Nairobi**

Applications should be received on or before **February 25, 2025**. Only shortlisted candidates will be contacted for interviews.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

***"Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply". Canvassing will lead to automatic disqualification.***

**THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS**