



28th February, 2024

**JARAMOGI OGINGA ODINGA
UNIVERSITY OF SCIENCE AND TECHNOLOGY
OFFICE OF THE VICE CHANCELLOR**

EXTERNAL JOB RE-ADVERTSEMENT

Jaramogi Oginga Odinga University of Science and Technology (JOOUST) wishes to recruit qualified and dedicated persons for the JOOUST-USAID *BORESHA JAMII* Program funded by the United States Agency for International Development (USAID) to implement Kenya Health Partnerships for Quality Services (KHPQS) in Kakamega & Kisumu Counties.

The aim of the program is to provide integrated activities to achieve the Kenya Health Partnerships for Quality Services (KHPQS) goal and objectives, building on USAID's investment in health systems strengthening and FP/RMNCAH/WASH and Nutrition through supporting the Ministry of Health in achieving journey to self-reliance (J2SR) in Cluster 5 Counties of Western Kenya Region.

The focus is to increase the use of Quality County led health and social services in Reproductive Health, Maternal, Neonatal, Child and Adolescent Health and Nutrition (FP/RHMNCAH), Water and Sanitation (WASH) in a bid to increase access, demand for quality services and Strengthened capacity of County Health Systems, Local Partners and Communities to deliver quality health services.

We are seeking to recruit qualified and competent individuals to fill the following vacant positions at JOOUST-USAID-Boresha Jamii Program:

POSITION: COMMUNICATIONS OFFICER (ONE POST)

REF NO: UBJ/COMM/1/2/2024

GRADE: GRADE 12

STATION: KAKAMEGA & KISUMU COUNTY

JOB SUMMARY:

Reporting to the RMNCAH Technical Lead while working closely with the Monitoring and Evaluation Specialist, the Incumbent will develop and implement USAID Boresha Jamii communication plan and disseminate information across different stakeholders.

H/she will enhance the USAID Boresha Jamii visibility, credibility and accountability; and will oversee all internal and external communications in consultation with the COPs Office & the Technical Team. The Incumbent will actively promote USAID Boresha Jamii work, seek opportunities to share its successes, develop and distribute materials that convey the program's objectives. He/she will monitor and coordinate the program's publications, social media, press releases and assist in updating USAID Boresha Jamii Platform and other digital communications. Over and above, he/she will ensure compliance with the UBJ Branding and Marketing Plan.

SPECIFIC RESPONSIBILITIES:

1. Ensure implementation of the USAID Boresha Jamii Branding, Communication and Marking Plan and facilitate review of the plan whilst incorporating guidance from the USAID Graphic Standards Manual and Partner Co-Branding Guide.
2. Support utilization of digital tools including social media platforms such as Facebook, Twitter, Instagram and YouTube to communicate USAID Boresha Jamii messages as per branding and communication plans. H/she must be creative and proficient in designing, editing, and proofreading print, website content and social media materials.
3. Work closely with the Monitoring Learning & Evaluation to document and edit success stories and all communication publications and ensure that those materials are communicated through appropriate channels.
4. Provide technical support to program staff and partners on best practices and communication methods and materials that capture change such as change stories, photos, documentaries, annual reports, newsletters amongst other mediums.
5. Facilitate media engagement where appropriate, monitor and engage with key reporters and media outlets under the guidance of the M&E Specialist and the RMNCAH Technical Lead.
6. Produce communication and branding materials such as factsheets, brochures, annual reports, flyers, IEC materials, and newsletters as needed subject to availability of resources.
7. Responsible for packaging and disseminating knowledge products and increasing the overall visibility of the project through conventional and digital media channels.
8. Establish standard communication protocols related to format and frequency defined for key stakeholders (limit need for ad hoc communication activities).
9. Support technical teams in wider use of online media, blogs, social networking, and other appropriate tools.
10. Develop and update a knowledge management and communications strategy for approval by the SMT and project oversight committee.
11. Manage the project website to support ease of use, timeliness or availability of information, and a strong knowledge management system.
12. Manage the UBJ brand, ensure that all external communication are finalized in consultation with the Senior Management Team and meets USAID and JOOUST branding guidelines.
13. Increase the visibility of the UBJ within the global UHC landscape.
14. Seek opportunities to connect SMT and Oversight committee members to other organizations and showcase UBJ work to garner greater support and involvement.
15. Perform any other departmental tasks as may be assigned by the supervisor/s.

MINIMUM REQUIRED QUALIFICATIONS AND EXPERIENCE:

1. Bachelor's Degree In Communications, Journalism, Public Relations, Development Studies or any other related field from a recognized learning institution.
2. At least three years' post-graduation relevant experience in communications in a Donor Funded Program.
3. Experience managing social media platforms is required.
4. Registration with a relevant professional body is required.

Knowledge, Skills, and Abilities:

1. Strong communication and writing skills, with proficiency in writing compelling, consistently error-free articles and stories for different audiences.
2. Professional photography and video editing skills.
3. Willingness to travel, work extended periods in the field, interact and document with various partners.
4. Strong analytical and report writing skills as well as excellent presentation and facilitation skills.
5. Intermediate information technology skills especially on web platforms.
6. Self-driven and able to deliver results with minimum supervision.
7. Demonstrated capacity in handling major events.
8. Ability to work in a multi-disciplinary and multi-cultural environment and with partners at all levels.
9. Excellent writing skills and ability to articulate oral and written technical information clearly and effectively to both technical and non-technical audiences.

Terms of Service

The successful candidates will be employed on an initial contract ending 30th September,2024 with a competitive remuneration package; contract renewal will be subject to availability of funds, satisfactory performance and need for the service.

How to apply

NB: REF Number for the respective position advertised MUST be captured as an email subject:

Please Quote: **UBJ/COMM/1/2/2024** for the Position of a Communications Officer.

Those who had previously applied are guided not to reapply.

Candidates who satisfy the requirement stated above and interested, should forward their application in **soft copy only** including an up-to-date curriculum vitae, details of current remuneration, certified copies of academic and professional certificates, and testimonials as well as names and contacts (including postal and email addresses, and daytime telephone numbers)of three referees to reach us on or before **13th March,2024, 17:00PM NairobiTime.**

NB: Please convert all your documents into ONE MERGED PDF before sending to: recruitment@boreshajamii.or.ke and a copy to vc@jooust.ac.ke

The job advert is also available at JOOUST Website. (www.jooust.ac.ke).

Candidates who had previously applied are encouraged to still apply and attach all the required documentation.

After interviews, the successful candidates will be expected to submit the following as part of meeting the requirements of Chapter 6 of the 2010 Constitution of Kenya:

1. Valid Certificate of Good Conduct from the Directorate of Criminal Investigations,
2. Loanee Compliance Certificate for HELB Loan Beneficiaries OR Non- Loanee Compliance Certificate for those who have never benefited from HELB Loan.
3. Valid Tax Compliance Certificate from KRA
4. Clearance from Ethics and Anti-Corruption Commission
5. A Clearance Certificate from an approved Credit Reference Bureau CRB.

USAID Boresha Jamii Program is an equal opportunity employer. Women and Persons with Disabilities are encouraged to apply. Only shortlisted candidates shall be contacted.

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