



The Kenya Alliance of Resident Associations

VACANCY ADVERTISEMENT

Programs Assistant: Admin & Communication

The Kenya Alliance of Resident Associations (KARA) is the umbrella body representing the voice and proactive action of Resident Associations on service delivery issues. KARA is non-political, non-profit, non-denominational and a non-racial and is mandated to facilitate formation of Resident Associations and coordinate their activities with a view to engaging in service delivery agenda in a structurally unified voice.

KARA is seeking to recruit a dynamic and result oriented **Admin and Communication Programs Assistant** to support its administrative and multi-media communication activities in line with the Alliance's strategic goals and objectives.

Specific Responsibilities:

- Support the day to day administrative activities of the Alliance to ensure seamless operation of the organization.
- Support implementation of the communications plan of the Alliance and ensure accurate and effective sharing of information with various stakeholders and the public.
- Support in development of info-graphics, video, and audio whenever the need arises
- Support development of content including publications, newsletter and social media content that are in line with the Alliance's goals and objectives.
- Support management and regular update of the KARA website and social media feeds
- Establish and maintain an effective relationship with media outlets and other stakeholders to promote the Alliance's agenda.
- Maintain records of all communications (social media, website, media coverage, hardcopy letters, project communication among others).
- Support program team in the documentation of best practices, success stories, and overall organizational activities
- Support in development of knowledge management system for the Alliance

Qualification

- A degree in communication and public relations from a recognized institution.
- Additional qualifications in administration and digital media management will be an added advantage.
- At least 3 years of relevant experience in the field of administration and communication
- Effective oral, written and interpersonal communication skills
- Ability to network and maintain contacts that are useful to the attainment of the goals of KARA

How to Apply

Interested candidates are requested to submit an application letter together with the curriculum vitae to: mail@kara.or.ke. Deadline for submission of applications is 8th September, 2022 by 5pm. Only shortlisted candidates will be contacted.