

KASIGAU RANCHING (DA) COMPANY LIMITED

Communication Assistant Position

Terms of Reference

Part 1 – Position

Communication Assistant (CA)

Part 2 – Reports to

Manager

Part 3 – Place of Employment

The position is based in the Kasigau Ranch head office in Kasigau, Taita Taveta, Kenya. The incumbent may be required to travel across the county or country as well as other countries of Kasigau Ranch's engagement if required.

Part 4 – Structural Position

The Communication Assistant is responsible and reports to the Manager who will assign duties as appropriate, under the overall supervision of the Executive Committee of the Board of Directors of Kasigau Ranch. The CA will cooperate with all personnel working in Kasigau Ranch, especially with the senior administrative and heads of departments, such as of Livestock, Conservation and Tourism, and the Administration. Close coordination is also required with the Manager and the Executive Committee lead by Chairman.

Part 5 – Basic Function of Position

The Employee serves as the CA of Kasigau Ranch with the responsibility for planning and executing all necessary communication and media functions.

Part 6 – Major Duties and Responsibilities

- Providing support for Communication strategy and action plan and its implementation.
- Developing user friendly and high quality information, education and communication (IEC) material.
- Assisting the manager in preparing board papers and any communication related materials for the meetings, events, and functions.
- Translates communication documents as appropriates and maintaining complete files.
- Prepare periodic newsletter on company's progress as well as updating of company website and social media handles.
- Carries out any other duties that may reasonably or exceptionally be required to ensure the smooth operation of Kasigau Ranch's work and as assigned by the Manager.
- Assisting in the development of other communications products such as digital, print, audio and visual materials.

Part 7 – Information / reporting

The CA will submit the following information and reports to the Manager:

- Monthly communication work plan
- Weekly and Monthly communication activity reports
- Ad hoc reports on activities of interest of the Kasigau Ranch.

Part 7 – Position Elements

Supervision Received: Supervision by the Manager.

Must be a self-starter and able to set priorities on work schedule.

Available Guidelines: Basic guidelines include the Kasigau Ranch Corporate Communication Policy Manual, Human Resource Policy and Procedure Manual, Property Use Manual, etc. There are also a variety of unwritten policies, precedents and practices.

Exercise of Judgement: Initiative and independent judgement is required by the incumbent in determining what needs to be done and the best working methods. Intensive co-ordination with the Kasigau Ranch members of staff is, however, essential. The incumbent should be versatile and flexible so as to quickly adapt to changing situations.

Authority to Make Commitments: As delegated by the Manager.

Nature, Level and Purpose of Contacts: Required to deal personally with peers and colleagues from Kasigau Ranch and other partner organisations.

Supervision Exercised: the incumbent is responsible for daily coordination of the work of the information and communication department.

Working hours and days: Monday to Friday from 08:00 to 17:30, Saturday from 8.30 to 12.30. May be required to work on weekends.

Part 8 – Qualifications

- Diploma in Communications or its equivalent
- At least one (1) years working experience in a similar position
- Must be computer proficient and detailed knowledge in graphics and website, managing and designing
- Must demonstrate high levels of leadership skills and drive for success
- Good organizational skills.
- Strong planning and execution skills.
- Detail-oriented.
- Excellent time management skills.

If you fulfil the above requirements, kindly forward your online application alongside your Curriculum Vitae;

To the Chairman

Email: director@kasigauranching.com

Subject: Communication Assistant Position,

or

Submit hardcopies of the same to **Kasigau Ranch Wildlife Conservancy Head Office** not later than **17.30 PM of 31st January, 2022.**

Only the shortlisted candidates will be contacted for interviews.