

EMPLOYMENT OPPORTUNITIES AT PWANI UNIVERSITY

Pwani University, a Premier University at the Coast situated in the beautiful scenic tourist resort town of Kilifi is an equal opportunity employer. The University's Mission is to generate, disseminate and apply knowledge while sustaining excellence in teaching, learning and research by molding students to international standards and encouraging and supporting members of staff to undertake research. The University is seeking to recruit competent and professional staff at the level of **Communications Officer Grade 10**.

OFFICE OF THE VICE CHANCELLOR

COMMUNICATIONS OFFICER GRADE 10 1 POSITION REF: PU/ADV/01/02/2026

Job Purpose

To plan, coordinate, and implement the University's internal and external communication strategies in order to enhance institutional visibility, protect and promote the University's corporate image, support effective information flow, and strengthen engagement with stakeholders in line with the University's mission, vision, and strategic objectives.

REQUIREMENTS FOR THE POSITION OF COMMUNICATIONS OFFICER GRADE 10

Appointment to this position is either on Permanent and Pensionable terms or on a two (2) year renewable performance-based contract, depending on age, citizenship, or any other reason

REQUIREMENTS

Academic Qualifications

Applicants must have an earned **Bachelor's degree** in any of the following areas, Public Relations, Corporate Communications, Journalism, Journalism and Mass Communication, Mass Communication, Communications and Public Relations, International Relations and Diplomacy, Communication Studies, Communication and Media or equivalent qualification from a recognized and accredited institution.

Applicants should also have Proficiency in computer applications

Professional Qualifications

Applicants should be registered members of the relevant professional body e.g. Public Relations Society of Kenya (PRSK), Chartered Institute of Public Relations (CIPR), Media Council of Kenya (where applicable) and possess technical certification in either

- Public Relations
- Corporate Communication
- Media Relations
- Digital Communication / Social Media Management
- Or Relevant technical and professional certification from recognized and accredited institution

Experience

Interested applicants should:

- i. Have at least 5 years relevant experience as a **Senior Corporate Communication officer** or comparable position.
- ii. Experience in handling Corporate communication, Public relations and Media or institutional communication in a public institution, university, or large organisation Managing media relations and institutional branding as a Senior Corporate Communication Officer or in a comparable position;
- iii. Have exposure in writing for diverse audiences (management, staff, students, public)
- iv. Demonstrate expertise in managing social media platforms and creating engaging content for blogs or websites.
- v. Have experience in organizing and coordinating University events, exhibitions and marketing activities.
- vi. Have excellent communication, persuasive, negotiation, teamwork and interpersonal skills, with strong strategic thinking, logical reasoning, and sound decision-making ability

Main duties and responsibilities.

Duties and responsibilities of the Officer will include but not be limited to:

- i. Implementing corporate communications policies, strategies and programmes
- ii. Implementing media relations and internal communications programmes
- iii. Preparing media supplements and documentaries, press/media releases and features.
- iv. Coverage of University activities, both video and photography
- v. Managing and updating social media platforms
- vi. Developing a publicity framework for purposes of public awareness
- vii. Prepare and disseminate corporate publicity information materials like posters, banners, calendars, diaries, prospectus, monthly update newsletters
- viii. Maintain a photo gallery for the University
- ix. Coordinating media/advocacy fora's;
- x. Developing and updating a database for media contacts;
- xi. Providing communication linkage between the University and stakeholders;
- xii. Participate in organizing and coordinating and coverage of University exhibitions and marketing activities both video and photography
- xiii. Editing, proof reading and production of communication materials, publications, press, statements/releases and writing opinions.
- xiv. Provide the necessary editorial support including review of structure, clarity of language, grammar, formatting, presentation, and alignment of University policies
- xv. Ensuring adherence to the corporate brand;
- xvi. Developing information education communication materials.
- xvii. Perform any other duties as may be assigned from time to time

Skills and competencies

Applicants should possess the following Skills and Competencies

Skills

- Excellent written and verbal communication skills
- Strong editing and proofreading ability
- Media engagement and crisis communication skills
- Digital communication and social media management
- Content creation and storytelling
- Event communication and protocol management
- Excellent organisational and planning skills
- Strong interpersonal and stakeholder management skills



Competencies

- High level of integrity and confidentiality
- Strategic thinking
- Attention to detail
- Ability to work independently and in teams
- Ability to work under pressure and meet tight deadlines



TERMS OF SERVICE

Benefits for the above positions include a competitive basic salary, house allowance, medical cover for staff and dependants, life Insurance, opportunities for further development and training and other regular allowances as determined by SRC.

Interested applicants should send four (4) copies of their application for the above positions. Applications and recommendations letters from referees should be addressed to,

**The Vice Chancellor
Pwani University
P. O Box 195-80108, Kilifi**

Application should include an up to date CV, providing details of age, marital status, academic and professional qualifications, work experience, present post and salary, email address, telephone, names and contacts of three referees who are knowledgeable about the competence of the applicant, copies of relevant certificates and testimonials.

Pwani University is an equal opportunity employer committed to Diversity, Equity and Inclusion. The University encourages applications from qualified applicants of all genders, persons with disabilities, and members of marginalized groups.

Reasonable accommodation will be provided to applicants with disabilities during the recruitment process upon request. Applicants who wish to be considered under the category of persons with disabilities should attach a valid National Council for Persons with Disabilities (NCPWD) registration certificate.

Applicants with foreign qualifications Must submit a Certificate of Recognition from the Commission for University Education.

The deadline for submitting application is **Friday 6th March 2026** Applications received later than this date will **not be** considered.

Please Note that: Only shortlisted candidates will be contacted.

Canvassing will lead to automatic disqualification

NO FEE

PWANI UNIVERSITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS (APPLICATION, INTERVIEW MEETING, OR APPOINTMENT).

