

**CORPORATE SERVICES DIRECTORATE**

**COMMUNICATION AND EXTERNAL RELATIONS DEPARTMENT**

1. *Senior Communication Officer (1)*

*Ref No. CAK/01.07/2020*

**Job Description**

- Participating in the production of appropriate communication and dissemination strategies;
- Establishing and maintaining regular contact with media practitioners with a view of enhancing goodwill and positive coverage for the Authority;
- Planning and executing the Authority's participation in key corporate events;
- Recording and developing photographic images of the Authority's activities;
- Developing web content and updating the website in liaison with the ICT Department;
- Preparing and producing reports and other publications;
- Organizing for press conferences and media briefings;
- Developing Corporate brand identity manual and ensuring conformity to it; and
- Identifying and recommending branding and publicity opportunities for the Authority;

**Job Specifications**

- A minimum of five (5) years relevant work experience in the Public Service or in the Private Sector;
- Bachelor's Degree in any of the following: - Journalism, Mass Communications, Public Relations or other relevant social science from a recognized institution;
- Diploma in Journalism or Mass Communications;
- Member of Public Relations Society of Kenya;
- Have good communication and interpersonal skills;
- Proficiency in computer applications; and
- Fulfilled the requirements of Chapter Six of the Constitution.

**HUMAN RESOURCE AND ADMINISTRATION DEPARTMENT**

2. *Driver (1)*

*Ref No. CAK/02.07/2020*

**Job Description**

- Driving Authority's motor vehicle as authorized;

- Carrying out checks on the vehicle's cooling, oil, electrical and brake systems, tyre pressure and other related routine checks;
- Detecting and reporting malfunctioning of vehicle systems;
- Maintaining work tickets for vehicles assigned;
- Maintaining servicing and fueling schedules for allocated motor vehicles;
- Ensuring security and safety for the vehicle on and off the road;
- Ensuring safety of the passengers and/or goods therein;
- Adhering to traffic highway code and safety precautions in order to avoid accidents and violations;
- Reporting any accidents and incidents related to the allocated vehicles; and
- Maintaining cleanliness of the vehicle.

### **Job Specifications**

- Minimum of Kenya Certificate of Secondary Education (KCSE) mean grade D+ or its equivalent;
- Valid driving license for the classes authorized to drive;
- Passed Occupational Trade Test grade I for Drivers;
- Attended a First-Aid Certificate Course lasting not less than one (1) week at St. John Ambulance or Kenya Institute of Highway and Building Technology (KIHBT) or any other recognized Institution;
- Be proficient in computer applications;
- Good communication and interpersonal skills;
- Fulfilled the requirements of Chapter six (6) of the Constitution; and
- Show merit and ability as reflected in work performance and results.

### **3. Internship Opportunities**

**a) Mergers and Acquisition-**

***Ref No. CAK/03.07/2020***

Academic Qualification: Bachelor degree in Economics/Statistics/Business related field.

**b) Enforcement & Compliance**

***Ref No. CAK/04.07/2020***

Academic Qualification: Bachelor degree in Law/ Economics/Business related field.

**c) Buyer Power**

***Ref No. CAK/05.07/2020***

Academic Qualification: Bachelor degree in Economics/Statistics/Law/Business related field

**d) Supply Chain Management**

***Ref No. CAK/06.07/2020***

Bachelor degree in Procurement, Purchasing, Supply Chain Management, Logistics Business



Administration or any other equivalent qualification from a recognized institution.

**e) Human Resource & Administration**

**Ref No. CAK/07.07/2020**

Bachelor degree in Human Resource /Social Science/ Business Administration.

**General requirements for the Internship Program:**

- Beneficiaries of the Authority's Young Professionals Program, Industrial Attachment and Apprenticeship will not be eligible;
- Beneficiaries of the Internship Program from any other institution are not eligible;
- The applicants must have graduated within the last one year;
- Must be below 27 years of age.

**Please Note:**

- a) Only shortlisted applicants will be contacted.
- b) The Authority does not guarantee employment after completion of the Internship Program
- c) Incomplete applications will not be considered
- d) Diversity balance considerations will be applied in the selection process

**HOW TO APPLY**

Interested applicants who meet the above requirements are advised to submit their applications to:

Email: [recruitment@cak.go.ke](mailto:recruitment@cak.go.ke) or; log into the Authority's Recruitment Portal  
<https://jobs.cak.go.ke:802>.

**The application shall include:**

- a) Application letter;
- b) Detailed CV;
- c) Copy of National Identification Card;
- d) Certified copies of Academic and Professional certificates; and
- e) Names and contacts (telephone and e-mail) of three (3) professional referees.

Applications close on **27<sup>th</sup> July, 2020 at 1700hrs**. Only applications with all the required attachments will be considered.

*The Competition Authority of Kenya is "An ALL inclusive Employer"*

*Canvassing of any form will lead to automatic disqualification. Only shortlisted applicants will be contacted.*