

<b>Name of Organization</b>	National AIDS Control Council
<b>Job Title</b>	HEAD, COMMUNICATION
<b>Reports to</b>	Chief Executive Officer
<b>Grade</b>	NACC 3
<b>Department</b>	Chief Executive Officer
<b>Business Purpose/Objective</b>	To initiate, establish and maintain cordial relations between NACC and the general public. To develop and implement communication strategies as appropriate to address issues emerging in the HIV response at County, National, and International levels. To ensure results, promote the visibility and corporate image of NACC
<b>Responsibilities:</b> <ul style="list-style-type: none"> <li>• Develop and execute Communication strategies for different aspects of the HIV response and for diverse stakeholders to achieve intended results for the HIV response.</li> <li>• Coordinate national and international exhibitions.</li> <li>• Develop and review written communication including speeches, technical information and be responsible for all publications.</li> <li>• Manage media relations for all matters related to HIV and NACC.</li> <li>• Carry out Communication planning for corporate and PR activities.</li> <li>• Develop and manage the NACC Corporate Communication strategy.</li> <li>• Manage NACC Website and ensure active Social media for Strategic Issues in the HIV response and for NACC.</li> <li>• Coordinate Partners who fund and implement HIV related communication interventions.</li> <li>• Motivate and nurture the division to achieve excellence in capability to achieve overall objectives.</li> <li>• Supervise and appraise staff and identify their training and developmental needs.</li> <li>• Managerial oversight and mentorship for Division to achieve set goals and staff to develop.</li> <li>• Lead the communications team by budgeting, planning and directing resources to achieve targets and objectives.</li> <li>• Publish the Maisha bulleting regularly.</li> </ul>	
<b>Educational Requirements</b>	Postgraduate qualification in Journalism, Public Relations or equivalent
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Minimum seven (7) years relevant experience in media management with 3 of these years in a senior role with special bias in:</li> <li>• Experience in the development of communications material and coordinating communication strategies by different stakeholder groups is required.</li> <li>• Experience in website and management of social media</li> </ul>

	<ul style="list-style-type: none"><li>• Experience in translating technical information into reader friendly communication</li></ul>
<b>Key competencies</b>	<ul style="list-style-type: none"><li>• Team worker</li><li>• Ability to work under pressure to deliver high quality work with deadlines</li><li>• Excellent writing skills</li><li>• Media, message and appropriate target groups research skills.</li><li>• Public relations skills.</li><li>• Advocacy skills.</li><li>• Influencing skills.</li><li>• Capacity to engage media</li><li>• Honest</li><li>• Supervisory skills</li><li>• Demonstrated ability to work diplomatically, harmoniously, and effectively with a diverse group of people.</li><li>• Good interpersonal and communication skills</li><li>• Good organizational skills</li><li>• Capacity to build a story and grow its momentum</li></ul>