



Organization Background

The Kenya Climate Innovation Center (KCIC) is a social impact organization operating in the climate space, committed to supporting micro and small enterprises and driven by innovation. KCIC provides incubation, capacity building services and financing to Kenyan entrepreneurs and new ventures that are developing innovative solutions in renewable energy and energy efficiency, water management, agribusiness, waste management, and commercial forestry in a bid to address climate change challenges.

KCIC is currently implementing several long-term programmes including AgriBiz, supported by the European Union (EU) and DANIDA. GreenBiz Programme supported by DANIDA, Productive Use of Solar Energy (PUSE) supported by the Charles Stewart MOTT Foundation, the Sustainable Waste Innovation for a Future in Transition (SWIFT) supported by IKEA Foundation.

KCIC is recruiting **one (1)** Communications Assistant (Videography and Graphics Design) on a short-term contract basis to support the communications function.

JOB DESCRIPTION

Role Title:	Communication Assistant (Short-term)	Reports to:	Communication & KM Officer
Directorate	Corporate Services	Department:	Corporate Services
Country:	Kenya	Location & Work-Related Travel:	Nairobi
Direct Reports	N/A	Others Reporting Indirectly	N/A

Job Summary: The Communications Assistant will support the Kenya Climate Innovation Center (KCIC) in creating high-quality visual content that effectively communicates our mission and programs. This role involves videography, video editing, graphic design, and visual storytelling to enhance KCIC's online and offline presence.

Key Responsibilities:

1. Videography and Editing:

- Plan, shoot, and edit videos for various projects including promotional materials, social media content, event coverage, and documentaries.
- Develop scripts and storyboards for video projects.
- Align all video content with KCIC's branding and messaging guidelines.

2. Graphic Design:

- Create engaging and visually appealing graphics for social media, websites, reports, brochures, and other communication materials.
- Develop infographics and data visualizations to support KCIC's reports and presentations.
- Align all graphic content with KCIC's brand identity and style guidelines.



3. **Content Management:**

- Organize and maintain a library of videos, graphics, and photos for easy access and retrieval.
- Manage video and graphic design projects from concept to completion, ensuring timely delivery.

4. **Collaboration:**

- Work closely with the communications team to brainstorm and develop creative content ideas.
- Collaborate with other departments to understand their communication needs and provide appropriate visual content.

Qualifications:

- Bachelor's degree in Communications, Graphic Design, Film Production, or a related field.

Experience:

- Proven experience in videography and video editing.
- Proficiency in graphic design software such as Adobe Creative Suite (Photoshop, Illustrator, Premiere Pro, After Effects).
- Experience working with NGOs and non-profit sector an added advantage.
- Ability to work independently and manage multiple projects simultaneously.

Functional Skills

- Planning and organization skills
- Creative and Analytical skills
- Communication skills
- Graphic Design skills
- Videography Skills

Behavioral Skills

- Professionalism and integrity
- Interpersonal skills
- Attention to detail
- Adaptability and reliability
- Teamwork

How to Apply

Interested candidates are invited to send the completed KCIC Employment Application Form as per the link below, together with their updated resume and cover letter detailing experience relevant to the role, current and expected salary, daytime telephone contacts, and names of three professional referees.

[Employment Application Form](#)

Closing date for applications is **Friday, 14th June 2024**. Only shortlisted candidates will be contacted.

Kenya Climate Innovation Center is an equal opportunity employer