



The Kenya Scouts Association is an educational Movement for young people, which provides non-formal education that complements the core-curriculum offered in our educational institutions.

The Association is looking for suitable candidates to fill the positions of a Moot Assistant.

This will be a one-year contract to prepare for the Africa Rover Moot event that will be hosted by the Kenya Scouts Association in 2023. The role holder will assist the Moot Desk Officer in providing technical and administrative assistance to the Moot Secretariat.

#### Key responsibilities

1. Assist in communication and correspondence with National Scouts Organizations and National Scouts Associations regarding the Moot
2. Handling all Moot related enquiries
3. Assist in planning, writing and managing e-blasts and e-newsletters,
4. Follow-up and management of press relations pertaining the moot
5. Press impact analysis and media monitoring
6. Writing press materials: media invites, media briefs, press releases
7. Management of digital communication channels for the moot: social media, mails e.t.
8. Photography and videography
9. Update the Moot website with current events, relevant news, etc.
10. Design event fliers, presentations, posters, brochures graphics and other marketing material
11. Update all bulletin boards at the HQ on an ongoing basis
12. Update and maintain social media presence for the moot, including daily monitoring, posting, scheduling and reporting on social media updates
13. Provide input for creative marketing strategies and social media campaigns
14. Assist in managing editorial and event calendar
15. Create online advertisements as needed
16. Updating media contact lists.

#### The Ideal Candidate should have a;

- Diploma in Communications, Advertising, Public Relations or related discipline
- Scouting background
- Firm grasp of social media tools and platforms including Facebook, Instagram etc.
- Possess excellent written and oral communication and interpersonal skills
- Proof of photography and videography skills
- Self-starter, good time management, creative, with ability to communicate in a professional manner
- Ability to work well independently, and within a team
- Knowledge of HTML, website content management and graphic design

The National Executive Commissioner  
Kenya Scouts Association Rowallan Scouts Camp  
P.O. Box 4122-00100, Nairobi.

OR

Emailed to: [recruitment@kenyascouts.org](mailto:recruitment@kenyascouts.org)

Applications to reach us by **7<sup>th</sup> July, 2022**. Only shortlisted candidates will be contacted