



## VACANT POSITION FOR PUBLIC RELATIONS OFFICER

Applications are invited for a vacant position of a **Public Relations Officer** at the **Kenya Embassy, Stockholm** on a two-year contractual basis, renewable upon satisfactory performance.

The successful candidate appointed to the position will be responsible for providing support and assistance in promoting Kenya's interests and engagements in Sweden and the Nordics.

Specific duties include:

- Coordinate Ambassador's social diary
- Plan, develop and implement PR strategies for the Kenya Embassy
- Collate and analyse media coverage for use by the Kenya Embassy Staff
- Participate in writing and editing in-house magazines, case studies, speeches, and articles
- Prepare and supervise the production of publicity brochures, handouts, direct mail leaflets, promotional videos, photographs, films and multimedia programmes
- Devise photo opportunities and coordinate studio or location photography
- Assist in organizing events (such as press conferences, exhibitions, open days), source speakers and seek out sponsorship opportunities
- Maintain and update information on the organisation's website
- Manage and update information and engage with users on social media sites such as Instagram, Twitter and Facebook
- Foster good community relations through events such as open days and through involvement in community initiatives
- Translation of correspondence from Swedish to English when required
- Any other duties that may be assigned from time to time.

The position will require a flexible, highly self-driven individual with a sense of creativity, and a positive attitude. The individual must also be a team player with excellent communication skills. The pertinent qualifications are as follows:

- A basic degree in Social Sciences particularly Public Relations, Communications, International Relations, English, or related fields.
- Applicants must have an excellent command of Swedish language and good command of English language. Knowledge of another Nordic language is an added advantage
- Excellent Computer Skills including high proficiency in Microsoft Office, Adobe InDesign, photo editing software and use of social media
- Previous experience of at least 5 years in a similar role
- Evidence of clean criminal record (Evidence of a valid Police Clearance/Police Record Extract will be required)
- Resident of Sweden

All applications and copies of all the required testimonials, should be emailed to [info@kenyaembassy.se](mailto:info@kenyaembassy.se) on or before **25<sup>th</sup> November, 2021**

Applicants who were previously interviewed for this position need not re-apply.