



LAW SOCIETY OF KENYA

JOB DESCRIPTION FOR THE POSITION OF PROGRAM ASSISTANT COMMUNICATIONS DEPARTMENT

As Program Assistant- Communications, you will undertake the following responsibilities;

- Analyzing system design and updating and maintaining the Website and databases and ensure staff ICT capacities correspond with organization's needs.
- Keep under review the information and communications strategy, corporate identity and branding.
- In consultation with LSK staff, develop and disseminate advocacy and other publicity materials to promote the image and the work of LSK among its key audiences.
- Collect and collate information, prepare and oversee production of newsletter, magazine and journals of LSK.
- Assist in developing mechanisms for strengthening communication with regional law societies, affiliate institutions and partners.
- Develop media strategies to strengthen the partnership with LSK.
- Keep under review corporate identity and branding.
- Assist in organizing LSK events and corporate social responsibility activities.
- Assist in Media monitoring of the LSK's mandate, events and activities on online, print and broadcast media.
- Attend to members' enquiries through mail and telephone.
- Any other related tasks as maybe assigned, from time to time by the Secretary/ CEO.

Required Qualifications and Skills

- Bachelor's degree in Communications, Public Relations, Journalism or any other related field.
- Minimum of 3 years of experience in a similar position.
- Good oral and written communication skills.
- Understanding of digital marketing concepts and strategies.
- Ability to work effectively in a team environment.
- Excellent attention to detail and accuracy.
- The ability to multitask and prioritize projects.
- Good networking skills.

Interested persons are requested to fill the form [Link](#) and then submit their applications, including a detailed CV and a cover letter outlining their qualifications and experience relevant to this position. All applications should be forwarded to the undersigned on email at recruitment@lsk.or.ke so as to reach us not later than **26th July, 2024**.

N/B: Only shortlisted candidates will be contacted.

THE SECRETARY/CEO
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