



POSITION ANNOUNCEMENT - EXTERNAL ADVERTISEMENT

The Capital Markets Authority is a statutory agency charged with the responsibility of regulating and developing an efficient capital market in Kenya. The Authority invites applications from qualified candidates for the following position:

PRINCIPAL CORPORATE COMMUNICATIONS OFFICER (GRADE 5)-REF: CMA/PCCO/05/2026 – 1 Post

Job Purpose

Reporting to the Assistant Director, Corporate Communications and International Affairs, the job holder will be responsible for handling communication between the internal and external stakeholders and provides a linkage between the Authority and all its stakeholders in promoting the Authority's brand, image and visibility.

Job responsibilities

- 1) Managing relationships with regulators and other strategic partners on areas of mutual interest;
- 2) Coordinating execution and monitoring of the Authority's external affairs programs;
- 3) Coordinating media relations to improve visibility and enhance the Authority's brand;
- 4) Monitoring the execution of the Authority's Brand Guidelines and the production of branded merchandise;
- 5) Coordinating corporate events and activities;
- 6) Fostering a positive working relationship with local and international capacity building institutions;
- 7) Coordinating the procurement of communications services with third party providers and overseeing the implementation of their briefs;
- 8) Coordinating the development and placement of content on digital media assets including the website, Facebook, Twitter, LinkedIn and YouTube;

1. Implementing and adhering to the Customer Service Charter to meet customer requirements;
2. Coordinating the organization's crisis communication response to ensure accurate, consistent, and timely information is communicated to all stakeholders during high-pressure situations.
3. Providing technical input to ensure continuous improvement of business processes and controls in the section and develop mechanisms for corporate consultations; and
4. Overseeing implementation of principles of Corporate Governance, relevant national policies, guidelines, and directives within the Section;

Minimum Requirements

1. Cumulative service period of nine (9) years of relevant work experience, three (3) of which should have been at Senior Corporate Communications Officer or in an equivalent or comparable position;
2. Bachelor's degree in Journalism, Mass Communications, Public Relations, Marketing, Communication and Media or equivalent qualification from a recognized institution;
3. Management Course lasting not less than four (4) weeks from a recognized institution;
4. Membership to Public Relations Society of Kenya and in good standing; and
5. Proficiency in computer applications.

Key skills, Knowledge & Competencies

- a) Supervisory skills;
- b) Organizational skills;
- c) Communication and Interpersonal skills;
- d) Creativity;
- e) Problem solving skills; and
- f) Presentation skills.

HOW TO APPLY

If you meet the above requirements, please send an application letter and Curriculum Vitae in pdf format to externaladvert2026@cma.or.ke

Applications should be received **on or before July 6, 2026**. Only shortlisted candidates will be contacted.

Successful candidates will be required to fulfil requirements under Chapter (6) of the Constitution of Kenya.

1. Certificate of Good Conduct from the Directorate of Criminal Investigations
2. Ethics and Anti-corruption Clearance Certificate (EACC)
3. Higher Education Loans Board (HELB) Clearance Certificate
4. Current Tax Compliance Certificate from the Kenya Revenue Authority
5. Credit Reference Bureau (CRB) Clearance Certificate

“Capital Markets Authority is an Equal Opportunity Employer. Persons with disabilities are encouraged to apply”. Canvassing will lead to automatic disqualification.

THE CAPITAL MARKETS AUTHORITY DOES NOT CHARGE A FEE AT ANY STAGE OF THE RECRUITMENT PROCESS