AGA KHAN UNIVERSITY

PROGRAMME MANAGER- GRADUATE SCHOOL OF MEDIA AND COMMUNICATIONS

The graduate school of Media and Communications (GSMC) of the Aga Khan University in Nairobi offers training and consultancy for media, the corporate sector, public and non-governmental Institutions in East Africa and beyond. The GSMC operates in a state-of-the-art technological environment, including professional VJ equipment’s and a modern radio studio. Our educational programmes are highly practical and characterized by the intensive usage of digital production equipment for training across all media.

POSITION SUMMARY

Reporting to the Director PDCE, the Programme Manager will design and oversee implementation of training programmes, ensure programmes are delivered on time and to budget, and maintain a database for GSMC Alumni, Faculty and other partners.

Key Responsibilities

• Design and implement training and other events for participants from media houses, the corporate sector, public and non-governmental institutions.
• Constantly observe latest developments in training methodologies and trends.
• Observe, analyze and communicate media-related social-political and economic developments in Kenya and East Africa
• Market GSMC training programmes to ensure the targeted numbers are met and participation fees collected before commence of the Programme.
• Prepare and monitor budget in compliance with the overall GSMC budget.
• Prepare technical progress reports for donor funded projects
• Present regular and timely reports on activities and events
• Create Maintain and nature a network of teaching professionals worldwide.

Academic knowledge & skills:

• Applicants must hold a Bachelor’s Degree or post graduate degree in Media, Journalism, Public Relations, Education or Project Management from a recognized University with 5 five years’ experience.
• Profound journalistic experience in audio and/ or print media
• Self-driven and ambitious with ability to work with minimum supervision
• Excellent organizational and administrative skills and a track record of successful project management.

To Apply:

Applications together with detailed Curriculum Vitae, names of three referees, telephone contact, e-mail address and copies of certificates and testimonials should be sent to, the Manager, Recruitment, Aga Khan University Hospital, Nairobi. P. O. Box 30270-00100, NAIROBI or by email to hr.recruitment@aku.edu so as to reach not later than 05th April, 2015 Applications by email are preferred.

Only short listed candidates will be contacted.