

## 1. Manager, Stakeholder Relations and Partnerships (II) - CPF/MII/SRP/6/25

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| <b>Job Title:</b>  | Manager, Stakeholder Relations, and Partnerships (II)      |
| <b>Section/ Unit:</b>  | Corporate Affairs  |
| <b>Location:</b>   | Nairobi  |
| <b>Reports to:</b>   | Group Head, Corporate Affairs                              |
| <b>Direct Reports:</b>   | Principal Officer, Stakeholder Relations, and Partnerships |
| <b>Job Grade:</b>  | G5   |
| <b>Job purpose:</b>  |  |
| This role is responsible for initiating and strengthening the Group's relationships and partnerships with its shareholders, partners, and other stakeholders through communication with a focus on Business development.   |  |
| <b>Key duties and responsibilities:</b>  |  |
| <ol style="list-style-type: none"> <li>1. Implement a comprehensive and effective strategic plan that incorporates shareholder and stakeholder management, communications, media, events management, and corporate social responsibility activities.</li> <li>2. Manage the Group's shareholders, stakeholders, partners, and prospective shareholders with the aim of raising effective communication and managing shareholders' interests through public relations.</li> <li>3. Establish and negotiate with prospective stakeholders to join the Group with a view of maintaining public image and relations.</li> <li>4. Manage stakeholder and partner interests in the Group to ensure they are safeguarded in terms of media relations to maintain partnership relations.</li> <li>5. Lead in the development and implementation of the budget to ensure efficient allocation of resources necessary for quality implementation of the department objectives.</li> <li>6. Lead in the development of departmental work plans to ensure efficient execution of the set objectives.</li> <li>7. Develop and implement relevant policies, procedures, and guidelines to guide the Group's activities in interacting with all prospective and existing stakeholders to maintain partnerships.</li> <li>8. Continuously profile CPF through various forums through communication and media with a focus on marketing that leads to Stakeholder and partnership management.</li> <li>9. Provide leadership, vision, and management to the team to fulfil the department goals and responsibilities.</li> <li>10. Carry out semi-annual and annual performance appraisal for departmental staff against agreed KPIs to ensure achievement of the set objectives.</li> <li>11. Oversee the mentorship and development of staff to ensure continuous technical advancement and individual growth.</li> <li>12. Identify and document risks related to the Stakeholder Relations and Partnership services, processes, and products within the risk register.</li> <li>13. Develop appropriate risk responses for identified risks to ensure the risks are mitigated and eliminate any possibility of recurrence.</li> </ol> |  |

14. Report any occurring risks regularly to the Group Head, Corporate Affairs, and the Risk Division.
15. Perform any other duties as may be assigned from time to time.

### **Knowledge, experience, and qualifications required**

#### **Academic and Professional Qualifications/Memberships to professional bodies:**

1. Bachelor's Degree in Mass Communications, Public Relations, Business Management, or relevant field
2. Master's' Degree in Mass Communications, Public Relations, Business Management, or relevant field will be an added advantage.
3. Certificate in Public Relations or any relevant professional qualification/ certification and Membership to the Public Relations Society of Kenya (PRSK) professional body.

#### **Experience Required:**

1. At least 8 years' relevant experience, 3 of which should have been in a managerial role for Manager I in a similar organisation or busy function.
2. At least 8 years' relevant experience, 2 of which should have been in a supervisory role for Manager II in a similar organisation or busy function

### **Role Competencies**

#### **Technical Competencies:**

1. Stakeholder relations
2. Presentation skills
3. Event planning and management
4. Editorial skills
5. Strategic Planning and Leadership
6. Marketing and or sales
7. Corporate Communications
8. Media relations
9. Advertising
10. Public relations.

#### **Behavioural Competencies:**

1. Customer Focus
2. Cultivate Innovation
3. Drives Results
4. Collaborates
5. Action Oriented
6. Technology Savvy
7. Strategic Mindset
8. Drive vision and purpose
9. Business Insight
10. Build networks.
11. Builds effective teams

### **Key Stakeholders**

#### **Internal:**

1. All departments
2. Senior Management
3. Marketing and sales team.

#### **External:**

1. Media Houses
2. Press
3. External Stakeholders