

EXCITING OPPORTUNITY

Over the past 100 years, AIC Kijabe Hospital continues to provide **compassionate** and **quality** health care services. Anchored on the vision to “Be a God – glorifying and transformative leader in the provision of excellent healthcare and education in Africa, we recognize that a team of people with great **character**, **compassion** and excellent **skills** are our most valuable resource to our Patient care. To strengthen our team, we are seeking to fill the following position:

CORPORATE AFFAIRS MANAGER

Reporting to the **EXECUTIVE DIRECTOR**.

Purpose: To glorify God by leading and coordinating strategic communication, stakeholder engagement, brand management, and partnership development that reflect the mission and values of AIC Kijabe Hospital.

Job Duties and Responsibilities

- Provide visionary leadership to the Corporate Affairs team, guiding the execution of communication and partnership strategies
- Represent the hospital in key external engagements, including media appearances, and stakeholder forums
- Advise the senior leadership on matters of reputation management, public relations, and stakeholder intelligence
- Spearhead the development and implementation of corporate communication strategies, policies, and branding guidelines in collaboration with the legal office and Senior Management
- Oversee the production and dissemination of internal and external communication materials, ensuring clarity, consistency, and alignment with institutional values
- Lead the hospital's digital and social media strategy, promoting mission-aligned messaging across platforms
- Cultivate and maintain strategic relationships with government bodies, donors, media, community leaders, and partner organizations
- Ensure timely and professional handling of public inquiries, feedback, and concerns
- Coordinate media coverage, photography, and content creation to enhance visibility and storytelling around institutional milestones

Applicants Qualifications, Experience, Competencies and Attributes

- Bachelor's Degree in Communication or relevant field from a recognized institution
- Membership to PRSK
- Minimum of eight (8) years of relevant experience with at least three (3) in supervisory capacity



- Strong people skills and the ability to interface with people at all levels, including media and other stakeholders
- Visionary and strategic thinker, with the ability to align communication with institutional goals

How to Apply

If you believe you are the ideal candidate and meet the specified criteria, we encourage you to take the next steps in the application process. Please begin by updating your profile and completing your application on our recruitment portal <https://recruit.kijabehospital.org>. Your application should be submitted no later than **Monday, March 30, 2026**. Keep track of your application's progress in the portal on applied jobs.

We appreciate your interest in joining our team and look forward to reviewing your application.

Please note due to the high volume of applicants, only shortlisted candidates will be contacted.

GENERAL INQUIRIES - MAIN HOSPITAL
T: 0709 728 200

NAIVASHA MEDICAL CENTER
T: 0733 422 346

MARIRA CLINIC
T: 0735 118 527

NAIROBI CLINIC
T: 0703 133 233