



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 INTERN

Reporting to the **CORPORATE AFFAIRS MANAGER**.

Purpose: To glorify God by sourcing and writing content for the Hospital’s internal and external communications channels, providing technical, administrative and creative support for multimedia and communications projects.

Job Duties and Responsibilities

- Source and develop compelling stories from staff and hospital activities to promote a positive workplace culture and position the hospital as an employer of choice
- Support social media content creation to enhance the hospital’s visibility and reputation as a leading medical and surgical services provider
- Support planning and execution of events and communications-related initiatives
- Provide photography and videography coverage for hospital events and activities
- Assist in assessing patients referred for financial support based on defined criteria
- Conduct research to support communications projects and campaigns

Applicants Qualifications, Experience, Competencies and Attributes

- Degree or Diploma in Mass Communication, Communication, Public Relations, Advertising or any other related field
- Good photography and videography skills
- Familiarity with the Communication, PR, Journalism and Marketing concepts
- Ability to use Microsoft Word, Excel and Powerpoint
- Social Media content creation skills

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



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 **Friday, April 24, 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.

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