



ST. PAUL'S UNIVERSITY

The University of Choice!

INTERNAL ADVERTISEMENT

JOB VACANCY

St. Paul's University is an ISO 9001:2015 Certified Christian Ecumenical institution of higher learning in Kenya founded in 1903 with campuses in Limuru, Nairobi, Nakuru and Virtual Campus. Since the award of Charter in 2007, St. Paul's University has continued to experience sustained growth with courses in various fields of study, research programmes, student population of over 7000 and 300 full-time and part-time staff. Qualified and competent personnel have remained instrumental to this growth. To this end, the University wishes to recruit a committed Christian, who is highly motivated, and with demonstrated competencies for the position below:

Job Title: Public Relations Assistant
Reporting To: **Assistant Public Relations Officer**
Department: **Corporate Affairs**

Purpose of Role:

- To support the University's communication and branding efforts by assisting in the creation, coordination, and dissemination of information to internal and external audiences. The role is aimed at enhancing the University's image, strengthening stakeholder relations, and ensuring effective publicity of programs, events, and achievements.

KEY RESPONSIBILITIES

1. Assist in developing and implementing PR and communication strategies.
2. Draft press releases, speeches, newsletters, and other communication materials.
3. Coordinate media coverage of University events and activities.
4. Manage the University's social media platforms and contribute engaging content.
5. Support the production of promotional materials such as brochures, banners, and newsletters.
6. Monitor media coverage and prepare regular reports on publicity and brand perception.
7. Assist in organizing and managing University events, ceremonies, and community outreach activities.
8. Maintain effective communication with students, staff, alumni, partners, and the public.
9. Handle day-to-day online inquiries and direct them to the appropriate offices.

QUALIFICATIONS AND EXPERIENCE

1. Bachelor's degree in Public Relations, Communication, Journalism, Media Studies, Marketing, or a related field from a recognized institution. Professional training in Digital Communication, Branding, or Media Relations will be an added advantage.
2. 2-3 years of working experience in a PR role, preferably in a University or a learning institution.
3. Experience in handling social media platforms, writing press releases and speeches, digital marketing, and events organizing.
4. Strong computer skills and proficiency in all Microsoft suites and desktop publishing software.
5. Demonstrated digital competence in the responsible use of digital and communication technologies to support public relations functions, including management of social media platforms, website content updates, digital photography and basic design tools, electronic correspondence, media monitoring, and virtual engagement platforms.
6. Demonstrated knowledge, understanding, and ability to support the implementation of the Strategic Plan 2025–2030 is an added advantage.
7. A committed Christian of high moral and ethical standing, aligned to the University's vision, mission and values.

KEY COMPETENCIES AND SKILLS

- Excellent organizational and record-keeping skills
- Attention to detail skills
- Good interpersonal skills
- Time management skills
- Good communication skills
- Good analytical and reporting skills
- Confidentiality and integrity
- Teamwork and collaboration skills
- Adaptability and flexibility skills
- Digital Competencies

Interested candidates who meet the stated requirements can submit applications and a duly filled job application form <https://www.spu.ac.ke/careers> via the following address: recruit@spu.ac.ke



All applications should be submitted on or before Wednesday, 18th February 2026. Only shortlisted candidates will be contacted.