

Assistant Director – Culture- 7 Posts at The Ministry of Sports, Culture and Heritage

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Job Description

(adsbygoogle = window.adsbygoogle || []).push({}); The Ministry of Sports, Culture and Heritage was established through the Executive Order No. 2 “Organization of the Government of the Republic of Kenya dated May ”. It comprises of departments of Sports, Office of the Sports Registrar, Culture, Permanent Presidential Music Commission, Kenya National Archives and Documentation Services, Library Services, Records Management, The Arts Services. There are also Semi-Autonomous Government Agencies (SAGAs) namely Sports Kenya, Kenya Academy of Sports, National Sports Fund, National Museums of Kenya, Kenya Cultural Centre, and the Kenya National Library Service. Others include National Heroes Council, Anti-Doping Agency Kenya Vision To be a global leader in the provision of sports, arts and cultural services and promotion of the Kenyan film industry for sustainable growth and employment creation. Mission To develop, promote, preserve and disseminate Kenya’s cultural and arts heritage; promotion of sports; through formation and implementation of policies, programmes and projects for improved livelihood of the Kenyan people.

For appointment to this grade, a candidate must have;

served for a minimum period of three years in the grade of Principal Culture Officer or in a comparable and relevant position in the wider public service;

a Bachelor degree in any of the following discipline; Cultural Studies, Anthropology, Sociology, History, Philosophy, Archeology, Creative Arts, Theatre, Arts, Music, Fine Arts, Kiswahili and Literacy Studies, Political Science, Psychology, Indigenous Languages or its equivalent from a university recognized in Kenya;

shown merit outstanding professional competence and administrative ability as reflected in work performance and results.

Duties and responsibilities

verifying and endorsing registration forms for cultural practitioners; from association and committees for effective service delivery disseminating cultural information to the community;

initiating and participating in cultural development activities;

coordinating community activities to preserve and promote tangible and intangible cultural diversity;

undertaking capacity building workshops, seminars, symposia, exhibitions, concert, festivals, competition and research, meeting and disbursement of cultural grants and preparing cultural groups to participate during national and international functions;

ensuring the development of creative cultural programmes and preparing periodic reports;

ensuring the development of creative cultural industries;

recommending persons for awards and honors as national heroes and heroines

identifying development partners and strengthening linkages existing linkages with stakeholders for cultural development and posterity;

establishing and managing the community cultural center; and

participating in cultural cooperation protocol meeting and organizing local, region and international cultural exchange programmes.

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