



VACANCIES ANNOUNCEMENT

PAC (Pan Africa Christian) University, a Chartered Private University, is seeking to fill the following contract positions from suitable candidates for its Publishing House (Evangel). Applicants must be born again Christians and active members of a local Church.

I. Job Title: Contract Editor (English & Social Media)

The Contract Editor will plan, coordinate, review and edit content for both books and social media engagement. The successful candidate will be expected to meet set quality and accuracy standards, as well as draw crowds to our social media platforms. Reports to the Manager Evangel Publishing House. .

Minimum Requirements

- Education: an earned BSc degree in Journalism, Publishing, B.Ed.(English) or in related field
- Strong writing/editing/proofreading skills and an excellent portfolio
- Hands on experience with MS Office and InDesign, Photoshop or other publishing tools
- Proven familiarity with social media best practices
- Excellent written skills in English
- An eye for detail along with critical thinking
- Prioritizing and multitasking
- Understand and adhere to PAC University Statement of Faith

Key Responsibilities for the Editor

- Prepare, rewrite and edit copy to improve readability
- Read copy or proof to detect and correct errors in spelling, punctuation, and syntax.
- Allocate space for story text, photos, and illustrations according to space parameters and copy significance, using knowledge of layout principles.
- Plan the contents of publications according to the publication's style, editorial policy, and publishing requirements.
- Verify facts, dates, and statistics, using standard reference sources.
- Assist in publication production, including artwork, layout, computer typesetting, and printing, ensuring adherence to deadlines and budget requirements.
- Proofread, edit and improve manuscripts
- Cooperate and liaise with designers, photographers, writers, artists etc
- Update social media content, promote services and products and respond to customer queries online to meet set sales budget
- Any other duties as may be assigned

II. Job Title: Graphic Designer cum Bookshop Attendant

Reporting to the Manager Evangel Publishing House, the Graphic Designer will be responsible for the designing of all publications for the University.

Minimum Requirements

- Education: an earned Diploma in Graphic design, communication or related discipline, Bachelor's Degree an added advantage.
- A minimum of 2 years' experience in graphic design
- Strong experience working with Adobe creative suite/master collection, photoshop, illustrator InDesign and any other design software and systems
 - Must provide skill set evidence of digital portfolio or prior work completed
 - Excellent PC skills including word processing and spreadsheets.
 - Demonstrate creativity and innovative skills
- Excellent written and verbal communication skills
 - Excellent organizational and time management skills
- Understand and adhere to PAC University Statement of Faith

Key Responsibilities for the Designer cum Bookshop Attendant

- Developing and executing design concepts for EPH work such as books, catalogues, fliers, and other branding related work
- Developing and executing design concepts for clients within PAC as well as clients outside the institution

- Meeting clients to discuss the requirements of the job
- Preparing quotations for clients in consultation with the supervisor
- Working with printers to ensure a smooth printing process
- Transact MPESA business, and grow the business line to profitability
- Binding, laminating, photocopying thesis, projects, proposals and other documents
- Assisting in book displays when called upon
- Assisting in servicing customer orders in the bookstore when called upon
- Performing any other task as required by your supervisor

Thank you for visiting our website www.pacuniversity.ac.ke

If you believe you are the right candidate for any of the above positions, kindly send your application letter and detailed Curriculum Vitae to **The DVC Administration & Finance, Pan Africa Christian University**, on email to jobs@pacuniversity.ac.ke; not later than Friday, **2nd December, 2016**. State your current and expected salary.

Only shortlisted candidates will be contacted.

Pan Africa Christian University is an equal opportunity employer and canvassing will lead to automatic disqualification.