

DATE: 03rd September 2025

Corporate Affairs Officer

Job Summary:

The Corporate Affairs Officer plays a vital role in shaping and maintaining the company image & fostering good relationships with stakeholders like Government agencies.

Key Responsibilities:

1. Public Relations, content writing & verification of external communication to be released.
 - Writing press releases, managing media inquiries, and coordinating interviews.
 - Promoting positive media coverage of the company.
2. Internal Communications:
 - Ensuring effective communication within the organization & conveying its vision & mission, emphasis on integrity etc.
 - Managing employee communication channels like quality policies, data integrity
3. Corporate Social Responsibility (CSR) and Corporate events :
 - Planning and promoting CSR activities and Corporate events annual calendar.
 - Ensuring the company's social and environmental responsibility efforts are communicated effectively.
4. Stakeholder Engagement:
 - Building relationships with government agencies: AAKS, KAM, NEMA, PCPB police, County Governments, Courts etc.
 - Partners: Suppliers, Vendors, Consumers/Farmers etc.
 - Investors, and community groups.
 - Managing stakeholder inquiries and feedback regarding counterfeits etc.
5. Brand Management:
 - Ensuring the company's brand and reputation are maintained.
 - Overseeing brand campaigns and corporate messaging.
 - Counterfeits investigation & action plan.
6. Compliance & Legal Liaison:
 - Ensuring communication complies with legal and regulatory standards.
 - Working with legal teams on disclosures and public statements.

Skills Needed:

- Legal qualifications/exposure.
- Excellent communication and interpersonal skills.
- Strong writing and editing abilities.
- Strategic thinking and problem-solving.
- Knowledge of the industry and regulatory environment.

Experience:

- Minimum 5 years of experience in similar role.
- Membership knowledge of entities like Kenya National Chambers of commerce, East African Business Council, Cereal Growers association, Kenya Flower association, Coffee cooperatives & other associations.
- Legal representations in Courts: labor, civil, criminal etc.



Interested candidates meeting the above criteria may apply to the undersigned via email explaining why they consider themselves fit for the position together with

a copy of updated CV to
hr@twiga-chem.com

Applications must reach by:

15th September 2025