

## **CALL FOR APPLICATIONS: AMWIK CO-OPTED BOARD MEMBERS (LEGAL, FINANCE & HR EXPERTS)**

### **Do you want to use your expertise to advance gender equality in the media?**

The Association of Media Women in Kenya (AMWIK) is a National Media Association established in 1982 and registered under the Societies Act as a non-profit membership organization for women journalists from the print, electronic media, and other areas of communication.

AMWIK's vision is a just society in which the media embraces and promotes equitable development and human rights. AMWIK's mission is to use the media to promote an informed and gender-responsive society through professional and transformative media.

To strengthen our governance and strategic oversight, we are seeking to co-opt three highly skilled and passionate professionals to join our Board of Directors in an advisory capacity. This is a unique volunteer opportunity to contribute your expertise to a leading feminist organization.

### **1. Co-opted Board Member – Legal Expert**

- **Role:** Provide expert legal advice on corporate governance, regulatory compliance, contractual matters, risk management, and interpretation of our governing documents.
- **Ideal Candidate Profile:**
  - A Bachelor of Laws (LLB) degree and an advocate of the High Court of Kenya.
  - A minimum of 10 years of post-admission experience, with a proven track record in corporate law, NGO law, or regulatory compliance.
  - In-depth understanding of the legal environment for societies and non-profits in Kenya.
  - Excellent analytical, advisory, and communication skills.

### **2. Co-opted Board Member – Finance Expert**

- **Role:** Offer strategic financial guidance on budgeting, financial reporting, internal controls, audit processes, investment policies, and ensuring the long-term fiscal health of the organization.
- **Ideal Candidate Profile:**
  - A Bachelor's degree in Finance, Accounting, Commerce, or a related field. A professional qualification (e.g., CPA(K), ACCA) is mandatory.
  - A minimum of 10 years of senior-level experience in financial management and strategy.
  - Extensive knowledge of financial reporting standards for non-profits.
  - Experience with donor fund management and audit oversight is essential.

### **3. Co-opted Board Member – Human Resources (HR) Expert**

- **Role:** Advise on HR policy formulation, talent management, performance evaluation systems, staff remuneration benchmarks, and ensuring best practices in organizational development.
- **Ideal Candidate Profile:**

- A Bachelor's degree in Human Resources Management, Social Sciences, or a related field. A higher diploma in HR or membership with IHRM is required.
- At least 10 years of progressive experience in HR management, preferably within the non-profit sector.
- Expertise in Kenyan labour laws, HR systems, and change management.

**General Requirements for All Positions:**

- A strong commitment to the mission, vision, and core values of AMWIK.
- Experience in working or consulting in the media space
- Member of a professional body in the relevant area of expertise
- High ethical standards and integrity.
- Ability to think strategically and provide independent, objective advice.
- Previous board experience is an advantage but not mandatory.
- The position is non-remunerated, but reasonable expenses incurred on AMWIK business will be reimbursed.

**Term of Service:**

The initial appointment will be for a period of two (2) years, renewable once subject to mutual agreement.

**How to Apply:**

Interested candidates should submit the following to [info@amwik.org](mailto:info@amwik.org) with the subject line "**Application for Co-opted Board Member – (Eg., Legal Expert]**" by **20<sup>th</sup> October 2025**:

1. A detailed Curriculum Vitae.
2. A cover letter expressing interest and demonstrating how you meet the criteria.
3. Names and contacts of three professional references.

AMWIK is an equal-opportunity organization committed to diversity and inclusion. Women who meet the above criteria are strongly encouraged to apply.

**For more information about AMWIK, visit [www.amwik.org](http://www.amwik.org)**