

## Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing Value - add Industries in Kenya is seeking to competitively fill the following position:-

**Title: Sectors Manager**

**Department** Membership

**Reporting to:** The Head of Membership

**Location:** Nairobi

**Supervises:** Sector Officers

**Contract Type:** Permanent Contract

**Job Purpose:** This position is responsible for oversight of KAM Industrial Sectors.

### **Key objectives**

- Effective liaison services
- Resources mobilization
- Effective communication to members
- Effective members support
- Accurate and timely reports

### **The objectives of this job will be met through the following key tasks;**

- Government engagement & Policy Monitoring to ensure ease of doing business for Sector members
- Secretary to key industrial sectors and any meeting that are interest to manufacturers
- Develop and update Industrial sector profiles
- Address Members' advocacy issues from the sectors
- Develop and implement strategies on nurturing of Industrial sectors and sub-sectors
- Mobilise resources towards addressing Sector matters
- Monitor and evaluate effective execution of Sector activities
- Publishing and circulating quarterly Sectors newsletters with relevant information content to members
- Effective account management of sector members
- Ensuring customer satisfaction
- Membership recruitment and retention
- Database Development, updating and maintenance for key contacts from different sectors to enhance KAM services and network

### **Person specification**

- i. Bachelor's degree in business management, PR Marketing or its equivalent
- ii. Five (5) years' experience in operations field

- iii. Demonstrated firsthand experience in business advocacy
- iv. Strong and confident communicator.
- v. In-depth knowledge of industrial Sectors

Qualified and interested candidates should complete the online application form KAM website: [www.kam.co.ke](http://www.kam.co.ke) and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word “**Sectors Manager**” on the subject line of the email to reach us **not later than May 9, 2018**.

**Follow link to apply:**

[https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail\\_form\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link)

**Only shortlisted candidates shall be contacted.**