

## Vacancy Announcement

### **Introduction:**

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals. Global Compact Network Kenya brings together 700 signatories to the UN Global Compact and the Code of Ethics for Business in Kenya, including a number of Kenya's leading companies, small and medium-sized enterprises and nonprofit organizations to advance corporate sustainability and the private sector's contribution to sustainable development. Membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenyan Chapter is hosted at the Kenya Association of Manufacturers head office Nairobi. The specific terms of reference and person specifications for the position are as follows;

**Designation:** Global Compact Network Support Officer  
**Reporting to:** Executive Director (ED) – Global Compact Network Kenya  
**Contract Type:** One Year Renewable Contract subject to funding and performance.  
**Location:** KAM Head Office in Nairobi.

### **Job Purpose:**

To support the Global Compact Network Kenya initiatives including but not limited to; Membership management, projects management, resources mobilization and offer support to the ED in all administrative functions of the Network.

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

- I. **Membership Administration:** Coordinating membership including recruitment of new companies, follow ups, support to companies in submitting annual Communication on Progress (CoPs) reports and Communication on Engagement (COE) on due dates, conducting Needs Assessment surveys and Annual General meetings for the network;
- II. **Projects administration:** Assist in activity design, execution, report writing, budget monitoring, monitoring & evaluation,
- III. **Fundraising:** Assist in planning and executing the network's resource mobilization strategy. This will include: donor scoping and proposal development; membership subscription collection & follow-up
- IV. **Events management:** Assist in preparation, marketing and management of network forums, trainings and workshops

- V. **Report writing:** Develop content and publish publicity material for the network including brochures, good practice publications, newsletters, e-shots, event briefs, news releases, and annual reports; Assist in taking proceedings of meetings when required.
- VI. **Website management:** Support in the maintenance of an up-to-date website in content and design quality for the network;
- VII. **Social media management:** Update all of the network's social media platforms with guidance from the network coordinator
- VIII. **Database management:** Ensure an up to date members database of key stakeholders and an up to date UN Global Compact Knowledge Sharing System (KSS), Local Network Hub and Igloo community platforms
- IX. **Fundraising:** Assist in planning and executing the network's resource mobilization strategy. This will include: donor scoping and proposal development;
- X. **Representation** in network meetings as may be required
- XI. Any other tasks as may be delegated by the network coordinator

**Qualifications:**

- I. Bachelors degree in social sciences/ PR and communication/ business studies/ Sustainability
- II. Minimum 5 years' experience either in corporate sustainability or membership management or project work management with a reputable organization;
- III. Proven competence in events management and organization skills;
- IV. Records keeping and administration skills;
- V. Ability to multi-task;
- VI. Strong written and oral communication and mobilization skills;
- VII. Attention to detail;
- VIII. Sensitive to cultural differences;
- IX. Excellent interpersonal skills;
- X. Ability to work under pressure;

**How to Apply:**

Qualifying and interested candidates should complete the online application form on KAM or Global Compact Network Kenya websites and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word "**Global Compact Network Support Officer**" on the subject line of the email to reach us **not later than July 13, 2018.**

[Click on Link to apply here:](#)

**Only shortlisted candidates shall be contacted.**