

## **VACANT POSITION: SUSTAINABLE DEVELOPMENT GOALS CONFERENCE SUPPORT OFFICER**

The Kenya Association of Manufacturers (KAM) in partnership with the Danish Industries (DI) and other strategic partners are organizing an International Conference on Sustainable Development Goals (SDG). The conference will be themed *'From Philanthropy to Business'*.

The aim of the conference is to:

- Create awareness on the SDGs to members;
- Show case different private sector initiatives and innovations towards realization of SDGs by 2030;
- Identify areas of partnership towards realization of SDG by 2030;
- Identify current challenges in advancing financing for SDGs in Kenya;

The Kenya Association of Manufacturers is seeking to recruit a marketing support officer to support in coordination of the event's initiatives. The terms of reference and person specifications are as follows;

**Designation:** Support Officer – SDGs Conference

**Reporting to:** The KAM Sectors Manager

**Contract Type:** Two Months Fixed Contract

**Location:** KAM Head Office at Nairobi.

### **Job Purpose**

This role will be charged with supporting the activities of the SDG event including mobilizing participants and other possible sponsors to the event.

### **The expected Outcomes shall include;**

- To ensure an average of 200 participants attend the SDGs event;
- Achieve a minimum of 50 products or service exhibitors during the conference;
- Revenue generation through sponsorships and exhibition booths.

### **Duties and Responsibilities**

- Promote the SDG conference in Kenya to all relevant stakeholders and participants;
- Assist in identification, mobilization and recruitment of relevant exhibitors to the event;
- Support the event manager, procurement team and finance office for efficient actualization of the planned activities;
- Support the secretariat and the communications team to develop and execute an event publicity/media engagement strategy
- Assist the event manager to manage identification, invitation and delivery of the event.
- Organize B2B matchmaking opportunities to enhance linkages for KAM members
- Liaise with local and regional BMOs and chambers of commerce to increase participation in the SDG conference;
- Debt management to ensure all obligations are met during and after the conference.

### **Person Specifications**

- Experience in sales and marketing
- Good communication skills
- Strong coordination skills
- Strong mobilization skills
- Minimum turnaround time in execution of tasks

Interested candidates who meet above criteria **may click [here](#) to apply online** and send their CVs and an application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) by close of business on 5<sup>th</sup> November, 2018 with the word - **“SDGs Support Officer”** – indicated on the subject line of the email. **Only shortlisted candidates will be contacted.**