

MARKETING INTERNSHIP VACANT

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

Designation: CEEC Intern
Reporting to: Energy Services Officer
Work Type: 6 Months Internship
Location: Nairobi **Reporting Date:** Immediately

Intern – Centre for Energy Efficiency and Conservation

This is a 6 months internship position under our internship program and not a permanent job.

Job Purpose:

While learning on the job, the Intern will be supporting the Energy Efficiency and Conservation Centre (CEEC) team in executing their mandate to ensure energy issues receive the requisite attention for the benefit of industrial consumers and other target sectors and assist industrial energy consumers to implement energy conservation measures for enhanced business profitability

Duties and Responsibilities

The specific tasks during the internship period will include, but not limited to the following:-

- Support CEEC with debt collection;
- Support with CEEC record keeping both hard copies and soft copies;
- Support with mobilization of participants for trainings;
- Support with general administration duties as may be assigned;
- Support with the preparation of the 2020 Energy Management Awards which will include;
 - a. Support with pre-EMA activities like awareness forums and scheduling of technical visits;
 - b. Mobilize for EMA participants;
 - c. Sale of EMA tickets.
- Perform other duties as may be assigned by the KAM Consulting Head.

Qualifications:

- A degree in Marketing, Business Development or any other related field;
- Advanced training or experience in Sales and Marketing of services an added advantage;
- Relevant experience in a similar work environment.

Personal attributes:

- Excellent relationship management and networking skills;
- Excellent Marketing and presentation skills;
- Knowledge of the manufacturing sector in Kenya and willingness to learn;
- Excellent verbal and written communication skills;
- Effective organizational skills and ability to multitask;
- Team player and enthusiastic;
- Keen attention to detail.

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their **CV and application letter only** to hr@kam.co.ke indicating the words “CEEC Intern” on the email subject line so as to reach us **not later than September 12, 2019. Click on Link to apply [here](#)**:
Only shortlisted candidates shall be contacted.