

Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 750 leading manufacturing and value-add companies in Kenya. We seek to competitively fill the following position:-

Designation: Manager, Legal and Regulatory Affairs

Reporting to: Deputy Head of Policy Research & Advocacy

Section: Legal and Regulatory Affairs

Supervises: Legal & Regulatory Assistant, Regulatory Affairs Officer

Contract Type: Permanent

Location: KAM Head Office at Nairobi

Job Purpose: This position is responsible for overall coordination of the KAM legal and regulatory functions.

Key Objectives:

- Leadership on the legal and regulatory mandate;
- Effective member support;
- Effective use of resources under the section;
- Timely and accurate reports.

Duties and Responsibilities

Duties and responsibilities will include, but not limited to the following:-

A. Address Legal and regulatory research and advocacy matters affecting members

- Engage national and county governments on regulatory matters affecting members;
- Participate and engage KAM members on constitutional implementation in Kenya;
- Attend to members legal and regulatory issues and provide timely advice;
- Support members on legal and regulatory issues affecting their businesses by developing position papers or legal opinions and contacting the relevant authorities for intervention;
- Participate in negotiating compliance and disputes resolution on arising members issues;
- Advise members on legal requirements affecting their businesses;
- Support KAM Committees, Sectors and Chapters as assigned on legal and regulatory matters;
- Review county, national, regional and international instruments of interest to KAM members.

B. Supervise and coordinate legal and regulatory Affairs Unit

- Research and coordinate closure of issues for PRAU and raise flag out issues of great concern to members that need immediate attention and develop advocacy positions;
- Organize and participate in stakeholder meetings on legal and regulation matters;
- Support resource mobilization objectives of PRAU and KAM at large;
- Establish regulatory and legal tracking system;
- Formulate and implement Legal /regulatory strategies and policies for advocacy;
- Supervise team members to adhere to their work plan deliverables;
- Coordinate documentation, reporting and monitoring of legal and regulatory affairs.

C. Legal Organisational support

- Oversee litigation matters affecting members for advocacy purposes as per the KAM policies;
- Assist to draft, review and advice on contracts, memoranda of understanding (MOUs) and partnership agreements where necessary;
- Perform any other duties as may be assigned by the Chief Executive.

Person specifications.

- i. Bachelor's degree in Laws (LLB degree);
- ii. Advocate of the High Court of Kenya;
- iii. At least eight (8) years' relevant experience in advocacy and regulatory matters five of which should be in management level positions in a comparable work environment;
- iv. LLM qualification is an added advantage;
- v. Proficiency in information technology;
- vi. Excellent interpersonal, people and communication skills both oral and written;

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 “**Legal and Regulatory Manager**” on the email subject line so as to reach us not later than **13th September 2019**. **Click on Link to apply [here](#)**: Only the shortlisted shall be contacted.