

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 Officer	Department	: Membership
Reporting to	: Sectors Manager	Supervises	: None
Location	: Nairobi	Contract Type:	Permanent

Job Purpose: To provide coordination and support for the advancement of the goals of Kenya Association of Manufacturers Industrial Sectors.

Key objectives

- Industrial Sectors growth
- Membership recruitment and retention
- Sectors Capacity building
- Effective Information dissemination to members
- Timely and accurate reports

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

- Assist in Membership recruitment and retention
- Support in secretarial duties for key industrial sectors and organizing sectors activities and to provide secretariat services to the sectors;
- Support in development and updating of Industrial sector profiles
- Address Members' advocacy issues from the sectors by supporting engagements with relevant government agencies, regulatory authorities, and stakeholders,
- Facilitate execution of Government engagements & Policy Monitoring to ensure ease of doing business for Sectors members;
- Participate in the development and implementation of strategies to nurture Industrial sectors and sub-sectors
- Support in resources mobilization towards addressing Sector matters
- Support to monitor and evaluate effective execution of Sectors activities
- Assist in the publishing and circulating quarterly Sectors newsletters with relevant information content to members;
- Support effective account management of sector members;
- Participate in Database Development, updating and maintenance for key contacts from different sectors to enhance KAM services and network;
- Support KAM initiatives to grow the sectors by recruiting, developing and retaining members;

Qualifications and Person specification

- i. Bachelor's degree in Business Management, Business Information or its related equivalent
- ii. At least three (3) years' experience in Trade and / or in a Business advocacy organization
- iii. Demonstrated firsthand experience in Trade and business advocacy

- iv. In-depth knowledge of industrial Sectors in Kenya and willingness to learn global trends.
- v. Strong and confident communicator with good presentation skills
- vi. Excellent relationship management and networking skills
- vii. Effective organizational skills and ability to multitask.

Application:

Qualifying and interested candidates to complete the online application (See link below) and submit their **CV only** to hr@kam.co.ke indicating the word “**Sector Officer**” on the subject line of the email to reach us **not later than December 8, 2017**.

Follow link to apply:

https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link

Only short-listed candidates will be contacted