

## **INTERNSHIP VACANCY AT KAM**

The Kenya Association of Manufacturers (KAM) 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:-

<b>Designation:</b>	Business Facilitation Intern	<b>Section:</b>	Trade Policy
<b>Reporting to:</b>	Business Facilitation Officer	<b>Supervises:</b>	None
<b>Location:</b>	Nairobi	<b>Type:</b>	6 Months Contract

**Job Purpose:** This position is to offer administrative support to KAM business facilitation function through processing AGOA Visas, Work Permits and passes to ensure enhanced trade and investment conformity and compliance.

### **Duties and Responsibilities:**

#### **(A) Assist in AGOA visa processing**

- i. Receiving, vetting and forwarding AGOA Visa applications to KRA for processing.
- ii. Receiving and recording payments for accounting purposes.
- iii. Making copies and filing before dispatching to members.
- iv. Advising members on any AGOA visa processing issues that arise.
- v. Keeping Visa Records in hard copy and excel sheet.
- vi. Assist in forwarding monthly visas processed to AAM resources for accounting/ audit purposes.

#### **(B) Assist in Work permit / Special pass processing at immigration office.**

- i. Assist lodging the applications for permits/passes to immigration for processing.
- ii. Collection of issued permits/passes
- iii. Filing copies of issued permits /passes.

Perform any other duties as may be assigned by Head of Unit and /or the CEO.

### **Person specifications**

- i. Bachelor's degree in business management or its equivalent
- ii. Knowledge in immigration processes and procedures
- iii. Possession of Diploma in Clearing and Forwarding or Relevant training from Kenya School of Revenue Administration is an added advantage.
- iv. Relevant experience in data entry and analysis required
- v. Excellent interpersonal skills

### **Application:**

Qualified and interested candidates may complete the online application and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word "**business facilitation intern**" on the subject line of the email to reach us **not later than November 30, 2017.**

**Follow link to apply:**

[https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail\\_form\\_link](https://docs.google.com/forms/d/e/1FAIpQLSfjPxDBwCcGGtw2vsoSMuc7DepsuKuwoYu9jVXERdo0v7TnsQ/viewform?c=0&w=1&usp=mail_form_link)

**Only short-listed candidates will be contacted**