



## OPEN VACANCY AT KAM

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 950 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

**Designation:** Project Coordinator

**Reporting to:** Head of KAM Consulting

**Supervises:** None

**Location:** Nairobi

**Type:** 15<sup>th</sup> March to 15<sup>th</sup> December 2018 (With possibility of extension based on performance and funding)

KAM has partnered with GIZ to implement a project whose overall goal is to support Industrial Preparedness on Ethical Accountability and Alternative Dispute Resolution in the private sector. The expected outcome of the project is to have 100 company representatives gain the relevant knowledge to setup internal integrity and compliance systems. The specific objectives of the project include: To promote public private dialogues on the implementation and compliance on anti-corruption requirements in relation to the Bribery Act, 2016; collect evidence based information to assess compliance; and establish structures to promote alternative dispute resolution in companies.

### **Duties and Responsibilities of Good Governance Project Coordinator**

The Project Coordinator specific duties and responsibilities will include, but not limited to the following:

#### **Project Planning**

- In consultation with the KAM Consulting and Legal team plan for the implementation of the activities.
- Develop detailed implementation work plan for the project with budgets based on the agreed project activities.
- Identify key stakeholders and partners to develop an engagement plan.

#### **Project Implementation**

- Develop concept notes for activities which will detail the purpose of the activity background, proposed activity, methodology and logistical details.
- Develop the Terms of Reference (ToR) to mobilize specialized experts on specific assignments, Facilitate experts to conduct their duties with.
- Work with KAM staff responsible for facilitation of activity implementation such as the finance, procurement, business development among others.
- Take minutes, draft project reports and ensure administration and analysis of evaluation forms for project activities.

#### **Capacity building and transfer of knowledge**

**Good Governance:** Promote, coordinate and manage specialized capacity building trainings, workshops and seminars on, corruption requirements in Kenya; corruption forum between Private sector and Academia; legal discourse forum on Bribery interpretation and enforcement; promote industries towards implementing anti-corruption structures; education and awareness raising workshop on ISO 37001; and gap analysis and action plan development workshop.



- **Alternative Dispute Resolution:** Promote and facilitate the organization of training for the center staff including specialized training for the case managers; capacity building to staff and key stakeholders who include sector and chapter chairs and KAM Board; and workshop to discuss Alternative Dispute Resolution in the industrial sector.

#### Monitoring and evaluation of the Program

- Document projects activities, implementation progress, related impacts, success stories and lessons learnt (knowledge management).
- Support and maintain project documentation and filing.
- Convene quarterly internal KAM monitoring and evaluation meetings.
- Monitor the financing and implementation of the projects.
- Monitor and report of the program activities to ensure successful implementation of the project.
- Prepare, organize and facilitate monthly progress meetings with GIZ.

#### Program Communication and Marketing

- Capitalize on the communication tools at KAM, KAM partners and stakeholders.
- Organize and facilitate promotional events
- Develop new marketing and communication tools on the project areas.
- Document project activities with the support of KAM tools in liaison with KAM communication tools and staff.

Perform other duties as may be assigned by the Chief Executive.

#### **Required Qualifications and Experience**

- (i) Bachelor's degree in Social Studies, Human Resource, Business Administration, law, or any relevant bachelor's qualification.
- (ii) A Diploma in Project management, monitoring and evaluation.
- (iii) Three (3) years of work experience in project management.
- (iv) Prior work experience in the private sector or on commercial activities is an added advantage.

#### **Required Skills**

- (i) Good presentation skills.
- (ii) Excellent communication skills both oral and written.
- (iii) Good organisational and administrative skills.
- (iv) A demonstration of work experience across multi-cultural environments is desired.
- (v) Excellent interpersonal skills.

#### **Application:**

Qualified and interested candidates may complete the online application and submit their CV only to **hr@kam.co.ke** indicating the words **"Good Governance Project Coordinator"** on the subject line of the email to reach us not later than **2<sup>nd</sup> February, 2018**.

#### **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.**