

## Vacant Position

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:** Chapter Officer                      **Reporting to:** Devolution & County Affairs Manager  
**Contract Type:** Permanent  
**Location:** Central Kenya Chapter

### **Job Purpose:**

To provide support to the county business agenda, membership recruitment and retention within Central Chapter and surrounding region.

### **Key objectives**

- Membership growth
- Capacity building
- Information dissemination
- Timely and accurate reports

### **Duties and Responsibilities**

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

- Membership recruitment, retention and to ensure Vibrant and Active Network;
- Secretary to the Chapter Committee and any meeting that are interest to manufacturers;
- Address Members' advocacy issues and where necessary, forwarding them to the Secretariat;
- Liaising with County government and other government agencies (Kenya Power, KEBs, NEMA, etc.) on issues of concern to chapter members;
- Organizing and coordinating chapter activities - meetings, seminars, workshops and other functions in consultation with the chairman and /or Secretariat;
- Representing the Association in various local forums; County Budget, County Assembly legislation meetings on bills that are of interest to Members;
- Publishing and circulating monthly chapter newsletter with information relevant to members;
- Follow up on outstanding subscription from members;
- Coordination of Regional & County Business Agenda activities at chapter / Coordination of BMOs Coalition activities;
- Administrative Policy Monitoring to ensure ease of doing business for members;
- Capacity Building Training for chapter members;
- Database Development, updating and maintenance for key contacts in region to enhance KAM services and network;
- Perform administrative functions for the regional office: - Petty Cash Control and correspondence;
- Perform any other duties as may be assigned by the CEO from time to time;

### **Qualifications:**

- Degree in Economics or PR /Marketing or Business Development /Management or their equivalent,
- Advanced training or experience in Marketing of services an added advantage,
- Good experience in event management and Client Support is an added advantage,
- Minimum of 5 years relevant experience preferably in advocacy or busy customer help desk /relevant work.

**Personal attributes:**

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

**Application:**

Qualified and interested candidates should complete the online application form and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word “**Chapter Officer**” on the subject line of the email to reach us **not later than April 16, 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**