

## Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya.

<b>Designation:</b>	<b>PRAU Intern</b>	<b>Department:</b>	PRAU
<b>Reporting to:</b>	Research and Fiscal Policy Manager	<b>Contract Type:</b>	Six Months' Contract
<b>Location:</b>	KAM Head Office, Nairobi		

### **Attachment purpose:**

To enable the intern acquire on-the-job skills while supporting the team under Policy Research and Advocacy Unit at KAM in carrying out their day to day research and policy advocacy functions.

### **Duties & Responsibilities**

Your duties and responsible will be but not limited to the following;

- Support the officers under Research and Fiscal Policy Section of KAM in running their day-to-day operational activities including conducting research and data analysis in support of KAM sectors and service delivery to members; Assist to key in data under the duty remission programme and filing of applications;
- Support in compilation of manufacturing industry data for use in bi-monthly research reports, manufacturing barometer and policy tracker;
- Updating KAM database for manufacturing indicators;
- Support officers in responding to requests for information from members and other stakeholders with regards to research and fiscal policy matters;
- Assist in the section's research initiatives by retrieval of relevant documents, data entry and other logistical support to research as may be given by the Manager/ Officer;
- Newspaper review of issues relevant to manufacturers;
- Making follow-up with members in case of a survey, request for meetings, seminars or workshops;
- Taking notes during meetings, seminars and workshops;
- Contribute to team efforts by accomplishing related results as needed;
- Any other duties as may be assigned by the Head of PRAU and /or the CEO

### **Qualifications/ Person specifications;**

1. Holder of a degree in economics or international business or research and statistics or other relevant discipline
2. Must be a team player and demonstrate ability to collaborate with other functions;
3. Must possess data collection, analysis, report writing and presentation skills;
4. Demonstrate ability to prioritize and to switch between different tasks as required;
5. Must demonstrate good organization skills and ability to work with minimal supervision and meet targets and deadlines.

### **How to Apply:**

Interested and qualifying candidates should complete the online application form and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words "PRAU Intern" on the email subject line so as to reach us **not later than August 31, 2018**. Click on Link to apply [here](#):

**Only shortlisted candidates shall be contacted.**