

## **Vacant Position**

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 1000 leading manufacturing and value-add companies in Kenya. KAM is seeking to competitively fill the following vacant position:-

**Designation:** Chapter Intern **Reporting to:** Chapter Officer Industrial Area  
**Contract Type:** Six Months  
**Location:** Industrial Area, Nairobi

### **Job Purpose:**

To enable the intern acquire on-the-job skills while supporting the Membership Unit in delivery of services to KAM members within the Industrial Area and Surrounding Region Chapter of KAM with the objective of recruiting and retaining a broad based membership.

### **Key objectives**

1. Membership growth
2. Capacity building
3. Information dissemination
4. Timely and accurate reports

### **Duties and Responsibilities**

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

1. Assist in membership recruitment, retention and to ensure a vibrant and active membership;
2. Support in addressing Members' advocacy issues and where necessary liaising with County government and other government agencies (Kenya Power, KEBs, NEMA, etc.) on issues of concern to chapter members;
3. Support in organizing and coordinating chapter activities - meetings, seminars, workshops and other functions in consultation with the Chapter chairman and /or the Secretariat;
4. Assist in publishing monthly chapter newsletter with information relevant to members;
5. Follow up on outstanding subscription from members;
6. Support in the coordination of Regional & County Business Agenda activities /BMOs Coalition activities at chapter;
7. Support to administer policy formulation to ensure ease of doing business for members;
8. Database Development, updating and maintenance for key contacts in region to enhance KAM services and network;
9. Assist in performing administrative functions for the regional office.
10. Perform any other duties as may be assigned by the CEO from time to time;

### **Qualifications:**

1. Degree in Economics or PR /Marketing or Business Development /Management or their equivalent,
2. Previous experience in advocacy work desirable
3. Advanced training or experience in Marketing of services an added advantage,
4. Good experience in event management and Client Support is an added advantage,

### **Personal attributes:**

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

**How to apply:**

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 Intern**” on the subject line of the email so as to reach us **not later than August 31, 2018**.

Click on Link to apply [here](#):

**Only shortlisted candidates shall be contacted.**