

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:-

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

Internship Purpose: To enable the intern acquire on-the-job skills while supporting the team under KAM business facilitation function in carrying out their administrative tasks 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

How to Apply:

Interested and qualifying candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the words "**Business Facilitation Intern**" on the email subject line so as to reach us **not later than September 5, 2018**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.