

## Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. We are seeking to competitively fill the following vacant position:-

**Category:** Projects Management  
**Designation:** Manager – Centre for Energy Efficiency and Conservation (CEEC)  
**Reporting to:** Head of KAM Consulting **Section:** Energy Services  
**Contract Type:** 2 Years Contract Renewable Subject to Funding or Performance  
**Location:** KAM Head Office at Nairobi

**Job Purpose:** This position is responsible for the overall coordination of the Centre for energy efficiency and conservation section at KAM to ensure its success, sustainability and delivery of profitable energy services

### **Key Objectives**

- Proper coordination of activities and resources to achieve project objectives
- Growth of quality products and services
- Efficient reporting on CEEC performance and its related activities
- Ensuring CEEC contributes to KAM overall sustainability

### **Duties and Responsibilities**

Duties and responsibilities will include, but not limited to offering leadership, execution and growth to the function through the following activities:-

- Coordinating various studies, audits and trainings conducted at CEEC by developing ToRs, recommending the consultants selection and reviewing the consultants reports for approval by the Head of KAM Consulting;
- Ensuring the implementation of activities emanating from the yearly CEEC work plan;
- Promoting numerous donor projects housed at CEEC within industry and nationally;
- Ensuring delivery of quality energy audits by contracted auditors;
- Providing guidance to direct reports and review their work plans and performance;
- Fundraising for energy efficiency activities and manage linkages with key stakeholders / donors so as to ensure sustainability of the CEEC;
- Liaising with relevant government, donor / lending agencies and private sector organizations to maintain interest on energy efficiency activities;
- Preparing all necessary documentation and progress reports for CEEC as necessary or as required by the immediate supervisor;
- Any other duties as may be allocated by your immediate supervisor and / or the CEO.

### **Person specifications.**

- i. Bachelor's degree in Business Management or other related field
- ii. Technical experience in energy matters is an added advantage;
- iii. Excellent experience in project management
- iv. Over Eight (8) years experience, 5 of which should be in management level positions in a comparable work environment;
- v. Excellent interpersonal, people and communication skills both oral and written;

### **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 “**CEEC Manager**” on the email subject line so as to reach us **not later than September 11, 2018. Click on Link to apply [here](#):**

**Only shortlisted candidates shall be contacted.**