

Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing Value - add Industries in Kenya is seeking to competitively fill the following position:-

Title	: Chapters & County Affairs Manager	Department	: Membership
Reporting to	: The Head of Membership Unit	Supervises	: Chapter Officers
Location	: Nairobi	Contract Type:	Permanent
Job Purpose:	This position is responsible for oversight of KAM's County business agenda, Devolution matters at the County level & Chapters general operations.		

Key objectives

- Efficient liaison duties
- Resource mobilization
- Increased membership
- Efficient member communication
- Accurate and timely reports

The objectives of this job will be met through the following key tasks;

- Membership recruitment and retention
- Secretary to the Devolution & County Affairs Committee and any meeting that are interest to manufacturers
- Coordinate to ensure members' advocacy issues from the Chapters are addressed
- Develop and implement advocacy strategies on devolution at the County level
- Mobilize resources towards addressing devolution matters
- Monitor and evaluate effective execution of chapter operations
- Publishing and circulating quarterly County affairs newsletters with relevant information content to members
- Effective account management of regional members
- Coordinate of Regional & Counties Business Agenda activities and Coordinate BMOs Coalition activities
- Policy monitoring to ensure ease of doing business for members;
- Ensuring customer satisfaction
- Database development and maintenance for key contacts to enhance KAM services and networks.

Person specifications

- i. Bachelor's degree in business management, law, economics, PR, Marketing or its equivalent
- ii. A minimum of five (5) years' experience in projects management,
- iii. Firsthand experience in advocacy in the area of good governance,
- iv. Strong and confident communicator,
- v. In-depth knowledge of devolution matters.

Interested and qualifying candidates may forward their applications and detailed CVs only with the word as a must on the email subject line to;

Interested and qualifying candidates should complete the online application form and submit their **CV only** to hr@kam.co.ke indicating the words "**Chapters & County Affairs**" on the email subject line so as to reach us **not later than March 13th 2019**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.