

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	: Business Facilitation Officer	Department	: PRAU
Reporting to	: Trade and Policy Manager	Supervises	: None
Location	: Nairobi	Contract Type	: Permanent

Job Purpose: To offer immigration advisory, international trade and investment facilitation through processing AGOA Visas, Work Permits and passes to ensure enhanced trade and investment conformity and compliance.

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

- Advising clients on immigration and local trade and investment requirements;
- Receive and vet AGOA visas from members and submit to KRA for processing;
- Maintain appropriate hard and soft records / register of documents being processed at all stages and related payments;
- Fill in Kenya Apparels Manufacturers Exporters Association and permits checklist for the applications and forward to relevant authority for processing.
- Support non/members in procedures for processing work permits and travel documents;
- Support the automation of KAM Business facilitation processes;
- Facilitate and advise on payments related to travel and immigrations documentations;
- Follow up payments for services offered under KAM business facilitation function;
- Represent KAM in Kenya Ports Authority stakeholders forums on port operations;
- Coordinate sessions to inform clients on business facilitation processes and statutory requirements;
- Perform any other duties as may be assigned by the Head of Unit or the CEO.

Person specifications

- i. Bachelor's degree in business management or its equivalent
- ii. Possession of Diploma in Clearing and Forwarding is an added advantage
- iii. Knowledge in immigration processes and procedures
- iv. Basic one year relevant clerical experience
- v. Excellent interpersonal skills
- vi. Highly organized and detail oriented; able to prioritise and consistently deliver quality work.

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**" on the email subject line so as to reach us **not later than 15th May, 2019**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.