

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;
- Coordinate sessions to inform clients on business facilitation processes and statutory requirements;
- Receive and verify visa applications and accompanying documents (Visa application forms; Original Invoice; Certificate of Origin; Customs Entry form; Bill of Lading/Airway Bill; KAMEA data sheet) for accuracy and disclosure of relevant information before presenting to Kenya Revenue Authority (KRA);
- Submit verified AGOA Visa applications to KRA
- Ensure that each visa application is paid before processing and maintain an accurate account of the payments. Payment must be paid by cheque, NOT cash;
- Fill in Kenya Apparel Manufacturers and Exporters Association (KAMEA) checklist to confirm all documents are in order before submitting them to KRA;
- Record /maintain accurate up to date details of visas and exports using the prescribed formats;
- Maintain close liaison with the apparel manufacturers and exporters, and KRA Customs Department in order to facilitate timely processing of certificate of origin and visas;
- Prepare weekly progress reports on visas and exports, highlight any difficulties as they arise;
- Support applicants on procedures for processing work permits and travel documents;
- Receive, input online and submit process work permits and passes applications;
- Follow-up and update on progress of work permits and passes applications lodged through KAM;
- Make copies of the visa and issue members through entries in the KAM register;
- Support sessions to inform clients on business facilitation processes and statutory requirements;
- 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;
- 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

Interested and qualifying candidates may apply at the vacancies section of the KAM website and attach detailed CVs only with the word "**Business Facilitation**" as a must on the email subject line to;

Closing date: 15th May, 2019. Only shortlisted candidates shall be contacted.