

## **VACANT POSITION**

The Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM aims at strengthening competitiveness of the manufacturing industry in the counties, nationally and regionally. KAM is thus seeking to competitively fill the following vacant position:-

**Designation:** Market Development Officer

**Reporting to:** The Head, KAM Consulting

**Work Type:** Fixed Contract – 5 Months

**Location:** Kwale County

**Reporting Date:** Immediately

### **Job Purpose:**

To coordinate activities in **Support of coaching and mentoring selected SMEs in Kwale County** with objectives as follows;

- a. To promote local employment and reduce the local workforce skills gap in and around natural resource-based industries and related sectors in **Kenya**.
- b. Improve competitiveness of Small and Medium Enterprises (SMEs) as suppliers of goods and services for big companies and investors in the natural resource and related sectors

### **Duties and Responsibilities**

The specific duties and responsibilities for the officer will include, but not limited to the following:-

- Mapping target SMEs and interesting them to commit and participate in the project;
- Coordinate activities aimed at strengthening capacities of the SMEs;
- Mobilize SMEs, large suppliers and local task force to support and ensure project success;
- Coordinate SME mentorship workshops and coaching sessions;
- Coordinate linkages of SMEs and large suppliers;
- Management of the overall program to achieve its overall mandate;
- Perform other duties as may be assigned by the CEO;

### **Qualifications:**

- A degree in Marketing, Business Development or any other related field;
- Advanced training or experience in project management;
- Good experience in event management;
- Minimum of 3 years relevant experience in a similar function and / or work environment.

### **Personal attributes:**

- Excellent relationship management and networking skills
- Excellent Marketing and presentation skills
- Knowledge of the industrial sector in Kenya and willingness to learn global trends.
- Excellent verbal and written communication skills
- Effective organizational skills and ability to multitask.
- Team player and enthusiastic.
- Keen attention to detail
- Experience working with SMEs in Kenya
- Experience working in the coastal region will be an added advantage
- Proficiency in Kiswahili language

### **How to Apply:**

Interested qualifying candidates should complete the online application form and submit their **CV and application letter only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Market Development Officer**” on the email subject line so as to reach us **not later than June 3, 2019**.

**Click on Link to apply [here](#): Only shortlisted candidates shall be contacted.**