

## **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** : Sectors Manager  
**Reporting to** : The Head Policy Research and Advocacy  
**Location** : Nairobi

**Department:** Membership  
**Supervises:** 7 Sector Officers  
**Contract Type:** Permanent Contract

**Job Purpose** : This position is responsible for oversight of KAM Industrial Sectors.

### **Key objectives**

- Effective liaison services
- Resources mobilization
- Effective communication to members
- Effective members support
- Accurate and timely reports

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

- Government engagement & Policy Monitoring to ensure ease of doing business for Sector members
- Secretary to key industrial sectors and any meeting that are interest to manufacturers
- Develop and update Industrial sector profiles
- Address Members' advocacy issues from the sectors
- Develop and implement strategies on nurturing of Industrial sectors and sub-sectors
- Mobilise resources towards addressing Sector matters
- Monitor and evaluate effective execution of Sector activities
- Publishing and circulating quarterly Sectors newsletters with relevant information content to members
- Effective account management of sector members
- Ensuring customer satisfaction
- Membership recruitment and retention
- Database Development, updating and maintenance for key contacts from different sectors to enhance KAM services and network

### **Person specification**

- i. Bachelor's degree in business management, PR Marketing or its equivalent
- ii. Five (5) years' experience in operations field
- iii. Demonstrated firsthand experience in business advocacy
- iv. Strong and confident communicator.
- v. In-depth knowledge of industrial Sectors

### **How to Apply:**

Interested and 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 "**Sectors Manager**" on the email subject line so as to reach us **not later than 24<sup>th</sup> July, 2019**. Click on **Link to apply** [here](#):

**Only shortlisted candidates shall be contacted.**