

Vacancy Announcement

The Kenya Association of Manufacturers is the representative organization for manufacturing Value-add Industries in Kenya. Established in 1959 as a private sector body, KAM has evolved into a dynamic, vibrant, credible and respected business association that unites industrialists and offers a common voice for businesses. KAM provides an essential link for co-operation, dialogue and understanding with the Government by representing the views and concerns of its members to the relevant authorities. In pursuit of its core mandate of policy advocacy, KAM promotes trade and investment, upholds standards, encourages the formulation, enactment and administration of sound policies that facilitate a competitive business environment and reduce the cost of doing business. KAM is seeking to immediately and competitively fill the following position:-

Designation: Regional Coordinator - Eastern & Surrounding Region Chapter
Reporting to: Chapters & County Affairs Manager
Contract Type: Permanent **Location:** Nairobi

Job Purpose:

To provide support to the county business agenda, membership recruitment and retention within Eastern & Surrounding Region Chapter.

Key objectives

- Membership growth
- Capacity building
- Information dissemination
- Timely and accurate reports

Duties and Responsibilities

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

- Membership recruitment, retention and to ensure Vibrant and Active Network;
- Secretary to the Eastern & Surrounding region Committee and any meeting that are of interest to manufacturers;
- Address Members' advocacy issues and where necessary, escalate to the Secretariat;
- Liaising with County government and other government agencies (Kenya Power, KEBs, NEMA, etc.) on issues of concern to chapter members;
- Organizing and coordinating chapter activities - meetings, seminars, workshops and other functions in consultation with the chairman and /or Secretariat;
- Representing the Association in various local forums; County Budget, County Assembly legislation meetings on Bills that are of interest to KAM Members;
- Publishing monthly chapter newsletter with information relevant to members;
- Follow up on outstanding subscription from members;
- Coordination of Regional & County Business Agenda activities at chapter / Coordination of BMOs Coalition activities;
- Administer policy formulation to ensure ease of doing business for members;
- Capacity Building Trainings for chapter members;
- Database Development, updating and maintenance for key contacts in region to enhance KAM services and network;
- Where assigned, perform administrative functions for the regional office: - Petty Cash Control and correspondence;
- Perform any other duties as may be assigned by the CEO from time to time;

Qualifications:

- Degree in Economics or PR /Marketing or Business Development /Management or their equivalent,
- Experience in advocacy work desirable

- Advanced training or experience in Marketing of services an added advantage,
- Good experience in event management and Client Support is an added advantage,
- Minimum of 5 years relevant experience preferably in a busy customer help desk /relevant work.

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

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 indicating the words “**Regional Coordinator**” on the email subject line so as to reach us **not later than 25th July, 2019**. Click on Link to apply [here](#):

Only shortlisted candidates shall be contacted.