

Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. We are seeking to competitively fill the following vacant position:-

Category: Projects Management
Designation: Manager – Centre for Energy Efficiency and Conservation (CEEC)
Reporting to: Head of KAM Consulting **Section:** Energy Services
Contract Type: 2 Years Contract Renewable Subject to Funding or Performance
Location: KAM Head Office at Nairobi

Job Purpose: This position is responsible for the overall coordination of the Centre for energy efficiency and conservation section at KAM to ensure its success, sustainability and delivery of profitable energy services

Key Objectives

- Proper coordination of activities and resources to achieve project objectives
- Growth of quality products and services
- Efficient reporting on CEEC performance and its related activities
- Ensuring CEEC contributes to KAM overall sustainability

Duties and Responsibilities

Duties and responsibilities will include, but not limited to offering leadership, execution and growth to the function through the following activities:-

- Coordinating various studies, audits and trainings conducted at CEEC by developing ToRs, recommending the consultants selection and reviewing the consultants reports for approval by the Head of KAM Consulting;
- Ensuring the implementation of activities emanating from the yearly CEEC work plan;
- Promoting numerous donor projects housed at CEEC within industry and nationally;
- Ensuring delivery of quality energy audits by contracted auditors;
- Providing guidance to direct reports and review their work plans and performance;
- Fundraising for energy efficiency activities and manage linkages with key stakeholders / donors so as to ensure sustainability of the CEEC;
- Liaising with relevant government, donor / lending agencies and private sector organizations to maintain interest on energy efficiency activities;
- Preparing all necessary documentation and progress reports for CEEC as necessary or as required by the immediate supervisor;
- Any other duties as may be allocated by your immediate supervisor and / or the CEO.

Person specifications.

- i. Bachelor's degree in Business Management or other related field
- ii. Technical experience in energy matters is an added advantage;
- iii. Excellent experience in project management
- iv. Over Eight (8) years' experience, 5 of which should be in management level positions in a comparable work environment;
- v. Excellent interpersonal, people and communication skills both oral and written;

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 "**CEEC Manager**" on the email subject line so

as to reach us **not later than 10th July, 2019**. Click on Link to apply [here](#): **Only the shortlisted shall be contacted.**