

## Vacancy Announcement

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM in partnership with GIZ has established a one-year programme whose overall goal is to **support Industrial Preparedness on Ethical Accountability and Alternative Dispute Resolution in Kenya** so as to strengthen anti-bribery structures in the private sector. We thus are seeking to fill the following position to support the above described programme:-

<b>Title</b>	: Business Integrity Officer	<b>Department</b>	: KAM Consulting Unit
<b>Reporting to</b>	: Head of KAM Consulting Unit	<b>Supervises</b>	: None
<b>Location</b>	: Nairobi	<b>Contract Type</b>	: 1 Year Contract Renewable

**Job Purpose:** To coordinate and offer support for effective implementation of the Bribery Act through Capacity building, Advocacy and compliance support within the Private Sector/ Manufacturing Sector as well as promote alternative dispute resolution mechanisms.

**Key objectives:** The specific objectives include:

1. Promote public private dialogues on the implementation and compliance on anti-corruption requirements.
2. Collect evidence-based information to assess compliance and build capacity of industry.
3. Promote alternative dispute resolution specifically Mediation.

### **Duties & Responsibilities**

1. Mapping target industries and SMEs for a Baseline Research to identify companies adhering to the Bribery Act;
2. Coordinate publication of the Final Baseline Report and soft launch of the same;
3. Mobilize industry for dissemination of final Bribery Legal Requirements Analysis Report;
4. Coordinate validation Meetings on the Draft Bribery Regulations and Guidelines;
5. Coordinate and mobilize industry for Regional Awareness sensitization Sessions on the Bribery Act;
6. Coordinate the development of Trainers Manual on Bribery and Anti-Corruption Compliance for Manufacturers in Kenya;
7. Coordinate and mobilize industry for training on ISO370001 anti-corruption compliance standards;
8. Coordinate training sessions for KAM Members /SMEs on Alternative Dispute Resolution for operationalization of the Mediation Centre;
9. Support towards consistent engagement with the Business Court Users Committee within judiciary;
10. Prepare periodic reports for the project
11. Any other duties as may be assigned by the Chief Executive.

### **Required Qualifications and Experience**

- (i) Bachelor's degree in business discipline or any relevant bachelor's qualification.
- (ii) Master's degree in related field will be an added advantage.
- (iii) A Diploma in Project management, monitoring and evaluation or marketing.
- (iv) Over Six (6) years relevant work experience in project management in a busy work environment.
- (v) Experience in the private sector and knowledge of the manufacturing industry is an added advantage.
- (vi) Excellent presentation skills
- (vii) A demonstrated ability to work in multi-cultural environments is desired;
- (viii) Excellent interpersonal, verbal and written communication skills;
- (ix) Effective organizational skills, team player and poses a keen attentive 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](mailto:hr@kam.co.ke) indicating the words **"Business Integrity Officer"** on the email subject line so as to reach us **not later than 3<sup>rd</sup> January, 2020**. Click on Link to apply [here](#): **Only the shortlisted shall be contacted.**