



## **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 two and half year's programme whose overall goal is to increase youth employability in Kenya through entrepreneurship and skills development. This is in line with KAM manufacturing priority agenda in support of skills-based job creation and increasing manufacturing sector jobs. We seek to competitively fill the following position:-

<b>Title</b>	: TVET Youth Engagement Officer	<b>Department</b>	: KAM Consulting
<b>Reporting</b>	: TVET Coordinator	<b>Supervises</b>	: None
<b>Location</b>	: Nairobi	<b>Contract Type</b>	: 30 Months' Fixed Contract

### **Job Purpose:**

To support in the implementation process of the Promoting Youth Employment through Entrepreneurship and Skills Development project as per KAM –GIZ agreement.

### **Duties and responsibilities**

- Participate in all project review and close-out meetings.
- Planning project management and delivery of exciting opportunities for young people to drive youth engagement within the project while ensuring the youth voices are heard and included in the project.
- Working with the TVET Coordinator to develop youth-friendly training resources for work readiness trainings
- Collaborating with stakeholders including industry partners to deliver project objectives
- Monitor the project on a monthly basis, providing updates on the project success and case studies from the youth /project beneficiary perspective.
- Training young people on the use of the KAM jobsite and mobile app to increase traffic to both applications.
- Monitor the use of the applications by project beneficiaries.
- Support project advocacy campaigns on skills and related issues
- Work closely with the KAM TVET Coordinator and GIZ MEAL Coordinator to manage an updated database, monitor project milestones and ensure MEAL practices are applied throughout the TVET program implementation including regular data checks.
- Planning, coordinating and documenting of meetings, workshops and other program activities
- Coordinate profiling of project activities and ensure project publicity for good success;
- Prepare appropriate input on various reports and publications.
- Participate in trainings and other activities as requested
- Other duties as may be assigned by the Chief Executive

### **Qualifications and experience**

- Degree in relevant field (development, social sciences, education or HR).
- Minimum of 3 year of work experience within the field of monitoring and evaluation;
- Experience working with young people/youth programs desired.
- Excellent analytical, report writing skills and proven communication skills both written and spoken.

- Working knowledge of Microsoft Office Suite required, experience with data software is an added advantage.
- Experience with convening and facilitating trainings & workshops.
- Working experience with development partners is an added advantage.

### **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 “**TVET Youth Engagement Officer**” on the email subject so as to reach us **not later than July 15, 2020**.

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