

Vacancy at KAM

The Kenya Association of Manufacturers – the representative organization for manufacturing Value - add Industries in Kenya is seeking to competitively fill the following position:-

Designation:	Sectors Assistant –Kenya Extended Producer responsibility Initiative
Reporting to:	Deputy Head – Sectors Coordination at KAM
Work Type:	1 Year Fixed Contract
Location:	Nairobi

Reporting Date: January 2, 2021

Job Purpose

While working closely with the Kenya Extended Producer Responsibility Initiative (KEPRI) Chairperson and Vice Chairperson, the role objective is to support the Kenya Extended Producer responsibility Initiative in developing and implementing programmes and activities within the following themes:

1. Support implementation of the (KEPRI) Interim Committee functions.
2. Provide account management for KEPRI Members.
3. Implement administrative activities required to ensure KEPRI operations are effectively carried out.

Duties and Responsibilities:

Your specific duties during internship will include and not limited to the following:

1. Assist in identifying membership, recruitment, and retention of relevant stakeholders to KEPRI.
2. Support with effective account management of KEPRI members.
3. Identification and mobilization of stakeholders for partnerships towards effective Extended Producer Responsibility programmes.
4. Assist in resources mobilization for implementation of KEPRI activities.
5. Support in planning and execution of KEPRI activities including but not limited to clean-up activities, awareness raising and stakeholder forums.
6. Timely preparation of certificates for KEPRI Members.
7. Manage KEPRI Funds in liaison with KAM Finance for KEPRI Members such as follow up on payments, issue of acknowledgment receipts and financial statements.
8. Assist to develop regular updates to KEPRI Interim Committee and Members.
9. Keep proper records for the Kenya Extended Producer responsibility Initiative activities including payment records, certificates, and any correspondence.
10. Participation in KEPRI related programme development/ event planning meetings and workshops.
11. Support to monitor and evaluate the execution of KEPRI activities.
12. Providing timely and effective support secretarial duties at KEPRI meetings such as convening required meetings, take minutes, and follow up on actions arising from KEPRI Interim Committee.
13. Database Development, updating and maintenance for key contacts from different stakeholders to enhance KEPRI services and network.
14. Perform any other duties as may be assigned by the KAM Chief Executive Officer.

Requirements:

- (i) Bachelor's degree in a relevant field, background in Marketing, Communications /PR, Environmental science is an added advantage;
- (ii) At least three (3) years' relevant experience in a busy business advocacy organization;
- (iii) Firsthand experience in government & stakeholder management and public policy matters;
- (iv) A good understanding of government and regulatory framework governing industry;
- (v) Excellent project management and administrative skills;
- (vi) In-depth knowledge of industrial Sectors in Kenya and willingness to learn on global trends;
- (vii) Strong Fundraising skills, results focused, innovative, excellent communication and presentation skills;
- (viii) Excellent relationship management and networking skills with ability to effectively mobilize diverse stakeholders and coordinate them towards common goals;
- (ix) Have good organizational skills, be a team player and possess keen attention to detail.

How to Apply:

Interested candidates meeting above criteria should apply online and forward their CV only to: hr@kam.co.ke with the words "Sectors Assistant" on the subject line so as to reach us not later than December 4, 2020.

Only shortlisted candidates shall be contacted.