



Terms of Reference

Introduction:

The UN Global Compact is a call to companies to align strategies and operations with universal principles on human rights, labour, environment and anti-corruption, and take actions that advance societal goals. Global Compact Network Kenya brings together close to 1000 signatories to the UN Global Compact and the Code of Ethics for Business in Kenya, including a number of Kenya's leading companies, small and medium-sized enterprises and nonprofit organizations to advance corporate sustainability and the private sector's contribution to sustainable development. Membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenyan is hosted at the Kenya Association of Manufacturers head office Nairobi. The specific terms of reference and person specifications for the position are as follows;

Designation: Intern- Network Support
Reporting to: Participant Engagement Manager – Global Compact Network Kenya
Contract Type: 3 months with the possibility of a 3 month-extension
Location: Global Compact Secretariat based at KAM Head Office in Nairobi.

Job Purpose:

To provide Administrative support to the Global Compact Network Kenya in the following areas; Membership management, communication support, other administrative functions of the Network.

The objectives of this job will be met through the following key tasks:

1. Database Management

- I. Ensure up to date members mailing groups and back-up database. This includes but is not limited to prospects, new joiners, and paid-up lists
- II. Ensure timely updates of event photos on Flickr account
- III. Keep updated records of Code of Ethics signatories on the Network's OneDrive backup and website - ensuring all new signatories receive the final signed copies
- IV. Keep updated records of 2021 invoices on OneDrive - for easy retrieval by staff



- V. Download and create an organized database of zoom meeting recordings and meeting/ workshop/ training reports
- VI. Issuance of membership certificates: Sorting both 2020 and 2021 certificates for all paid up members for collection and/or sending scanned copies.

2. Membership administration

- I. Work alongside Participants Engagement Assistant (PEA) to support subscription payment follow-ups, manage the members correspondences including invoicing, KRA PIN details requests etc
- II. Working with PEA undertake timely Due Diligence for joining companies

3. Communication support

- I. Daily social media updates: LinkedIn, Twitter and Facebook
- II. Help in scheduling meetings as requested by various network staff.

Qualifications:

- I. Bachelor's degree in social sciences/ PR and communication/ business studies/ Sustainability/Environmental sciences and studies
- II. Proven competence in relationship building, events management and organization skills;
- III. Records keeping and agile administration skills;
- IV. Ability to multi-task and work under pressure
- V. Strong written and oral communication, mobilization skills and attention to details
- VI. Sensitive to cultural differences;
- VII. Excellent interpersonal skills;

UN Global Compact Values: Integrity; Respect for Diversity; Professionalism.

How to Apply:

Qualifying and interested candidates should complete the online application form on KAM or Global Compact Network Kenya websites and submit their **Cover letter and CV only** to hr@kam.co.ke indicating the word "**Global Compact Kenya Intern**" on the subject line of the email to reach us **not later than Thursday, April 22, 2021 at 2:00pm.**

Click on Link to apply **here:**