

## Vacancy Announcement

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

**Designation:** Assistant Regional Officer – Nairobi Industrial Area Region  
**Reporting to:** Devolution & Chapters Affairs Manager  
**Contract Type:** Permanent **Location:** Nairobi

**Job Purpose:** To provide support to the county business agenda, membership recruitment and retention within Nairobi Industrial Area Region

### **Key objectives**

- Membership recruitment and retention
- Database management
- Information dissemination
- Timely and accurate reports

### **Duties and Responsibilities**

The specific duties and responsibilities will include, but not limited to the following:-

- Membership recruitment, retention and to ensure Vibrant and Active Network;
- Follow up on outstanding subscription from members;
- Address Members' advocacy issues and where necessary, escalate to the Secretariat;
- Assisting the Regional Coordinator as the Secretary to Nairobi Industrial Area Region Committee and any meeting that are of interest to manufacturers;
- Assist in liaising with County government and other government agencies (Kenya Power, KEBs, NEMA, etc.) on issues of concern to region members;
- Assist in organizing and coordinating chapter activities - meetings, seminars, workshops and other functions in consultation with the chairman and /or Secretariat;
- Representing the Association in various local forums; County Budget, County Assembly legislation meetings on Bills that are of interest to KAM Members;
- Assist in publishing monthly chapter newsletter with information relevant to members;
- Assist in coordination of Regional & County Business Agenda activities at chapter / Coordination of BMOs Coalition activities;
- Assist in administering policy formulation to ensure ease of doing business for members;
- Support the Regional Coordinator in Capacity Building Trainings for chapter members;
- Database Development, updating and maintenance for key contacts in region to enhance KAM services and network;
- Perform any other duties as may be assigned by the CEO from time to time;

### **Qualifications /Requirements:**

- Degree in Economics or PR /Marketing or Business Development /Management or their equivalent,
- Good experience in event management and client support is an added advantage,
- Minimum 3 years relevant experience preferably in sales, marketing and /or account management
- Lobbying and advocacy experience /skills are required,
- Excellent relationship /stakeholder management and networking skills
- Excellent Marketing, customer service and presentation skills
- Knowledge of the industrial sector in Kenya and willingness to learn global trends.
- Excellent verbal and written communication skills
- Effective organizational skills and ability to multitask.
- Team player and enthusiastic.
- Keen attention 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 "Assistant Regional Officer" on the email subject line so as to reach us **by June 2, 2021. Click on Link [here](#) to apply: Only the shortlisted shall be contacted**