



Vacancy **Knowledge Management Officer**

Kenya Association of Manufacturers (KAM), established in 1959, is a membership organization representing over 750 leading manufacturing and value-add companies in Kenya. KAM seeks to competitively fill the following vacant position:-

Designation: TVET Knowledge Management Officer
Reporting to: TVET Executive
Contract Type: Fixed Term Contract – Ends 30th June 2023
Location: Nairobi with frequent travel to field sites
Availability: Immediate

Job Purpose:

The KAM TVET program was designed to support our membership in accessing quality market-relevant skills in line with our manufacturing priority agenda of supporting skills-based job creation and increasing manufacturing sector jobs.

With financial support from the German Development Corporation (GIZ) and the Korean International Cooperation Agency (KOICA), KAM is implementing a technical vocational education and training (TVET) program whose goal is to promote youth livelihood opportunities through formal and self-employment. Through this, the project seeks to provide at least 1260 young people with job opportunities. Jobs are classified as meaningful employment opportunities where a person is paid a minimum wage of Kshs 7,000, working for at least 20 hours a week for at least 26 weeks a year.

More specifically, the project seeks to provide 960 young people taking CBET training in manual arc welding, simple automation and lathe machine operations with opportunities for industrial attachment and transition them into formal and self-employment. 300 TVET (diploma and certificate) graduates will be matched to industry for internships and transitioned to jobs where at least 40% of these will be green jobs.

Working nationally for TVET and in Mombasa, Nairobi, Nyeri and Meru for CBET; the officer will work with other members of the KAM Secretariat and Regional Offices to implement this project. KAM is seeking to fill the role of TVET Knowledge Management Officer (1 role) with expected outcomes as follows:-

Key Objectives

1. Successful monitoring, reporting and learning for the Employment for Development project at KAM.
2. Documentation of success stories and learning for the project.
3. Knowledge management for the TVET project

Key Responsibilities

A: Technical Support

- i. The cooperation with the private sector for the creation of sustainable jobs (with a focus on women) and the collaboration with training institutions.
- ii. Monitoring of partnerships (training institution, industry) to ensure successful achievement of TVET program training and matching initiatives and the implementation of activities of the E4D program at the Kenya Association of Manufacturers.
- iii. Knowledge management of every aspect of the project that includes young TVET and CBET graduates.
- iv. Track, evaluate and report results from consultants to align to project goals, conducting quality checks of consultant reports as per the project indicators.
- v. Develop new tools and ideas to improve the implementation and achievement of results of the program.
- vi. Support quality checks and quality management of all capacity development activities and report on the same.
- vii. Support data collection, M&E of the project activities to relevant stakeholders for the E4D program as well as the organization of internal and partner meetings.
- viii. Support networking, cooperation and communication with relevant stakeholders for E4D program, as well as the organization of internal and partner meetings.
- ix. Work with TVET Coordinator to support the promotion of women access to jobs
- x. Develop new tools and ideas (e.g. in the areas of ICT/digitalization, green jobs, etc.) to improve the implementation and achievement of results of the programme.

B: Monitoring & Reporting

- i. Data entries for project activities. Working closely with TVET team, monitor program milestones and ensure all data is captured using agreed-upon templates.
- ii. Support Program Management and evaluation (both data management and systems) of all program activities, specifically regular progress and annual monitoring and reporting.
- iii. Conduct data checks and advise the project team.
- iv. Evaluate collected data and prepare presentations and (internal and external) reports based on donor and KAM requirements.
- v. Working with TVET Coordinator, coordinate regular and timely submission of project monitoring documents.
- vi. Recording and documenting the results of project activities, and put together overviews of program activities, progress, lessons learnt, challenges etc and present these at team meetings and where required.

C: Knowledge Management & Others

- i. Support knowledge management at programme level (through participation in strategy discussions) and other mechanisms.
- ii. Support internal and external communication of the programme
- iii. Support the planning and implementation of capacity development activities (related to the mobile app and job portal) in consultation with the TVET Coordinator for project partners i.e. training institutions, private sector, CBET students and graduates.

Required qualifications, competences and experience Qualifications

- Bachelor's Degree or equivalent in a relevant field (business administration, Technical Education or other program-related discipline).
- Additional qualifications in the area of development cooperation and/or in the areas of TVET, employment promotion and/or private sector development are an asset
- Knowledge of labour market, vocational education and private sector development.
- Professional experience with at least 3 years of professional experience in the educational system (e.g. TVET) and/or with the private sector.
- MSME skills development is an asset.
- Experience in promoting networks and creating relationship between different stakeholders.
- Experience with training institutions and partnerships with the private sector are an asset.
- Interest and knowledge of tools in topics women empowerment, green jobs and/or ICT/digitalization.
- Intercultural competence working with local and international teams.
- Strong writing and reporting skills.
- Good presentation skills.

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 indicating the words “**TVET Knowledge Management Officer**” on the email subject line so as to reach us **not later than July 26, 2022**. [Click Here](#) to apply: **Only shortlisted candidates shall be contacted.**