



Vacancy: Green Growth Services Support Assistant

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

Title: Green Growth Services Support Assistant

Department: KAM Consulting Unit

Reporting to: Manager, Centre for Green Growth and Climate Change

Supervise: None

Location: Nairobi

Contract Type: 9 Months' Fixed Term Contract

Job Purpose: This role shall assist the Centre for Green Growth and Climate Change under the KAM Consulting Unit to organize and manage the annual Energy Management Awards (EMA), the Clean Energy Conference and Expo and the Circular Economy Expo and Conference which includes mobilizing exhibitors, participants, and sponsors of the three signature events. The expected outcomes will be as follows: -

Key Objectives

- Ensure an average target number of visitors attend the events.
- Ensure the target for the participating companies is achieved
- Ensure targeted number of exhibitors display their products or services during the expos.
- Support revenue generation through sale of exhibition booths and mobilization of sponsors

Duties & Responsibilities

- Support the EMA activities, Clean Energy Conference and Expo and Circular Economy Expo and Conference
- Sell exhibition booths to relevant stakeholders to showcase their products/ services;
- Mobilize exhibitors to participate in the exhibition through calling, emailing, and visiting members
- Follow up with potential exhibitors and sponsors to increase booth uptake
- Book meetings with potential exhibitors and sponsors;
- Invite speakers and participants to the Conferences
- Assist in identification of B2B matchmaking opportunities to enhance technology linkages for the Centre for Green Growth and Climate Change;
- Debt management to ensure all obligations of the Expos and EMA are met;
- Support to collect feedback from industries on the adequacy and effectiveness of Expos, EMA and trainings offered and to identify any gaps and areas of improvement.
- Perform any other duties as may be assigned by the Chief Executive.

Requirements and Personal Attributes:

- A degree in Marketing or Business or any other relevant degree,
- Similar work experience will be an added advantage
- Effective organizational skills, team player, attentive to detail and ability to multitask.
- Knowledge of the manufacturing industry.
- Excellent relationship management and networking skills

- Excellent marketing and presentation skills
- Excellent verbal and written communication 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 “**Green Growth Services Support**” on the email subject line so as to reach us **not later than August 26, 2022** Click on Link [here](#) to apply. **Only the shortlisted shall be contacted.**