



VACANCY: SALES AND MARKETING OFFICER

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

Designation: Manufacturing Academy Officer
Reporting to: Manufacturing Academy Manager
Work Type: 2 Year contract **Location:** Nairobi

Job Purpose:

This position is responsible for development and delivery of high quality, relevant and targeted training programs that will raise competency levels in industry to improve competitiveness and productivity across all industrial sectors.

Duties and Responsibilities

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

1. Support development of targeted training programs and other industry forums organized by the Manufacturing Academy
2. Support delivery of services to members through selling and administrative activities of the Manufacturing Academy to increase uptake by members and revenue generation
3. Assist in preparation and implementation of seminars and workshops for member engagement including training needs assessment, conceptualization and marketing of the same.
4. Conduct evaluation analysis and prepare feedback reports for all Academy programs
5. Development, selling and follow up of in-house and open house-training proposals
6. Reviewing of training reports after each training program for internal approvals and before payment to service providers
7. Maintaining existing relations with external service providers to offer high quality demand driven services on behalf of the Academy
8. Effective member support on training related enquires e.g., NITA reimbursement process for Academy trainings
9. Periodic reports to Head KAM C on the Academy's progress

Person Specification and Attributes:

- i. Bachelor's Degree in Sales & Marketing or business development or Advertising, or communications all with a bias in sales.
- ii. At least Seven (7) years' experience working in sales and marketing, business development practice, events, or brand management within a similar busy industry.
- iii. Hold professional qualification in sales and marketing. Being a member of a professional body

shall be an added advantage.

- iv. Strong knowledge of sales & marketing best practice and an eye for creative marketing opportunities.

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 “**Manufacturing Academy Officer**” on the email subject line so as to reach us **not later than August 25, 2022** **Click on Link [here](#) to apply. Only the shortlisted shall be contacted.**