



Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing Value - add Industries in Kenya is seeking to competitively fill the following position: -

Title : Membership Database Intern **Department:** Membership
Reporting to: Manager Regional and Devolution Affairs
Location : Nairobi **Contract Type: Fixed Term -3 months**

Internship Purpose: To afford the intern an opportunity to have an on-the job exposure while assisting to deliver membership support services by ensuring an up to date and effectively managed client data in the ERP system for proper business solutions and accurate results.

Key Objectives

- Support administration, maintenance, and operation of KAM's database environments.
- Assist with the testing of backups/restore and support.
- Other IT related tasks that allow you to learn other fields of expertise.

Duties & Responsibilities

- i. Provide support in documentation and indexing of members ,units and partners files.
- ii. Assist to update Members database in the KAM Enterprise Resource Planning (ERP) portal.
- iii. Support to update contacts for potential members, new members and existing members.
- iv. Provide support in communication of members through the ERP portal.
- v. Assist in mobilization of participants for Membership Services Clinics.
- vi. Any other duties as may be assigned by the Chief Executive

Requirements:

- Information Technology or computer science or data management related degree.
- Previous relevant experience in database management desirable.
- Effective organizational skills and ability to multitask.
- Experience in working with targets and tight deadlines
- Team player and enthusiastic and Keen attention to detail

How to Apply:

Interested and qualifying candidates should complete the online application and submit their CV and Application letter only to hr@kam.co.ke indicating the words “**Membership Database Intern**” on the email subject line so as to reach us **not later than August 27, 2022**. Click on Link [here](#) to apply:
Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted