



## VACANCY: PARTICIPANT ENGAGEMENT (PE)- ASSISTANT MANAGER

### Introduction:

Global Compact Network Kenya is a leadership sustainability initiative that is working to support companies in Kenya to translate their company's commitment to the UN Global Compact Ten Principles and put the Sustainable Development Goals (SDGs) into action. The Network brings together close to 300 signatories to the United Nations Global Compact and 1000 others to the Code of Ethics for Business in Kenya, including a number of Kenya's large companies, small and medium-sized enterprises, and nonprofit organizations to advance corporate sustainability. Participation in the UN Global Compact and membership to the Kenya Network gives companies the opportunity to make a statement about their values and is revolutionizing how companies do business responsibly and keep commitments to society.

Global Compact Network Kenya is hosted at the Kenya Association of Manufacturers (KAM) Head office in Nairobi. The specific terms of reference and person specifications for the position are as follows:

<b>Designation:</b>	Participant Engagement (PE)- Assistant Manager
<b>Reporting to:</b>	Participant Engagement Manager – Global Compact Network Kenya
<b>Contract Type:</b>	2 Years
<b>Location:</b>	Global Compact Secretariat based at KAM Head Office in Nairobi.

### Job Purpose:

To support the growth of the UN Global Compact in Kenya and drive membership engagement on the UN Global Compact Ten Principles and Sustainable Development Goals.

### The objectives of this job will be met through the following key tasks:

- I. **Membership recruitment and retention:** Drive lead generation, recruitment, and onboarding of new participants using Salesforce, offer support to companies in submitting annual Communication on Progress (CoPs) reports and Communication on Engagement (COE) as per the annual submission period, coordinate invoicing and dispatch of membership certificates in liaison with the front office
- II. **Membership relationship building and management:** Build and maintain good relationship with the network membership through anticipating and responding timely to queries, identify and proactively service Key accounts in liaison with the PE Manager, identify and connect them to opportunities to advance their sustainability goals

- III. **Training and capacity development:** Actively promote training offerings to member companies, Co-lead in the development of training curricular, facilitate firm-level sustainability trainings, conduct monitoring, evaluation, and reporting of training outcomes
- IV. **Events management:** Assist in preparation, marketing and management of network forums, trainings, workshops, meetings. In liaison with the Participant Engagement Manager, support in preparing and delivery of presentations to extend the awareness and reach of the UN Global Compact.
- V. **Database management:** Oversee membership database ensuring contacts are up to date, help participants navigate the UN Global Compact systems efficiently, respond to queries, concerns and requests and help solve problems. Design internal monitoring tools to track member engagements
- VI. **Research:** Support in research, analysis and report writing, this will include participant due diligence before on-boarding, gathering participant feedback and provide insights to the Network leadership team to help direct strategy and plans to better meet participant needs
- VII. **Use and Shape tools** to improve participant engagement team efficiency and company satisfaction, including the UN Global Compact database, CRM Software-(Salesforce), tracking and reporting system
- VIII. Any other tasks as may be delegated by the Participant Engagement Manager and Executive Director

**Qualifications:**

- I. Bachelor's degree in sales & marketing/ social sciences/ PR and communication/ Business studies/Sustainability/Environmental sciences and studies
- II. Minimum 4-year experience in business development/ account management/ corporate sustainability/ membership management/ sales and marketing with a reputable organization.
- III. Knowledge of UN Global Compact and corporate sustainability is strongly preferred
- IV. Proven competence in relationship building, sales, events management, and organizational skills.
- V. Records keeping and agile administration skills.
- VI. Ability to multi-task and work in a dynamic environment
- VII. Strong written and oral communication skills, persuasive, confident, and attention to details
- VIII. Strong self-drive, detail oriented, team player and takes ownership of responsibilities
- IX. Strong customer service orientation
- X. Excellent interpersonal skills and sensitive to cultural differences

**UN Global Compact Values:** Integrity; Respect for Diversity; Professionalism.

**How to Apply:**

Qualifying and interested candidates should complete the online application form on KAM or Global Compact Network Kenya websites and submit their **Cover letter and CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the word **“Global Compact Kenya PE- Assistant Manager** on the subject line of the email to reach us **not later than 18 November 2022 Close of Business.**

**Click on Link to apply here: <https://bit.ly/3ChWn2f>**