



## VACANCY ANNOUNCEMENT: SECTORS EXECUTIVE

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1200 leading manufacturing and value-add companies in Kenya. KAM has organized its members into 14 sectors for ease of coordination of research and advocacy work. We seek to competitively fill the following position:

**Designation:** Sectors Executive

**Reporting to:** Sectors Manager

**Unit:** Policy, Research & Advocacy

**Contract Type:** Permanent

**Location:** Nairobi

**Reporting date:** Immediately

**Job Purpose:** This position supports in the overall coordination and provision of strategic direction to KAM's 14 sectors' affairs by proactively developing strategic solutions on issues affecting members at the sector level. Support in ensuring all the 14 sectors and sub-sectors provide sector specific impact and outcomes as desired in the KAM strategy plan.

### Duties and Responsibilities

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

- Support the sectors manager in developing and implementing strategies on nurturing industrial and sub-sectors; resource mobilize towards addressing sector matters.
- Support government engagement & policy monitoring to ensure ease of doing business for KAM members at sector level (oversee sector specific priorities & activities).
- Support coordination of sector specific policy, research and advocacy position papers.
- Support development, updating and maintenance of up-to-date sector and sub-sector profiles; maintenance of database for all sectors.
- Secretary to all 14 Industrial sectors and any meetings that are of interest to the members; ensure all sector deliberation and engagements are documented, outcome communicated, and action points are implemented to the latter.
- Support in coordination of publishing and circulation of quarterly sector reporting and relevant information to members and secretariat.
- Support coordination of sector-specific research and verification missions on business issues particularly those affecting their competitiveness and provide feedback to the industry.
- Support coordination, monitoring and solving of sector specific issues in collaboration with other relevant KAM units.
- Support facilitation and execution of Government engagements and Policy Monitoring to ensure enhanced supportive policies such as Ease of Doing Business for the sector members through National & EAC Budget making process.

## **Essential Knowledge, Skills and Competencies**

- Problem solving and decision-making abilities.
- Self-motivated; ability to self-drive and work independently to meet deadlines.
- Ability to plan, organize and prioritize work.
- Ability to visualize, solve complicated problems in the best way and make accurate and informed decisions.
- Experience in private sector and /or government engagements.
- Basic project management skills.
- Communication and intelligence report writing skills.
- Ability to analyze economic relationships on various fields such as fiscal policy, economic and regulatory affairs and international trade.
- Ability to work with team of members to run advocacy and fulfill other organization's goals.
- ICT competence.
- Basic knowledge of the legislative process; ability to understand the impact of new legislations on businesses.

## **Qualifications**

- Bachelor's degree in Economics or related social sciences from a recognized institution.
- At least 5 years of work experience in a busy business advocacy organization or relevant organisation engaging in public policy matters.
- Demonstrated first-hand experience in Trade and Business advocacy

## **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](mailto:hr@kam.co.ke) indicating the words "**Sectors Executive**" in the email subject line to reach us **not later than 11<sup>th</sup> January 2023**. Click on the Link [here](#) to apply.

**Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted**