



VACANCY ANNOUNCEMENT: SECTORS OFFICER

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 Officer

Reporting to: Sectors Manager

Unit: Policy, Research & Advocacy

Contract Type: Permanent

Location: Nairobi

Reporting date: Immediately

Job Purpose: To provide coordination and support services for the advancement of the goals of Kenya Association of Manufacturers Industrial Sectors allocated to the officer.

Specific objectives include.

- Coordination and support for the advancement of the goals of KAM's industrial sectors.
- Support implementation of the manufacturing sectors functions.
- Provide account management for sectors assigned.
- Implement administrative activities required to ensure sectors' operations are effectively carried out.
- Effective information dissemination to members
- Timely and accurate reports.

Duties and Responsibilities

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

- Provide secretariat services to the industrial sectors under the Association and coordinate their activities.
- Sustainable industrial sectors growth by identifying policy issues and developing plans/strategies in consent and thereafter come up with fact-based position papers/memorandum to engage/influence key decision makers.
- Facilitate 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.
- Facilitate sectors' capacity building by developing and implementing strategies and strategic relationships to nurture industrial sectors and sub-sectors on emerging issues.
- Effective account management by timely response to members' policy related and operational queries/issues, facilitating quarterly & special sector/sub-sector meetings, database development, updating & maintaining of key contacts to enhance KAM services and network.

- Effective information dissemination to members through emails, WhatsApp groups, sector briefs, sector profiles.
- Support in development and updating of industrial sector profiles.
- Support in resource mobilization to facilitate sectors related work.
- Assist to address Members' advocacy issues from the sectors by supporting engagements with relevant government agencies, regulatory authorities, and other stakeholders.
- Participate in development and implementation of strategies to nurture the sectors and sub-sectors.
- Participate in database development, updating and maintenance of key contacts for sectors to enhance KAM services and network.
- Perform any other duties as may be assigned by the CEO from time to time.

Essential Knowledge, Skills and Competencies

- Advocacy, negotiation and conflict resolution skills.
- Ability to plan, organize and prioritise work.
- 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 visualize, solve complicated problems in the best way and make accurate and informed decisions.
- Ability to work with team 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.
- Self-motivated; ability to self-drive and work independently to meet deadlines.

Qualifications

- Bachelor's degree in Economics or related social sciences from a recognized institution.
- At least 3 years of work experience in a busy business advocacy organization or relevant organization 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 indicating the words "**Sectors Officer**" in the email subject line to reach us **not later than 11th January 2023**. Click on the Link [here](#) to apply.

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