



VACANCY: PROJECT COORDINATOR

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: Project Coordinator

Reporting to: Trade and Policy Manager

Unit: Policy Research & Advocacy

Contract Type: 3 years contract with possible extension

Location: Nairobi

Reporting date: Immediately

Job Purpose: The position assists the Trade and Policy section and the Policy, Research and Advocacy Unit (PRAU) to run programs with partners. The role involves resource mobilization, project management and administration. The specific role will be to ensure successful implementation of the Trade and policy projects in Kenya Association of Manufacturers.

Duties and Responsibilities

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

1. Program development

- Undertake and execute the work for the Textile and Apparel ongoing projects of the organisation
- Undertake the preparation of program pipeline deliverables, quarterly and annual reports on the project currently undertaken by the organisation in conjunction with implementing partners.
- Prepare and review technical reports and make presentations in meetings
- Partnership development and sustainability between KAM, Industry, Development partners, global apparel brands and other development organizations.
- Develop and maintain an activity tracking system and effective feedback channel: channeling information requests to project team, ensuring prompt responses, and activity planning.
- Resource mobilization for KAM priority programs.
- Any other task as assigned by the CEO and Unit Management.

2. Program Administration

- Support overall coordination of the Textiles and Apparel program in Kenya and ensure targeted results and impact of the program at field level and upscaling to lead to the changes in business practices and at sector governance level with support and guidance from project team.
- Support the planning process, implementation, and monitoring of the program.
- Review project reports, invoices, purchased and provide inputs to consider and release for approval.

- Support the program with research, administration, and logistics.
- Support the organization with input from the program partners to enable operations to run the required program administration and reporting. This includes the development of performance indicators for the management of program pipeline deliverables.
- Generate reports on a need basis.

3. Stakeholder Engagement

- Carry out logistical arrangements for the hosting of meetings and technical workshops and seminars.
- Stakeholder management and networking
- Maintain contacts with existing and potential program stakeholders. Maintain the program's network and develop new partnerships, especially within Kenya
- Support the program's knowledge management & communication and reporting efforts and contribute to the further strategic development of KAM.

Qualifications and Skills

- Degree in Project Management, Economics, Commerce or related discipline
- Minimum of 5 years' working experience in similar positions with a strong network that includes public, private and civil society sectors in Kenya, preferably with linkages into the textile, apparel & footwear sectors and related manufacturing sectors.
- Experience and demonstrated ability to manage programs with a diverse group of stakeholders with an inclusive attitude, defining common goals and implementing actions.
- Good general knowledge and understanding of Kenya's textiles, apparel and footwear industry.
- Good report writing skills.
- Experience working in trade policy related areas.
- Experience and good knowledge and working with the private sector, especially buyers & investors in textiles and apparel industry and its supply chain.
- Strong track record and background in environmental and social sustainability and an ability to articulate an understanding of both domestic and international requirements.
- Able to oversee field level implementation issues and resolve conflicts.
- Demonstrated strong communication and coordination skills.
- Experienced and able to work to achieve agreed objectives and is accountable for meeting or exceeding them.
- Demonstrated ability in working in a team.

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 "**Project Coordinator**" in the email subject line to reach us **not later than 20th February 2023**. **Click on the Link [here](#) to apply: Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted**