



## **VACANCY: ASSISTANT REGIONAL 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:** Assistant Regional Coordinator – Nairobi Region

**Reporting to:** Regions and Devolution Affairs Manager

**Unit:** Membership

**Contract Type:** One-year renewable contract

**Location:** Nairobi

**Reporting date:** Immediately

**Job Purpose:** To provide support to the county business agenda, membership recruitment and retention within Nairobi Region.

### **Key objectives**

- Membership recruitment and retention
- Database management
- Information dissemination
- Timely and accurate reports

### **Duties and Responsibilities**

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

- Membership recruitment, retention and to ensure Vibrant and Active Network.
- Follow up on outstanding subscription from members.
- Address Members' advocacy issues and where necessary, escalate to the Secretariat.
- Assisting the Regional Coordinator as the Secretary to Nairobi Industrial Area Region Committee and any meeting that are of interest to manufacturers.
- Assist in liaising with County government and other government agencies (Kenya Power, KEBs, NEMA, etc.) on issues of concern to region members.
- Assist in organizing and coordinating chapter activities - meetings, seminars, workshops, and other functions in consultation with the chairman and /or Secretariat.
- Representing the Association in various local forums; County Budget, County Assembly legislation meetings on Bills that are of interest to KAM Members.
- Assist in publishing monthly chapter newsletter with information relevant to members.
- Assist in coordination of Regional & County Business Agenda activities at chapter / Coordination of BMOs Coalition activities.
- Assist in administering policy formulation to ensure ease of doing business for members.

- Support the Regional Coordinator in Capacity Building Trainings for chapter members.
- Database Development, updating and maintenance for key contacts in region to enhance KAM services and network.
- Perform any other duties as may be assigned by the Chief Executive from time to time.

### **Qualifications**

- Degree in Economics or PR /Marketing or Business Administration/Development /Management or their equivalent,
- Good experience in event management and client support is an added advantage,
- Minimum of 3 years relevant experience preferably in sales and marketing, busy customer help desk /relevant work. Experience with a Professional or Business Membership Organization is an added advantage.

### **Personal attributes:**

- Excellent relationship management and networking skills
- Excellent Marketing and presentation skills
- Knowledge of the industrial sector in Kenya and willingness to learn global trends.
- Excellent verbal and written communication skills
- Effective organizational skills and ability to multitask.
- Team player and enthusiastic.
- Keen attention to detail

**Skills:** Lobbying and advocacy, customer service, stakeholder communication, account management, trade policy and marketing

### **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 “**Assistant Regional Coordinator**” in the email subject line to reach us **not later than 11<sup>th</sup> March 2023**. Click on the Link [here](#) to apply: **Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted**