



## Vacancy Announcement

The Kenya Association of Manufacturers – the representative organization for manufacturing value-add Industries in Kenya is seeking to competitively fill the following position: -

### **Position Category: Projects Executive Officer**

**Designation:** Projects Officer

**Reporting to:** Chief Operating Officer (COO)

**Location:** Nairobi

**Department /Section:** Projects Contract **Type:** 2 Years Contract

**Job Purpose:** To provide for coordination execution, fundraising, budgeting, oversight, planning, implementation, documentation, monitoring & evaluation and reporting for all aspects of KAM projects.

### **Key Objectives**

- Delivery
- Accountability
- Donor relations management
- Timely and accurate reports

### **Duties and Responsibilities:**

1. Develop and implement resourcing strategies that effectively respond to long-term and short-term projects and organisational objectives.
2. Setting up/reviewing of effective project/project cycle management systems/protocols for the smooth, timely and result-based implementation of all KAM projects.
3. Ensure that all projects are delivered on-time, within scope and within budget-this includes proper planning, sequencing and budgeting for projects.
4. Set up and implement timely and effective quantitative and qualitative monitoring and evaluation frameworks including detailed implementation plans (DIPs) and logical framework matrices-this role includes overseeing and executing baseline surveys; on-going monitoring, mid-and-end-term project evaluations (both internal & external) based on the project work plans, the Business Development Plan (BDP), with particular focus on results, impacts and lesson learning-this includes producing periodic monitoring reports for all projects.;
5. Guide and coordinate the timely preparation and submission of result-based project progress reports in accordance with approved reporting formats and within the set timelines-this includes quarterly progress reports; annual programme reports; project reports; inception/ad-hoc technical reports and so on.
6. Oversee project finance management based on the KAM finance management manual and respective grant agreements.

7. Coordinate harvesting and documentation of best practice and lessons from implementation of KAM projects and communication of the same through appropriate channels;
8. Establish fundraising strategy and or successfully manage the relationship with donors and all stakeholders.
9. Create and maintain comprehensive project documentation as well as manage all project related communication.
10. Any other duties as may be assigned by the Chief Operating officer (COO)

### **Qualifications and Experience**

- A graduate degree in Project management or other closely related discipline, a master's in project management would be an added advantage.
- Demonstrated understanding of the project cycle management Strong knowledge of/and demonstrated experience in M & E methodology and approaches (including quantitative, qualitative and participatory), including data collection, analysis and synthesis, the logical framework and other strategic planning approaches;
- A good understanding of the balanced score-card approach.
- Demonstrated experience in result-based report writing.
- Over 4 years of practical experience in project management and monitoring and evaluation;
- Proven track record of successful experience in result-based report writing, reviews, delivering presentation and defending recommendations;
- Excellent written and verbal communication skills in English and Kiswahili.
- Ability to work well in a team
- Strong analytical skills
- Highly organised and detail oriented; able to prioritise and produce work of a consistently high standard.

### **How to Apply:**

Interested and qualifying candidates should complete the online application form and submit their **CV only** to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Projects Executive Officer**” on the email subject line so as to reach us **not later than December 20, 2023. Please click on Link to apply [here](#). Only shortlisted candidates shall be contacted.**



