



## 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:-

|                       |                                      |                     |                            |
|-----------------------|--------------------------------------|---------------------|----------------------------|
| <b>Category:</b>      | Research                             | <b>Designation:</b> | Research Officer           |
| <b>Reporting to:</b>  | Manager – Research and Fiscal Policy | <b>Section:</b>     | Research and Fiscal Policy |
| <b>Department:</b>    | Policy Research and Advocacy         | <b>Location:</b>    | KAM Headquarters - Nairobi |
| <b>Contract Type:</b> | Permanent                            |                     |                            |

**Job Purpose:** This position is responsible for carrying out research on economic, business and political trends, doing data analysis, drafting policy briefs, sector position papers and editing all publications for the organization in support of fact based advocacy initiatives at KAM.

### **Duties and Responsibilities**

Specific duties and responsibilities will include, but not limited to the following;

- Conducting research on political, economic, and business issues particularly those affecting the business environment for the industry,
- Write, edit and publish Policy Briefs, Economic Updates, Intelligence reports, Position Papers, Research Publications, among others;
- Review the County and National budget processes and inform members on a timely basis for their input;
- Provide technical support and input to inform KAM's effective participation in budget forums and influence budget policy. This includes tracking and documenting the process and its outcomes;
- Develop draft sector positions on various issues for validation by the sector members;
- Editing KAM research, policy and advocacy publications;
- Preparing a Policy Tracker, barometer and economic updates;
- Do data collection and analysis on members' concerns and general economic trends;
- Carry out market and economic surveys;
- Prepare the KAM manufacturing priority agenda (MPA) in conjunction with the research team;
- Support the preparation of the manufacturing survey and related reports;
- Perform any other duties as may be assigned by Supervisor or the head of unit or the CEO.

### **Person specifications.**

- i. Bachelor's degree in statistics or economics or its equivalent with a bias in research; a master's qualification will be an added advantage.
- ii. Proven track record of strong research and creative writing skills with a bias in policy advocacy work;
- iii. Over five (5) years relevant work experience two (2) of which should be in writing and editing materials in a busy and comparable institution or research institution;
- iv. The ability to stick to strict deadlines and work under no supervision;
- v. Excellent interpersonal and communication skills both oral and written;
- vi. A knack for editing and proof reading with good research skills;

## **How to Apply:**

Interested and qualifying candidates to complete online application and submit CV and Application letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Research Officer**” on the email subject line so as to reach us not later than **20<sup>th</sup> December 2023**. **Click on Link to apply [here](#)**. Only the shortlisted shall be contacted.