



## VACANCY ANNOUNCEMENT: TVET PROGRAM MANAGER

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1300 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:** TVET Program Manager

**Reporting to:** Head of KAM Consulting

**Unit:** KAM Consulting

**Contract Type:** Nine Months contract

**Location:** Nairobi

**Reporting date:** 2<sup>nd</sup> January 2024

**Job Purpose:** To promote the DUAL TVET program in the manufacturing sector and other key stakeholders to help increase youth employment for sustainable development in Kenya. The position works to strengthen the link between employers and the TVET/CBET labour market. This includes coordination of appropriate placement of TVET graduates in industry for internships, capacity building and technical skills upgrading of industry employees.

### Duties and Responsibilities

1. Manage work readiness, entrepreneurship training for CBET and TVET graduates and TTI trainers' capacity building.
2. Oversee overall project implementation. Design a methodological approach to the various TVET projects, develop project tools and oversee overall project implementation.
3. Coordinate industry mapping and onboarding industries to the projects, including coordinating industry awareness forums and getting their commitments to provide industrial attachment opportunities, paid internships, and jobs. Coordinate placements as relevant.
4. Stakeholder engagement to promote TVET, co-ordinate stakeholder forums. Co-ordinate TVET program policy advocacy working closely with KAM Policy and Research team, and TVET Project Officer.
5. Working closely with the project M&E and Project officer, create an up-to-date database for the project that includes industries (mapped, placed and possible partner industries), technical training institutions and graduates.
6. Coordinate industry exchange and learning visits, job matching forums and knowledge-sharing forums to encourage discussion around skills gaps, technology, and trends.
7. Facilitate affirmative action and discussions on gender mainstreaming in industry through young women in industry and women in manufacturing forums.
8. Project grant management, monitoring burn rates against activities and project reporting.

9. Project monitoring, evaluation, reporting, and learning including preparation of timely reports to donors, management, and the KAM board.
10. Perform any other duties as assigned by the Head of KAM Consulting and the CEO

### **Qualifications**

- Bachelor's degree in business administration or social sciences
- At least 5 years' experience in a similar function

### **Essential Knowledge, Skills and Competencies:**

- Competent in use of MS Office suite (Word, Excel, PowerPoint)
- Background in project management and planning
- Experience in project management, reporting
- Good communication skills
- Good communications skills
- Leadership skills
- Have high levels of customer service and submit timely and accurate reports.

### **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) citing the title **“TVET PROGRAM MANAGER”** in the email subject line to reach us **not later than 11<sup>th</sup> December 2023**. Click to apply [Here](#). **Only short-listed candidates shall be contacted.**