



Vacancy Announcement

Kenya Association of Manufacturers (KAM), the representative organization for manufacturing and value-add companies in Kenya, is seeking to competitively fill the following position: -

Title: Trade Project Officer

Department: Policy, Research and Advocacy

Reporting to: Trade and Policy Manager

Supervises: None

Location: Nairobi

Availability: Immediate

Contract Type: Fixed Contract – 1 Year

Job Purpose: To increase the number of KAM members exporting manufactured goods in AfCFTA market and have manufacturers drive export led industrialization in Kenya.

Duties and responsibilities

a. Technical Drafting

- i. Develop technical reports and materials in liaison with the trade manager to manufacturers and other stakeholders.
- ii. Research on trade environment to support project implementation.

b. Workflow Management

- iii. Undertake tasks and processes that ensure the smooth implementation of the work of the team.
- iv. Provide support and follow-up on routine administrative correspondence and processes.
- v. Undertake tasks and correspondence in accordance with the Project's approved formats and ensure the grammatical validity and accuracy of all documents submitted to Project Management.
- vi. Review and prioritize important tasks and correspondence for execution.
- vii. Follow up and ensure that all tasks are completed and transmitted/dispatched in line with the project workplan/ Gantt chart.

c. Communication

- i. Facilitate the arrangements for meetings with respect to timing and location.
- ii. Mobilize members for attendance of key project related events in liaison with other KAM sections.
- iii. Prepare minutes of meetings and relevant progress reports.
- iv. Provide necessary logistical support to the Project Team for missions relevant to the Project.
- v. Schedule meetings for the Project Team according to already identified and set priorities.
- vi. Update and follow-up on the deadlines for Project related tasks.
- vii. Generate thematic communication documents for stakeholder engagement around project work.

d. Record Keeping and Documentation

- i. Develop periodic project reports for internal and external reporting.
- ii. Maintain a detailed filing system in both electronic and print format.
- iii. Maintain a weekly/monthly calendar of meetings that indicates all meetings to be attended by the Project Team.
- iv. Ensure that all necessary documentation (briefing notes, talking points, presentations) for meetings, seminars, workshops or conferences are prepared in advance and provided to the Project Manager.
- v. Maintain an updated contact address and e-mail directory of all key stakeholders of the Project.
- vi. Provide a project implementation status tracker in line with project workplan/ budget and Gantt chart.

e. Office Administration

- i. Make logistical arrangements for the Project Team including tickets, hotel reservation, ground transportation, etc. in liaison with the KAM procurement team.
- ii. Support the preparation of presentations as required.
- iii. Photocopy and transmit electronic communication as required.

- iv. Undertake any other related tasks as assigned by the Project Coordinator/ Trade Policy Manager.

f. Procurement and Financial Duties

- i. Maintain a regular overview of procurement and financial issues and bring any relevant issues to the attention of the Head of Policy and Trade Policy Manager.
- ii. Participate in the budget review, work plan and procurement plan and maintain records of all relevant documents during this process.
- iii. Provide project expenditure forecasting and make necessary procurement plans.

Requirements & Personal Attributes

- Hold at least a degree in a business-related field (economics, business management, or other relevant/equivalent academic disciplines with at least 3 years relevant work experience.
- Relevant experience in handling trade matters.
- Previous experience in project management related work will be an added advantage.
- Tech savvy;- Ability to use various software applications like Microsoft office (Word, Excel, Power point and internet navigation, Drop Box, Video Communication platforms, database and management applications.
- Good research, writing, communication skills.
- A team player and able to work under pressure, adaptable and able to prioritize tasks with minimum supervision.

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 citing the title “**Trade Project Officer**” in the email subject line to reach us **not later than 29th February 2024**. Click [here](#) to apply. **Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.**