



VACANCY ANNOUNCEMENT: SECTORS OFFICER

The Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1000 leading manufacturing and value-added companies in Kenya. We seek to competitively fill the following positions: -

Designation: Sectors Officer

Reporting to: Sectors Manager

Unit: Policy & Regulatory Unit

Contract Type: Permanent

Location: KAM Head Office, Westlands Nairobi

Reporting date: Immediately

Job Purpose: To provide coordination and support services for the advancement of the goals of Kenya Association of Manufacturers Industrial Sectors allocated to the officer.

Key Objectives

- Coordination and support for the advancement of the goals of KAM's Industrial Sectors work.
- Support implementation of the Manufacturing Sectors functions.
- Provide account management for sectors assigned.
- Implement administrative activities required to ensure sectors operations are effectively carried out.
- Effective Information dissemination to members.
- Timely and accurate reports.

Duties & Responsibilities

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

- Provide secretariat services to the industrial sectors under the Association and coordinate their activities
- Sustainable Industrial Sectors Growth by identifying policy issues and developing plans/strategies in consent and thereafter come up with fact-based position papers/memorandum to engage/influence key decision makers.
- Facilitate execution of Government engagements and Policy Monitoring to ensure enhanced supportive policies such as Ease of Doing Business for the sector members through National & EAC Budget making process.
- Facilitate capacity building in sectors by developing and implementing strategies and strategic relationships to nurture industrial sectors and sub-sectors on emerging issues.
- Effective Account Management by timely response to members policy related and operational queries/issues, facilitating quarterly & special sector/sub-sector meeting, database development, updating & maintaining of key contacts to enhance KAM services and network.
- Effective Information dissemination to members through emails, WhatsApp groups, sector briefs, sector profiles.

- Support in development and updating of Industrial sector profiles.
- Support in resources mobilization to facilitate Sectors related work.
- Assist to address Members' advocacy issues from the sectors by supporting engagements with relevant government agencies, regulatory authorities, and other stakeholders.
- Participate in development and implementation of strategies to nurture the sectors and sub-sectors
- Participate in Database Development, updating and maintenance for key contacts for sectors to enhance KAM services and network.
- Database Development, updating and maintenance for key contacts in the region to enhance KAM.

Requirements

- Bachelor's degree in Economics or related social sciences from a recognized institution.
- At least 3 years of work experience in a busy business advocacy organization or relevant organization engaging in public policy matters.
- Demonstrated first-hand experience in Trade and business advocacy.

Personal attributes:

- Advocacy skills, negotiation and conflict resolution skills.
- Ability to plan, organize and priorities work.
- Experience in the private sector and /or government engagements.
- Basic Project management skills.
- Communication and intelligence report writing skills.
- Ability to analyze economic relationships in various fields such as fiscal policy, economic affairs, regulatory and international trade.
- Ability to visualize, solve complicated problems in the best way and make accurate and informed decisions.
- Ability to work with team members to run advocacy and fulfill other organization's goals.
- ICT Competence.
- Basic knowledge of the legislative process- ability to understand the impact of new legislation on businesses.
- Self-motivated- ability to drive and work independently to meet deadlines.

How to Apply:

- Interested and qualifying candidates to complete the online application form [here](#).
- Submit their CV and Cover Letter which should be in PDF and Labeled with the applicant's First name and Last, then Document e.g., Peter John CV or Jane John Cover Letter only to hr@kam.co.ke indicating the words "**Sectors Officer**" with the email subject line.
- **The application deadline is 28th March 2025.**