



## VACANCY ANNOUNCEMENT: TAX POLICY MANAGER

Kenya Association of Manufacturers (KAM) is a business membership organization representing over 1300 leading manufacturing and value-added companies in Kenya. KAM has organized its members into 14 sectors to facilitate research and advocacy work. We seek to fill the following positions: -

**Designation:** Tax Policy Manager

**Reporting to:** Head of Policy & Regulatory Unit

**Unit:** Policy & Regulatory Unit

**Contract Type:** Permanent

**Location:** KAM Head Office, Westlands Nairobi

**Reporting date:** Immediately

**Job Purpose:** To support KAM in coordinating programs and activities relating to tax policy advocacy matters that promote the manufacturing sector with expected outcomes as follows: -

### Key Objectives

- Tax Policy Advocacy
- Stakeholder Engagement and Management
- Program Coordination
- Research and Knowledge Generation
- Leadership and Management

### Duties and Responsibilities

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

#### 1. Tax Policy Advocacy

- Engage in advocacy for adoption of favorable tax policies and laws in the manufacturing sector.
- Provide support to shape effective strategies to communicate tax policies aimed at influencing relevant policy targets.
- Coordinate the development, planning, and monitoring of the execution of the tax activities.

#### 2. Consolidation of Tax Proposals

- Manage the entire annual preparation, collation, analysis, validation, and submission of tax proposals by manufacturers for domestic/national level and tariffs formulated in the East Africa region.
- Oversee review, and analysis of information on Kenya's tax regime and advise manufacturers on tax issues including tax administration, tax compliance, widening the tax base, and harmonization.
- Coordinate the process of the comprehensive review of the EAC common external tariff (CET) on behalf of KAM and members.

- Coordinate participation of KAM membership in the national and East African Community (EAC) region budget process through preparation, review, and submission of KAM members' proposals.

### **3. Stakeholder Management**

- Convening internal and external engagements on tax-related matters with the KAM membership, sector leadership, and the relevant Board committee, including trade and tax (TTC).
- Initiate external engagements and engage with relevant Government agencies, including Ministries responsible for the Treasury, Ministry of Industry, and National Assembly, among others.
- Work with TTC and KAM Advisory Council to resolve tax disputes that might arise from time to time within and between sectors.
- Support engagement with the Kenya Revenue Authority (KRA) to resolve individual and general operational and policy challenges facing Members.
- Organize and participate in KAM forums to inform members of contemporary tax policy issues affecting their businesses.
- Support KAM TTC as may be necessary.

### **4. Preparation of Position Papers and Research**

- Conduct research and write position papers to support tax and fiscal proposals related to the manufacturing sector or KAM tax budget process.
- Prepare memoranda on tax proposals, including tax policies, fiscal strategies, budget statements and related laws, such as the finance bill and tax amendment laws, among others.
- Prepare summaries and alerts relating to tax issues related to the manufacturing sector and tax laws, policies, and strategies.
- Keep records of relevant documentation such as tax proposals, tax rulings, among others.

### **5. Management of incentives Schemes eg. Duty Remission**

- Manage, participate in, and support KAM members in the tax incentives, including tax and duty remission schemes and the resolution of emerging related issues.
- Circulate relevant information to KAM members related to tax incentives, including duty remission.

### **6. Performance Management**

- Oversee and review the performance of work plans for the team reporting to the role.
- Provide regular reports on the progress of delivering your functions to the Head of Policy and Regulatory Unit.
- Manage and mentor the tax policy team.
- Perform any other duties as may be assigned by the Chief Executive from time to time.

### **Qualifications:**

- A Bachelor's or Master's Degree in Finance, Taxation, Economics, Law, Public policy, or a related field.
- Certification in Tax Administration, Certified Public Accountant (CPA-K) or similar tax credentials are an added advantage.
- Training or certification in Public Policy or Government Relations is advantageous.

## **Personal attributes:**

- 7+ years of experience with at least 2 years in a management role in tax policy analysis, financial accounting, public policy, legislative affairs, research, advocacy, or government relations.
- Prior experience in working with the private sector, non-governmental organizations, and government stakeholders such as businesses, think tanks, tax firms, industry associations, or tax consulting.
- Self-starter, flexible, creative and strategic thinker.
- Ability to work under pressure.
- Ability to communicate clearly and work cooperatively.
- Knowledge of tax policies and laws in Kenya as well as research and analysis.

## **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 Paul CV or Peter Paul Cover Letter only to [hr@kam.co.ke](mailto:hr@kam.co.ke) indicating the words “**Tax Policy Manager**” with the email subject line.
- **The application deadline is 28<sup>th</sup> March 2025.**
- Shortlisting shall be on a rolling basis and only the shortlisted shall be contacted.