

VACANCY ANNOUNCEMENT

The Kenya Extended Producer Responsibility Organization (KEPRO) – a Plastics Producer Responsibility Organization, which is an affiliate of the Kenya Association of Manufacturers, is seeking to competitively fill the following position:

Designation:	KEPRO Country Manager	Reporting to:	KEPRO Board
Contract Type:	One Year Renewable Contract		
Location:	Nairobi	Reporting Date:	Immediate

Job Purpose

While working closely with the KEPRO board, this role shall support the Kenya Extended Producer Responsibility Organization (KEPRO) in developing and implementing programmes and activities within the following themes:

- a. Strategy development and implementation in line with KEPROs objectives
- b. Membership recruitment and retention
- c. Resource's mobilization and management
- d. Oversight KEPRO Leadership and governance
- e. Relationship and stakeholder management
- f. Formal Representation of KEPRO
- g. Communication and Information dissemination.

Duties and Responsibilities:

Your specific duties will include and not limited to the following:

1. Implement KEPRO strategies on extended producer responsibility and take back schemes.
2. Perform functions such as membership recruitment, and retention to build and sustain vibrant Organization.
3. Perform administrative functions for KEPRO such as accounting management.
4. Organize member activities and offer secretariat services to the members of KEPRO.
5. Organize engagements with relevant government agencies, regulatory authorities, and other stakeholders.
6. Participate in the development and implementation of strategies to support resource mobilization to facilitate KEPROs work.
7. Monitor and evaluate effective execution of KEPRO activities.
8. Implement effective internal and external communication strategies.
9. Support effective account management of KEPRO members.
10. Develop relevant members database and updating and maintenance for key contacts for KEPRO members to enhance KEPRO's services and network.
11. Perform any other duties as may be assigned by the KEPRO Board from time to time.

Requirements:

- (i) Bachelor's degree in either Environmental science, Business, Economics or any other relevant social Science. A master's degree will be an added advantage.
- (ii) At least Seven (7) years' relevant work experience at senior management level in an organisation engaging in business and environmental sustainability matters.
- (iii) Experience in handling engagements with private sector, NGO and government stakeholders.
- (iv) A good understanding of environmental issues of interest to business /industry.
- (v) Excellent project management and administrative skills.

- (vi) Knowledge of environmental and waste value chain management in Kenya and willingness to learn on global trends.
- (vii) Fundraising and resources mobilization skills.
- (viii) Proven relationship management, organizational and networking skills.
- (ix) Good communication and presentation skills.
- (x) A team player and possess keen attention to detail.

How to Apply:

Qualifying and interested candidates should complete the online application form on KAM website and submit their **Cover letter and CV only** to hr@kam.co.ke indicating the words “**KEPRO Country Manager**” on the subject line to reach us **not later than 14th May 2021**. **Only shortlisted candidates shall be contacted**. Click on Link to apply [here](#):