



Vacancy at KEPRO

Technical Lead Consultant – KEPRO

The Kenya Extended Producer Responsibility Organization (KEPRO) – a Plastics Producer Responsibility Organization in Kenya is seeking to competitively fill the following position:

Positions:	One (1)		
Designation:	Technical Lead Consultant		
Reporting to:	KEPRO Board		
Work Type:	Fixed Term Contract – 6 Months		
Time Allocation:	A minimum of 3 days a week		
Location:	Nairobi	Reporting Date:	Immediate

Job Purpose

While Reporting to the KEPRO Board of Directors, the role objective is to support the Kenya Extended Producer Responsibility Organization (KEPRO) in developing and implementing programmes and activities within the following themes:

1. Strategy development and implementation in line with KEPROs objectives
2. Management oversight and responsibility
3. Leadership and governance
4. Membership recruitment, retention, and account management
5. Resource's mobilization
6. Relationship and stakeholder management
7. Communication and Information dissemination.

Duties and Responsibilities:

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

1. Leads and manage the KEPRO secretariat on a day-to-day basis.
2. Ensure Quarterly Committee meetings and milestones to achieve the overall Board approved Strategy.
3. Consult with Board Chair and Board Committees to define Committee and Board priorities to recommend to overall Board for approval.
4. Must have deep understanding of PRO organisation structure, EPR scheme implementation, value proposition of PRO & EPR to target members, and the needs of member companies that need to be fulfilled.

5. Prepares Agenda approved by the Committee Chairpersons and attend to all Board and Committee Meetings as well as be responsible for the follow up Actions.
6. Operate within a defined Board approved Schedule of Delegated Authority
7. Work on a part time basis of a minimum 3 days a week.
8. Enhance financial sustainability of KEPRO to enable establishment of a functional secretariat led by a full time Country Manager competitively remunerated at market rate.
9. Expand KEPRO membership base by initiating recruitment and retention strategies.
10. Enhance KEPRO Communication strategies to create wider awareness of its work and regular updates to its membership.
11. Local travel within the Country and Nairobi Metropolitan Area.

Requirements:

- (i) Bachelor's degree in a relevant field such as Environmental science, Business, Commerce, Economics, Sciences, or any other relevant field. A masters degree in relevant field is an added advantage.
- (ii) Over ten (10) years' relevant work experience, five of which should be at management level in an organisation engaging in public environmental related matters.
- (iii) Experience in private sector, business membership organizations, non-governmental organization, or government such as the Ministry of Environment Forestry and National Environmental Management Authority among others.
- (iv) A good understanding of environmental issues and business industries.
- (v) Excellent project management and administrative skills.
- (vi) In-depth knowledge of environmental and waste value chain management in Kenya and willingness to learn on global trends.
- (vii) Results focused, innovative, excellent communication and presentation skills. Fundraising skills will be an added advantage.
- (viii) Excellent relationship management and networking skills with ability to effectively mobilize diverse stakeholders and coordinate them towards common goals.
- (ix) Have good organizational skills, be a team player and possess keen attention to detail.

How to Apply:

Interested and qualifying candidates meeting above criteria should apply online via link [here](#) and forward their CV **only** to: hr@kam.co.ke with the words "**KEPRO -Technical Lead Consultant**" on the subject line so as to reach us **not later than 11th August 2021**.

Note: The consultancy Applicants should indicate their fee expectation being all-inclusive of operational costs and taxes except for work related travels outside of the Nairobi Metropolitan.

Only shortlisted candidates shall be contacted.