



VACANCY ANNOUNCEMENT

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

Designation:	KEPRO Chief Administrative Officer
Reporting to:	KEPRO Board
Contract Type:	One-Year Renewable Contract
Location:	Nairobi
Reporting Date:	Immediate

Job Purpose:

While working closely with the KEPERO 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 KEPERO's objectives
- b. Membership recruitment and retention
- c. Resource mobilization and management
- d. Oversight KEPERO Leadership and governance
- e. Relationship and stakeholder management
- f. Formal Representation of KEPERO
- g. Communication and Information dissemination

Duties and Responsibilities:

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

1. Implement KEPERO strategies on extended producer responsibility and take-back schemes.
2. Perform functions such as membership recruitment, and retention to build and sustain a vibrant Organization.
3. Perform administrative functions for KEPERO such as accounting management.
4. Organize member activities and offer secretariat services to the members of KEPERO.
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 KEPERO's work.
7. Monitor and evaluate the effective execution of KEPERO activities.
8. Implement effective internal and external communication strategies.
9. Support effective account management of KEPERO members.
10. Develop relevant members database and update and maintenance for key contacts for KEPERO members to enhance KEPERO's services and network.
11. Perform any other duties as may be assigned by the KEPERO Board from time to time.



Person Specifications:

- (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 of relevant work experience, five (5) of which should have been spent in senior management and/or leadership role with an overall multifunctional organization engaging in business and environmental sustainability matters.
- (iii) Experience in handling engagements with the private sector, NGO, and government stakeholders.
- (iv) Knowledge of environmental and waste value chain management in Kenya and willingness to learn about global trends.
- (v) Have the ability to build strong networks with advocacy partners, the manufacturing community, and policymakers in order to achieve KEPRO's strategic objectives.
- (vi) Excellent project management, Fundraising, and resource mobilization skills.
- (vii) Possess a strong track record of leading, managing, and motivating staff towards high performance and productivity.

How to Apply:

Qualifying and interested candidates should complete the online application form on the KAM website and submit their **Cover letter and CV only** to hr@kam.co.ke indicating the words "**KEPRO Chief Administrative Officer**" on the subject line to reach us **not later than 18th November 2022**. Only shortlisted candidates shall be contacted. Click on Link to apply [here](#):