

VACANCY ANNOUNCEMENT: KEPRO PROGRAMS ASSISTANT OFFICER (G4G)

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 (KAM), is seeking to competitively fill the following position:

Designation: Programs Assistant Officer (Gram for Gram)
Reporting to: Chief Executive Officer (CEO)
Contract Type: One-Year Contract (Renewable)

Location: Nairobi
Reporting Date: Immediate

Job Purpose:

To support programs and the Recycling G4G Committee functions at KEPRO by ensuring that an organization's activities and programs are met in alignment with the goals, vision, and mission statements of the organization.

Key Duties and Responsibilities:

While working closely with the KEPRO team to support the execution of the KEPRO strategic roadmap and implementing specific programmes and activities, your specific duties will include and not be limited to the following:

1. Program Development

- Provide program operations and management support for specified programs and projects, overseeing program development, progress, and proposals, managing projects,
- Support in planning and implementation of an activity tracking system and effective feedback channels including but not limited to impact activities, awareness raising, stakeholder forums, and other projects resulting in the achievement of KEPRO strategic objectives.
- Participation in KEPRO-related programme development/ event planning meetings and workshops.

2. Program Administration

- Prepare, review and/or edit project progress reports (monthly, quarterly, annual, etc.) to ensure quality, analyze work plans against project deliverables and troubleshoot program challenges. Apprise supervisor/management of any critical issues as they arise.
- Support the planning process, implementation, and monitoring of the program.
- Prepare, coordinate review, edit, and disseminate project-related reports and documents, on a routine, accurate and timely basis.

- Support the program with research, administration, and logistics.

3. Oversee Program Funds and Budgets

- Assist in budget preparation and expense management activities for programs and G4G Impact projects in line with various program funding mechanism rules and regulations.
- Work closely with the finance team and the relevant board sub-committees to develop, monitor, track, and analyze annual, quarterly, and monthly expenditures compared to the project budget. Ensure that project budget projections are accurate, and expenditures are properly tracked, including accruals.

4. Stakeholder Engagement

- Build and maintain partnerships and relationships with stakeholders' organizations to expand resources, create impact and educate the public about the work of the organization.
- Assist in identifying potential opportunities for collaboration with partners, grantees, donors, stakeholders, and community organizations, among others.
- Database Development, updating, and maintenance for key contacts from different stakeholders to enhance KEPRO services and network.
- Carry out logistical arrangements for the hosting of meetings and technical workshops and seminars.

5. Support Functions

- Support KEPRO members' recruitment, audits, membership, and monthly declaration of WMOs via the ERP system.
- Support the various EPR councils and functional committees to achieve their objectives.
- Perform any other duties as may be assigned by the KEPRO Chief Executive Officer from time to time.

Qualifications:

- Bachelor's degree in environmental science or a relevant field
- At least 3 years of experience or a related field with experience in program management.

Skills and Personal Attributes:

- General knowledge of Sustainable Waste Management, Extended Producer Responsibility or related field technical terms and programs.
- Knowledge and experience in finance, administration, and management, developing and tracking budgets, logistics and operations is highly desirable.
- Comfortable working in teams as well as acting independently in the implementation of specific tasks, multitasking and prioritizing, working under pressure and meeting deadlines.
- Proficient in relevant technology, software and platforms including Microsoft Office suite.

- Strong interpersonal, oral and written communication, and organizational skills.

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 indicating the words “**KEPRO Programs Assistant Officer**” with the email subject line.
- **The application deadline is 30th June 2024.**
- Only the shortlisted shall be contacted.