



## VACANCY ANNOUNCEMENT

The Electrical and Electronic Waste Producer Responsibility Organization of Kenya (EPROK) – a Packaging for electronic and electrical Producer Responsibility Organization, which is an affiliate of the Kenya Association of Manufacturers, is seeking to competitively fill the following position:

**Designation:** EPROK Coordinator

**Reporting to:** Head of Policy, Research and Advocacy

**Contract Type:** One-Year Renewable Contract

**Location:** Nairobi Reporting

**Reporting Date:** Immediate

### Job Purpose:

While working closely with the Head of Policy, Research, and Advocacy and HAPROK board this role shall support the Electronic and Electrical Waste Producer Responsibility Organization (EPROK) in developing and implementing programmes and activities within the following themes:

- (i) Strategy development and implementation in line with EPROK's objectives
- (ii) Membership recruitment and retention
- (iii) Resource mobilization and management
- (iv) Support EPROK governance
- (v) Relationship and stakeholder management
- (vi) Formal Representation of EPROK
- (vii) Communication and Information dissemination

### Duties and Responsibilities:

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

1. Implement EPROK 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 EPROK such as accounting management.
4. Organize member activities and offer secretariat services to the members of EPROK.

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 EPROK's work.
7. Monitor and evaluate the effective execution of EPROK activities.
8. Implement effective internal and external communication strategies.
9. Support effective account management of EPROK members.
10. Develop relevant members database and update and maintenance for key contacts for EPROK members to enhance EPROK's services and network.
11. Support implementation of the EPROK Board activities.
12. Perform any other duties as may be assigned by the EPROK 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.
- (i) At least five (5) years of relevant work experience, three (3) of which should have been spent in management and/or leadership roles with an overall multifunctional organization engaging in business and environmental sustainability matters.
- (ii) Experience in handling engagements with the private sector, NGO, and government stakeholders.
- (iii) Knowledge of environmental and waste value chain management in Kenya and willingness to learn about global trends.
- (iv) Have the ability to build strong networks with advocacy partners, the manufacturing community, and policymakers to achieve EPROK's strategic objectives.
- (v) Excellent project management, Fundraising, and resource mobilization skills.
- (vi) Possess a strong track record of leading, managing, and motivating staff towards high performance and productivity.

### **How to Apply:**

- Interested and qualifying candidates to complete the [online application form](#)
- 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 "EPROK Coordinator" with the email subject line.
- Application deadline is **24<sup>th</sup> November 2024**.
- Only the shortlisted shall be contacted.