



Job Description: KEPRO Administration Assistant Officer

Organization: Kenya Extended Producer Responsibility Organization (KEPRO)

Contract Type: One-Year Contract (Renewable)

Location: Nairobi, Kenya

Reports to: Finance & Administration Manager

Reporting Date: Immediate

Application Deadline: 8th December 2024

Position Summary

KEPRO is seeking a proactive and organized **Administration Assistant Officer** to provide administrative support to the Finance & Administration Manager. This role is crucial in ensuring the smooth execution of administrative tasks, procurement activities, and general office management to enhance operational efficiency.

Key Duties and Responsibilities

1. Administrative Support:

- Assist the Finance & Administration Manager in daily administrative tasks, correspondence, and record-keeping.
- Maintain an organized filing system for documents, both physical and electronic.
- Schedule and coordinate meetings, appointments, and events as needed.

2. Procurement and Supplier Sourcing:

- Support in sourcing and evaluating suppliers to meet procurement needs.
- Undertake Procurement Planning & Strategy to align purchasing activities with organizational goals.
- Assist in preparing and managing procurement documentation, including purchase orders and supplier contracts.
- Monitor supplier performance and ensure timely delivery of goods and services.

3. Office Management:

- Manage office supplies and ensure the inventory is adequately stocked.
- Oversee the maintenance of office equipment and liaise with service providers for repairs.
- Support logistics for meetings, conferences, and other events.

4. Data Management and Reporting:

- Update and maintain accurate administrative and procurement records.



- Assist in preparing periodic reports on administrative activities and procurement processes.

5. **Compliance and Policy Adherence:**

- Ensure adherence to KEPRO's procurement policies and procedures.
- **Compliance & Reporting:**
 - Ensure all procurement activities comply with environmental laws and policies governing EPR models.
 - Prepare reports on procurement activities, identifying opportunities for cost-saving and sustainability improvements.
- **Risk Management:**
 - Proactively identify and mitigate risks associated with the procurement process, focusing on quality, financial, and environmental factors.

6. **General Support:**

- Provide logistical support for staff travel arrangements and accommodation.
- Act as a point of contact for administrative queries from internal and external stakeholders.

7. **Additional Duties:**

- Any other duties as may be assigned by the KEPRO CEO from time to time.

Qualifications and Experience

- **Education:**
 - A Diploma or Degree in Business Administration, Procurement, Management, or a related field.
- **Experience:**
 - 3–5 years of relevant work experience in an administrative or procurement role.
 - Experience working in a fast-paced environment is an added advantage.

Key Skills and Competencies

- Strong organizational and time-management skills.
- Excellent verbal and written communication abilities.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint).
- Knowledge of procurement and supplier sourcing processes, including planning and strategy development.



- Ability to work independently and as part of a team.
 - Attention to detail and a commitment to accuracy.
 - Strong interpersonal skills and the ability to handle sensitive information with discretion.
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Why Join KEPRO?

As Kenya's leading Producer Responsibility Organization, KEPRO offers an exciting opportunity to contribute to a circular economy. The Administration Assistant Officer will play a pivotal role in supporting the organization's mission to create sustainable waste management systems and drive positive environmental change.

How to Apply

Interested and qualifying candidates should complete the online application and submit their CV and application letter via the KEPRO Job Portal accessible via <https://kepro.co.ke/careers>

The deadline for applications is **8th December 2024**.

Due to the large volume of submissions expected, please note that only the shortlisted ones shall be contacted.

KEPRO is an equal-opportunity employer and encourages applications from all qualified candidates.