



Job Description: KEPRO G4G Programs Assistant Officer (Community & Impact)

Organization: Kenya Extended Producer Responsibility Organization (KEPRO)

Contract Type: One-Year Contract (Renewable)

Location: Nairobi, Kenya

Reports to: G4G Programs Manager

Reporting Date: Immediate

Application Deadline: 8th December 2024

Position Summary

KEPRO, Kenya's leading and largest Producer Responsibility Organization (PRO), managing compliance solutions for over 890 non-hazardous packaging value chain actors, seeks a dynamic **G4G Programs Assistant Officer (Community & Impact)**. The role focuses on supporting KEPRO's **Gram for Gram (G4G)** strategic initiatives aimed at inspiring interdependent behavior change among communities while increasing the organization's impact through support to community-led initiatives.

Key Duties and Responsibilities

1. Community Engagement:

- Support the design and implementation of community outreach programs to promote sustainable waste management practices.
- Build and maintain relationships with community leaders, grassroots organizations, and stakeholders to encourage collaboration on waste management initiatives.
- Facilitate training sessions, workshops, and sensitization forums to inspire behavior change in communities.

2. Program Support:

- Assist in planning, organizing, and coordinating G4G activities to align with KEPRO's strategic goals.
- Provide administrative and logistical support for the delivery of programs and events.
- Monitor the progress and outcomes of G4G initiatives, ensuring alignment with objectives.

3. Impact Assessment:

- Collect data and feedback from community-led initiatives to assess program effectiveness and areas for improvement.



- Assist in preparing reports on the social, environmental, and economic impacts of KEPRO's community-focused projects.

4. Collaboration and Partnerships:

- Support the identification and development of partnerships with NGOs, schools, and other community-based organizations to scale impact.
- Act as a liaison between KEPRO and community partners to ensure the smooth implementation of joint projects.

5. Awareness Campaigns:

- Assist in creating content and materials for awareness campaigns, including brochures, posters, and social media content, to promote waste segregation and recycling practices.
- Coordinate media and community events that highlight KEPRO's efforts and success stories.

6. Sustainability and Advocacy:

- Advocate for circular economy principles in community programs, emphasizing the importance of reducing, reusing, and recycling waste.
- Encourage the adoption of policies and practices that support sustainable waste management at the grassroots level.

7. General Support:

- Provide regular updates to the G4G Programs Manager on community program progress and challenges.
- Perform other duties as may be assigned from time to time by the KEPRO CEO.

Qualifications and Experience

- **Education:**

- A Diploma or Degree in Environmental Studies, Social Sciences, Community Development, or a related field.

- **Experience:**

- At least 2–4 years of experience in community engagement, program implementation, or related roles.
 - Experience in waste management, sustainability, or working with grassroots organizations is an added advantage.
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Key Skills and Competencies

- Strong interpersonal and communication skills to engage effectively with diverse stakeholders.
 - Ability to organize and coordinate events and programs.
 - Experience in monitoring and evaluation of community projects.
 - Creativity in designing impactful awareness campaigns and materials.
 - Passion for sustainability and promoting behavior change for environmental stewardship.
 - Strong organizational skills, with the ability to manage multiple tasks and priorities.
 - Proficiency in Microsoft Office Suite and social media platforms.
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Why Join KEPRO?

As Kenya's foremost PRO, KEPRO is committed to catalyzing the transition to a circular economy by promoting sustainable waste management practices. This role offers a unique opportunity to make a tangible impact in communities, inspiring behavior change and advancing KEPRO's vision of a cleaner, greener Kenya.

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.