

Job Description: Data Analyst Intern (M&E & Impact Analytics)

Organization: Kenya Extended Producer Responsibility Organization (KEPRO)

Contract Type: Internship (Duration: 6 months)

Location: Nairobi, Kenya

Reports to: G4G Programs Manager

Application Deadline: 5th September 2026

Position Summary

The Kenya Extended Producer Responsibility Organization (KEPRO) is Kenya's leading and largest producer responsibility organization, managing compliance solutions for over 1,400 non-hazardous packaging value chain actors. We are seeking a highly motivated Data Analyst Intern (M&E & Impact Analytics) to support the monitoring, evaluation, and learning activities of the Gram for Gram (G4G) department initiatives. The intern will collect and clean data, support routine monitoring, and create clear visualizations that inform reporting, decision-making, and learning across community-led waste management initiatives.

Preferred Education Background

A Bachelor's Degree in **Statistics, Data Science, Computer Science, Economics, Mathematics, or Environmental Studies/Sciences** is preferred for this role.

Key Duties and Responsibilities

1. Monitoring & Evaluation (M&E) Support

- Support the collection of baseline, output, and outcome data for G4G initiatives.
- Assist in preparing and maintaining M&E tools (questionnaires, checklists, templates).
- Support data quality checks (completeness, consistency, and basic validation).

2. Data Collection, Management & Cleaning

- Assist with field data capture coordination.
- Compile datasets from multiple sources (forms, spreadsheets, tracking tools).
- Clean and organize data to ensure it is ready for analysis and reporting.

3. Data Visualization & Reporting Support

- Create dashboards, charts, and visual summaries for program reviews.
- Support preparation of regular and ad-hoc reports using visuals and insights.

- Ensure reporting visuals align with KEPRO/G4G indicator definitions and targets.

4. Learning & Knowledge Support

- Support documentation of findings and lessons learned from program data.
- Contribute to briefs, internal updates, and draft sections for publications (as assigned).

5. General Support

- Provide regular updates to the supervisor on deliverables, challenges, and data gaps.
- Perform other duties as assigned by supervisor.

Qualifications and Experience

- **Education:** Minimum Bachelor's Degree in Statistics, Data Science, Computer Science, Economics, Mathematics, Environmental Studies/Sciences with strong quantitative coursework, or a related field.
- **Experience:** Recent graduate within the last two years, with foundational exposure to data tools.
- Coursework or recent work experience involving M&E, research methods, GIS, public policy analytics, or environmental impact data is a plus.

Key Skills and Competencies

- Strong analytical thinking and attention to detail.
- Ability to work with spreadsheets and data cleaning workflows.
- Familiarity with data collection and visualization tools (e.g., **KoboToolbox, ODK, Excel, Power BI, Tableau, or Google Data Studio**).
- Basic statistical literacy (descriptive analysis, trends, simple comparisons).
- Good communication skills for translating data into clear visuals and summaries.
- Proficiency in Microsoft Office Suite (Word, Excel, PowerPoint) and basic digital tools
- Willingness to learn KEPRO's indicators, reporting standards, and data collection systems.

Why Join KEPRO?

KEPRO offers a structured learning experience where interns gain hands-on exposure to community-based waste management programs, M&E processes, and impact analytics that support decision-making and publication of lessons from the field. 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. As an intern, you will also receive mentorship from senior program staff and access to professional development opportunities.

As Kenya's largest PRO, KEPRO is committed to catalyzing the transition to a circular economy by promoting sustainable waste management practices. This internship offers a unique opportunity to gain hands-on experience in monitoring and evaluation (M&E) processes and impact analytics within a fast-growing environmental organization. Interns will have the chance to make a tangible impact on Kenyan communities while contributing to KEPRO's vision of a cleaner, greener Kenya. You will also receive mentorship from senior program staff and access to professional development opportunities.

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 5th September 2026

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

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