



**Refugee Consortium of Kenya**  
**JOB DESCRIPTION**

<b>JOB TITLE:</b>	<b>PROJECT OFFICER - LEGAL</b>
<b>DIVISION / PILLAR</b>	<b>LEGAL AID &amp; GOVERNANCE</b>
<b>REPORTING LINES:</b>	
Post holder reports to: <b>Field Co-ordinators (Dadaab/Kakuma)</b>	
Staff reporting to this post: <b>Project Associates/ Interns</b>	
<p><b>RCK MISSION:</b> To protect and promote the well-being, voice and dignity of the displaced and host populations.</p> <p><b>JOB PURPOSE:</b> To provide legal assistance to the target population in Garissa and Turkana Counties. To work with state actors in both levels of government to provide procedural support with regards to access to civil documentation affecting displaced persons and the Host community as well as administrative legal matters in an effective and efficient manner.</p>	
<b>KEY RESPONSIBILITIES:</b>	
<ul style="list-style-type: none"> <li>• Attend to clients at the legal aid clinic and provide legal assistance with regards to access to civil documentation.</li> <li>• Advocate with state actors on policy and legislation that promote socioeconomic inclusion of forcibly displaced and hosting communities.</li> <li>• Conduct sensitization and community dialogues that educate the target population on their rights to access civil documents</li> <li>• Prepare legal briefs and studies on a variety of legal issues and instruments.</li> <li>• Prepare responses to enquiries on legal issues on laws relating to refugees and other forced migrants from RCK staff, governments, inter-governmental organizations, institutions, and the public.</li> <li>• Participate in capacity strengthening of RCK’s stakeholders in relation to domestic and international laws that relate to refugees and other forced migrants.</li> <li>• Develop and maintain a database of and relations with internal /external referral partners.</li> <li>• Update and manage the client databases for internal and external use.</li> <li>• Prepare monthly reports and donor related reports within schedule.</li> <li>• Support the development of proposal for fundraising for program work.</li> <li>• Assist in coordination and carry out program budgetary and administrative tasks.</li> <li>• Legal research and writing</li> <li>• Following up on project related procurement processes</li> <li>• Development of activity work plans and accounting for activities implemented.</li> </ul>	



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- Such other duties temporarily or on a continuing basis, as may reasonably be required, commensurate with your grade.

**QUALIFICATIONS & EXPERIENCE:**

- 1) Bachelors degree in Law
- 2) Advocate of the High Court of Kenya with a **current practicing certificate**.
- 3) At least 1-years' experience in civil and criminal litigation is an added advantage.
- 4) Experience working with an NGO/Humanitarian field is an added advantage.
- 5) Knowledge of the Kenyan Legal system and of regional & international instruments on refugees and human rights.

**WORKING CONDITIONS**

The work is based in the field. The job requires willingness to work a flexible schedule and travel.

**Behaviour Competencies:**

- *Professionalism:* In-depth theoretical knowledge of and significant experience in relevant fields of refugee law, Strong analytical, problem solving and drafting skills. Discretion and sound judgment in applying legal expertise to sensitive, complex legal issues.
- *Positive Attitude:* Professional attitude, encompassing respect, responsibility, and ethical behavior crucial in a professional setting, impacting relationships, teamwork, and overall success.
- *Communication:* Strong interpersonal and communication (written, spoken and presentational) skills. Proficiency in English and Kiswahili. Knowledge of French is desired.
- *Technology Awareness:* Fully proficient computer skills and ability to use relevant software applications, in particular information databases, internet/intranet services, library sources, etc.
- *Teamwork:* Ability to establish and maintain effective working relations with people of different national and cultural backgrounds with respect for diversity.
- *Managing Performance:* Ability to supervise, coach, mentor and develop junior staff as required

We strongly encourage qualified candidates to apply as soon as possible, the applications will be reviewed on a rolling basis. We reserve the right to close this advertisement early if we receive a high volume of suitable applications.

*Gross salary expectation is **Kshs. 110,000 to kes. 120,000/- plus Medical and pension Benefits:***



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Kindly note that only the candidates shortlisted for the next stages of the recruitment will be contacted.

**Equal Opportunity Employer**

We are an equal opportunity employer and value diversity at our organization. We do not discriminate on the basis of race, religion, color, national origin, sex, gender, gender expression, sexual orientation, age, marital status, or disability status. We will ensure that individuals with disabilities are provided reasonable access to participate in the job application or interview process, to perform essential job functions.

**How to apply**

To submit your application, send a cover letter along with a detailed Curriculum Vitae indicating expected salary, 3 professional referees including your last supervisor and their email contacts. Send your application to-

The Recruitment Committee, Subject line: 'Application for

**'LEGAL PROJECT OFFICER' DADAAB/KAKUMA**

to [careers@rckkenya.org](mailto:careers@rckkenya.org)'