



Refugee Consortium of Kenya
JOB DESCRIPTION

JOB TITLE:	ECONOMIC EMPOWERMENT INTERN
DIVISION / DEPARTMENT	WOMEN AND GIRLS EMPOWERMENT PILLAR
LOCATION	MOMBASA
REPORTING LINES: Post holder reports to: PROJECT OFFICER, MOMBASA Staff reporting to this post: N/A	
RCK VISION: A just and inclusive society for all the displaced and hosting populations. RCK MISSION: To protect and promote the well-being, voice and dignity of the displaced and host populations. JOB PURPOSE: To provide legal aid and assistance to forcibly displaced and hosting populations on livelihoods and economic inclusion matters and administrative legal matters in an efficient and effective manner.	
KEY RESPONSIBILITIES: Responsibilities <ul style="list-style-type: none">• Attend to clients at the legal aid desks & help identify cases requiring economic empowerment• Assist in the development and implementation of economic empowerment programs and initiatives.• Support outreach efforts to engage stakeholders, including community members, businesses, government agencies, and non-profit organizations.• Help organize and facilitate workshops, training sessions, and events focused on financial literacy, entrepreneurship, and other relevant topics.• Collaborate with team members to collect, analyze, and report data related to program outcomes and impact.• Contribute to the creation of marketing materials, social media content, and other communication materials to	



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promote economic empowerment initiatives.

- Provide administrative support, including scheduling meetings, taking minutes, and maintaining project documentation.
- Assist in developing project concept notes and writing reports.
- Participate in the project initiatives, such as the Advocacy Campaigns and Capacity Building workshops when called upon;
- To take part in RCK functions as may be specified from time to time.

QUALIFICATIONS & EXPERIENCE:

- Bachelor degree/Diploma in business administration, Economics or Gender and Development studies, Social work or a related field.
- Strong interest in economic development, poverty alleviation, and social impact.
- Excellent research, analytical, and problem-solving skills.
- Effective communication and interpersonal skills.
- Ability to work independently and as part of a team in a fast-paced environment.
- Proficiency in Microsoft Office suite (Word, Excel, PowerPoint).

WORKING CONDITIONS

Work requires willingness to work a flexible schedule and travel. *Willingness to work and live in often remote areas under basic conditions.*

Behavior Competencies:

- Professionalism: In-depth theoretical knowledge of and significant experience in relevant fields advocacy, economics, Social work, Gender and Development, Strong analytical, problem solving and drafting skills.
- Communication: Strong interpersonal and communication (written, spoken and presentational) skills. Proficiency in English and Kiswahili.
- 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



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- **Research:** Conduct research on economic development trends, best practices, and innovative approaches.

To submit your application, send a cover letter along with a detailed Curriculum Vitae, 3 professional referees including your last supervisor and their email contacts, to be received by 5.00pm, 10th April, 2025.

Send your application to: The Recruitment Committee, Subject Line:

“Application for – Economic Empowerment Intern

Email: “careers@rckkenya.org”

Only successful candidates will be contacted. RCK is an equal opportunity employer.