



## VACANCIES

Islamic Relief is an international NGO, established in 1984 in the UK, seeking to promote sustainable Economic and social development by working with local communities through relief and developmental activities. We aim to help the needy regardless of Race, Religion, Colour and Gender. Islamic Relief is currently running Programmes in several sectors that include Education, Health & Nutrition, Water & Sanitation, Livelihoods Support and Child Welfare. IRK also implements seasonal Food Security Programmes including the Ramadan Food Distribution and Qurbani.

Islamic Relief Kenya program seeks to recruit the following positions:

POSITION		DUTY STATION
MONITORING AND EVALUATION OFFICER	- X1 -	MANDERA
FINANCE MANAGER	- X1 -	NAIROBI
PROJECT OFFICER	- X1 -	MANDERA
PEACE BUILDING AND CONFLICT RESOLUTION ADVISOR	- X1 -	NAIROBI
PROTECTION AND INCLUSION COORDINATOR	- X1 -	NAIROBI
PEACE BUILDING AND CONFLICT RESOLUTION COORDINATOR	- X1 -	MANDERA
PROGRAMME DEVELOPMENT AND PARTNERSHIP MANAGER	- X1 -	NAIROBI
COMMUNITY FUNDRAISING COORDINATOR	- X1 -	NAIROBI

### HOW TO APPLY

For detailed Job description on the positions, kindly visit our website:

**[www.islamicreliefkenya.org](http://www.islamicreliefkenya.org).**

Please send us your cover letter and detailed CV, including your qualifications and experience. Your application should also include names and addresses of three referees, a working e-mail address and daytime telephone contacts. The forwarding e-mail and cover letter must clearly indicate the position title on the subject line. Send your application to **[Hr.kenya@islamic-relief.or.ke](mailto:Hr.kenya@islamic-relief.or.ke)** by **Wednesday 11<sup>th</sup> July, 2018.**

**Please note that this is an urgent recruitment shortlisting will be done on a rolling basis**



## Islamic Relief- Kenya Job Description

**Job Title:** Monitoring, Evaluation, Accountability and Learning Project officer  
**Reporting To:** MEAL Coordinator Technically and field Coordinator administratively  
**Base Location:** Mandera Field Office 100%

### Background

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IR started operations in Kenya in 1993 on one to one orphans sponsorship programme through a local CBO in Mandera District, Northern Kenya. It opened its fully fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then IR has been providing humanitarian and development assistance to vulnerable communities. Since 2006 IRK has remarkably changed the lives of the vulnerable and disadvantaged communities. Following this great success in Mandera, most of the programmes and best practices have been, and continue to be replicated in other parts of the country; mostly in Northern Kenya. For instance, in January 2010, IRK extended its operation to Wajir county, neighbouring Mandera. In 2011, the programme was extended to Garissa and Dadaab and in 2012, to Nairobi Slums (Korogocho slums). In 2016, IRK conducted assessment in counties of Kilifi, Kwale, Tana River and Kajiado to explore opportunities for replicating its best practices in supporting and empowering communities. IR aim to help the needy regardless of race, religion or gender and implement our work within the following Thematic Areas: Sustainable Community Empowerment; Disaster and Humanitarian Response; and Education and Child Development.

### Role Purpose

The MEAL Officer will be a part of the Monitoring, Evaluation, Accountability, and Learning (MEAL) team, supporting implementation of the overall emergency response MEAL system.

The position holder will assist MEAL team with activities, including data collection, database management and analysis, maintaining the Output and outcome Tracker (OT) and the Indicator Performance Tracking, planning and conduction field visits, assessments and evaluations, as well as providing general support in project data management. He/she will support the MEAL team and programme team to ensure learning and accountability systems are put in place and working effectively in IR projects. The will also ensure that there is regular, timely and context-specific, meaningful feedback from our staff, partners, programme participants which effectively informs and signals areas where strategic attention is required.

## **Key Areas Of Accountability:**

### **Monitoring and Evaluation**

- Contributing to programme updates for the response management and internal information sharing, on a regular basis.
- Consolidate output tracker data and support Programme Managers with data collection processes if needed
- Support Field Manager and Programme Managers with conducting assessments as needed with technical support from the MEAL Coordinator
- Participating in the development of tools and guidelines for data collection, collation and reporting, with a focus on establishing Indicator Performance Tracking Table by project and guided by the MEAL plan, systemically cross-check this data for quality, accuracy, and consistency, and providing timely feedback as necessary;
- Undertake regular monitoring to ensure project performance, quality, timeliness and accuracy vis-à-vis logical framework approaches (LFAs), results frameworks, performance monitoring plans and emerging best practices;
- Lead monitoring of field level activities with quality benchmarks and course correction action planning

### **Accountability & compliance**

- Ensure accountability assessments are conducted and capacity of staff built to undertake accountability assessments.
- Support Beneficiary Accountability across all programmes in keeping with the Accountability Framework, ensure prompt follow-up on feedback received
- Support programming and field staff to ensure that projects are carried out with participation from all affected communities (including women) and that information is shared with affected communities.
- Maintain the Conflict and Feedback Mechanism database and conduct regular analysis to inform decision making and future project designs
- Ensure that all programmes are designed and implemented in accordance with international standards (such as but not limited to CHS) and National standards.

### **Programme Learning and documentation**

- Work with programme staff to promote learning culture and ensure learning is shared across field offices by encouraging cross learning between and within sectorial teams, tracking trends and recommendations and progressing their implementation in the planning and project design where appropriate;
- Support in programme documentation and sharing of learnings at the field level.
- Participate in the design and implementation of quality evaluations (needs assessments, situational analysis, baseline, and end line assessments, real time evaluations etc;) by providing technical support and/or identifying resources within IR Kenya and externally;
- Support and/or promote utilization of data generated through MEAL activities and events such as monitoring visits, baselines, assessments, reviews, real time evaluations etc; by conducting regular and/or periodic trends analysis and producing short and precise internal reports in line with IR requirements

### **Programme Quality**

- Support proposal and concept note review, especially inputs such as the Logic model/theory of change, results frameworks, Programme Monitoring Framework and M & Plans
- Enhance technical quality of programme and project design through continuous trainings and reviews
- Support to examine programme implementation and assess possible improvements based on lessons learned, best practices, technical advances, etc.

### **Programme/projects Reporting**

- Support in ensuring that all Islamic Relief Kenya internal reporting and donor requirements are met with timely, relevant, triangulated and well data validated.

- Ensures that necessary reporting components are lined up in advance of report deadlines and responsible persons are followed up on the schedule
- Support in consolidating the monthly program reports.
- Perform any other duties and responsibilities within the overall function of MEAL as and when requested.

### **QUALIFICATIONS AND OTHER REQUIREMENTS**

- At least a Bachelor degree in economics, statistics, social science, community development or equivalent
- At least 3 years' experience of working in M&E with experience of developing M&E plans, training staff, capacity building, quantitative and qualitative data collection, analysis and reporting and/or other aspects of M&E development contexts, preferably with solid experience in peace building and more than one of the Islamic Relief priority sectors: livelihoods, WASH, education, protection and emergency operations.
- Experience in setting up and/or managing M&E systems, preferably in NGO setting
- Knowledge and/or experience of working on accountability initiatives, such as information sharing and complaints response mechanisms.
- MS Office applications, Word, Excel, Power Point, Spread sheets and other Statistical software
- Ability and willingness to travel to field sites and work in remote locations, often for prolonged periods of time
- Knowledge of, European (ECHO, SNV, SIDA, DFID/UK Aid) and UN ( UNICEF, WFP, OCHA, UNDP), USAID donor regulations, procedures and requirements;
- Full Knowledge and understanding of quality and accountability standards like IR's accountability Framework, CHS among others
- Experience in and proven ability to support, train and mentor staff and partners in monitoring and evaluation methodology
- Highly developed interpersonal and communication skills including influencing, negotiation and coaching
- Strong results orientation, with the ability to challenge existing mind sets
- Ability to present complex information in a succinct and compelling manner
- Knowledge of qualitative and quantitative research methods
- Fluency in English & Kiswahili
- Commitment to and understanding of Islamic Relief strategy, vision, mission, values and principles
- To be familiar with and abide by the Islamic Relief Code of Conduct and other regulatory codes



## Islamic Relief –Kenya (IRK) Job Description

<b>Title:</b>	<b>Project Officer</b>
<b>Reporting To:</b>	<b>Area Manager (Administratively) &amp; Livelihood Programme Coordinator (Technically)</b>
<b>Staff Reporting:</b>	<b>Project Assistant</b>
<b>Base Location:</b>	<b>100% Field (Mandera).</b>

### **Scope of the Role:**

Building sustainable livelihoods represents one of the broad based programmes adopted by Islamic Relief in its institutional strategic plan. The programme focuses on poor and primarily rural communities with the aim of strengthening their access to resources in order to improve food security and income generation.

This post requires someone with experience working in or with community based enterprises and the ability to understand the constraints of early stage businesses. We are looking for someone who has strong written communication skills and financial analysis expertise, with the ability to produce excellent reports for donors. The successful candidate will need to understand and take on Islamic Relief's values and commitment to pastoral communities' economic empowerment. Lastly they will need to show strong self-awareness, inter-personal skills, and self-motivation, with the ability to deliver results and work well under pressure and to be flexible in demanding situations.

The Project Officer will take overall responsibility for implementation of the EU project in Mandera in line with IRK's strategic aims and donor guidelines and will work in close collaboration with project partners and stakeholders.

### **DUTIES AND RESPONSIBILITIES**

#### **Programme**

- Implementation of the Youth Social and Economic empowerment project in accordance with the project requirements and work plan.
- Ensure timely and quality delivery of the youth project through continuous reviews of the programme with partners and facilitation of information sharing and learning.
- Build capacity of Civil Society Organizations (CSOs) to play active role in socio-economic Development in Mandera County.

- Form, train and mentor youth Group Savings and Loans Associations (GSLAs) and Agribusiness Clusters (ABCs)
- Take leadership and participate in the field project survey and assessments by IRK or partners on youth socio-economic and livelihood related areas.
- Establish functional linkage for youths with relevant stakeholder including County Government and private sector.
- Promote Vocational skills Development for the youths through TVETs an apprenticeship programmes.
- In coordination with the other IRK Programmes; ensure mainstreaming of cross cutting issues like gender, environment, and climate change across the Programme.
- Develop work plans and detailed implementation plans for the project.
- Prepare and manage field project budget and ensure up to date spending according to the cash flows.
- Keep abreast of political, economic and social developments in the area of operation and report the same to the Project Coordinator and the Area Manager.
- Supervise and monitor project staff and ensure all project components are delivered as per the action plan and targets are achieved within the set time frame.
- Feed into IRK's policy work and positions on environmental conservation, management of natural resources, food security and other relevant thematic issues through coordination with the existing Livelihoods thematic groups at the local, sub-county and county level.
- Contribute to cross-organizational learning on youth livelihood, advocacy and community socio-economic empowerment.
- Identify existing gaps in the community, suitable sustainable innovative projects for fund raising and participate in project proposal development process from time to time.
- Maintain service-oriented culture to achieve service excellence objective.
- Work closely in team spirit with other sector staff and contribute to the maximum of his/her knowledge in his/her areas of profession as deemed necessary.

### **Communications and reporting**

- Disseminate relevant and necessary programme information to junior staff as may be appropriate.
- Prepare timely project reports (weekly, monthly, quarterly, bi-annually and annually) as may be required.
- Provide information on demand from Line managers, Country Officer and donors relating to programme activities.
- Documentation of lessons learnt and best practices for experience sharing through Community of Practice in the region.

### **Monitoring**

- Regular monitoring and evaluation of project implementation at local level.
- Prepare and submit timely weekly, monthly, and quarterly, bi-annually, annually narrative and financial reports that meets the donor standards and requirement.
- Preparation of technical reports and case studies for donors.
- Prepare and Implement project monitoring and evaluation plan.
- Compliance with the requirements of the IRK's M&E System.
- Receive and manage beneficiary feedback and complaints from time to time.

## **Networking**

- Coordinate with other partners working in the area with related Programmes for maximum impact, in terms of socio-economic empowerment, and advocacy.
- Coordinate with other county offices on thematic issues of strategic interest in the area.
- Support and facilitate linkages between the Sustainable Livelihoods Programme and other IRK Programmes.
- Represent IRK at relevant functions as may be requested by the line Managers.

## **Other**

- Other duties, as may be specified by the line Managers, from time to time.

## **Person Specification**

- Bachelor's degree in Agriculture, Agribusiness, development studies, economics, enterprise development or any other related fields. A Master's degree in similar fields will be an added advantage.
- Minimum of at least five years' experience in sustainable livelihood, vocational training and enterprise development Programmes targeting youths.
- Vast experience in youth livelihood Programmes –planning, implementation, monitoring, evaluation and learning.
- Knowledge of the key issues/challenges and trends with regard to youths' livelihood in pastoral communities.
- Ability to work on your own initiative as well as a part of a team.
- Proven analytical skills and ability to think strategically.
- Fluency in English – written and verbal
- Experience in Field data analysis packages
- Effective IT Skills (Microsoft Office).
- Planning, narrative and financial reporting skills.
- Communication, tact and negotiation skills.
- Flexible and patient.
- Conceptual understanding of participatory approach and sustainable development

## **Results Expected:**

- Organized, supervised and keep precise records; i.e. well analysed data with full supervision, processing of alternate livelihood options and related follow up done as per this job description under general supervision of the Area Manager and the Livelihoods Coordinator..

Approved by: .....

Received by.....

Date:.....



## Islamic Relief- Kenya Job Description

- Job Title:** PROTECTION AND INCLUSION COORDINATOR
- Reporting to:** Islamic Relief Kenya MEAL Coordinator based in Nairobi (line manager), and reporting to Protection and Inclusion Coordinator at Islamic Relief Worldwide HQ.
- Based:** Nairobi, Kenya with frequent travel to Wajir, Mandera, Garissa, Kilifi, Kajiado and Marsabit counties (30% Travel within Kenya).

### Background

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities.

IR started operations in Kenya in 1993 on one to one orphans sponsorship programme through a local CBO in Mandera District, Northern Kenya. It opened its fully fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County, neighbouring Mandera, in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened programme office in Kilifi County.

IR aim to help the needy regardless of race, religion or gender and implement our work within the following themes: Disaster & Humanitarian Response; Sustainable Community Empowerment; and Education, Child Protection and Development

### **Job Summary:**

The Protection and Inclusion (P&I) Coordinator leads on the integration of the “Leave no one behind” and “Do no harm” agendas across all of Islamic Relief Kenya programmes, and ensures commitments towards the Core Humanitarian Standards and inclusion Charter are fulfilled. The candidate must have the ability to forge strong partnerships with key stakeholders and have prior technical experience in the areas of Protection and Inclusion.

### **Reporting to:**

Islamic Relief Kenya MEAL Coordinator based in Nairobi (line manager), and reporting to Protection and Inclusion Coordinator at Islamic Relief Worldwide HQ.

### **Other Key Working Relationships:**

- Work closely with the Islamic Relief Kenya MEAL unit, Programmes Manager, Business Development Manager, and Technical Advisors including the Livelihoods Coordinator and Child Protection and Education Coordinator.
- Work closely with Islamic Relief Kenya field teams in Garissa, Mandera, Wajir, Kilifi, Kajiado and Moyale to provide capacity building and quality assurance support.
- Liaise with HQ Technical Advisors (Gender, Child Protection, Age and Disability Inclusion) to ensure mainstreaming of inclusion and protection into IR programmes.
- Work closely with M&E unit in HQ to ensure CHS commitments and accountability components are addressed in IR programmes.

### **Key Responsibilities:**

- Support the development and delivery of inclusive, sensitive and accountable programmes under the protection mainstreaming umbrella.
- Channel key recommendations and messages to IR Advocacy initiatives as necessary to influence policy and practice on inclusion and protection.
- Work with key stakeholders within Kenya to build their capacity on protection and inclusion, which includes child protection, prevention of GBV, inclusion of all ages and disabilities and accountable systems.
- Contribute to and facilitate results-based protection programming through a consultative process with sector and/or cluster partners.
- Ensure that IR’s Inclusive approach to programming is consistently applied through community-based protection methods.
- Build/ strengthen active partnerships with relevant government agencies and specialised NGOs/ CSOs partners, and strengthen referral systems in areas of Child protection and GBV;
- Network with key external stakeholders to find areas of collaboration, best practice, innovation, knowledge sharing and partnerships.
- Identify training needs and build the capacity of IR local staff on inclusion, protection and CHS accountability components.
- Ensure data collection mechanisms are in place and data is collected and analysed periodically.

- Conduct conflict sensitivity analysis exercise with relevant stakeholders and ensure IR programmes “Do no harm” in their communities.
- Ensure gender, age and diversity analysis is done and updated regularly to respond to beneficiaries needs.
- Provide technical support on inclusion and protection for new bids and proposals to ensure it is weaved into planning phase.
- Proactively exchange learning and synergy with all involved stakeholders.
- Draft relevant sections of reports required for donors, management, and annual reports.
- Collaborate with Monitoring and Evaluation personnel for timely evaluation of projects.
- Participate and influence external platforms on protection and inclusivity.

## **Person Specification**

### **Education**

University degree in one of the relevant areas - International Law, Human Rights, or Social Science

### **Work experience**

Bachelor’s degree and a minimum of 3 years of relevant experience or Master’s degree and preferably 2 years of relevant professional work experience on human rights issues, protection and inclusion including child protection and GBV issues. Previous experience working in Kenya or other developing countries is an asset. Experience working in emergency settings is an additional asset.

### **Language**

Fluency in English required, and proficiency in local languages an asset (i.e. Kiswahili, Somali)

### **Required Skills/Competencies**

- Good planning and organizational skills
- Excellent written and verbal communication skills
- Ability to work in a multicultural environment
- Good interpersonal skills
- Good advocacy and analytical skills
- Teamwork
- Results oriented management and commitment to learning
- Familiarity with IR overall programming in unstable situations;
- Ability to articulate methodology of programme and project management;
- Ability to articulate rights based and results based programming in IR;
- Demonstrate a good understanding of IR policies and strategy to address protection and inclusion issues.

### **Knowledge**

- Demonstrate enhanced knowledge of inclusive programming including on child protection, GBV, and age and disability inclusion
- Good understanding of GBV and guidelines in preventing GBV in humanitarian action.

- Good understanding of CHS Commitments, SPHERE, minimum standards of age and disability inclusion
- Good understanding of minimum standards on child protection

Approved by: .....

Received by.....

Date:.....



## Islamic Relief- Kenya Job Description

<b>Job Title:</b>	<b>Peace Building &amp; Conflict Sensitivity – Project Coordinator</b>
<b>Reporting To:</b>	<b>Programme Manager</b>
<b>Responsible For:</b>	<b>Project officer &amp; Project Assistant</b>
<b>Liaises With:</b>	<b>Managers (i.e. Business Development Managers), Peace building advisor, Coordinators &amp; Support Services Units</b>
<b>Base Location:</b>	<b>Mandera Field Office 100%</b>

### **Background**

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities. IR aim to help the needy regardless of race, religion or gender.

IR started operations in Kenya in 1993 on one to one orphans sponsorship programme through a local CBO in Mandera District, Northern Kenya. The 2006 Horn of Africa drought inspired the birth of IR-Kenya in Mandera County, in Northern Eastern Kenya. Since then IR-Kenya has been providing humanitarian and developmental assistance; having extended its programme to Wajir and Garissa Counties in 2010 and 2011 respectively, and the Dadaab Refugee Camps in 2012. In 2017 IRK also expanded its operations to Kilifi & Marsabit counties, to deliver economic strengthening projects. Currently our major initiatives include Health and Nutrition, Water and Sanitation, Secure Livelihoods, Child Welfare, Education, Disaster Risk Reduction, Emergency Response, and various Seasonal Activities.

### **Overall Responsibility**

Under the supervision of the Programme Manager in Kenya, the Peace building and conflict sensitivity Coordinator will be responsible for the vision, strategy, design, monitoring, and quality delivery of the Peace building and conflict sensitivity Programme for IR-Kenya. He/she shall ensure that projects plans are in place and kept updated as per the objectives of the Country Strategic Plan; and that Peace building and conflict sensitivity activities are implemented in line with the overall country Programme. The position also manages/oversees the implementation of the peace building and conflict sensitivity projects and staffs. The Coordinator will be based in Mandera to effectively run the project.

## **Key Duties and Responsibilities (Key results areas)**

### **1: Strategic planning and programme development**

- Develop Peace building & Conflict Sensitivity programme strategy with regular analysis of political and security developments in the country
- Lead proposal development process and grant-writing for any new opportunities specifically for conflict sensitivity/peace building projects and input into design of all projects as a cross-cutting theme.

### **2: Programme Planning and Implementation**

- Provide quality leadership in the overall coordination and management of the peace building project
- Organize and participate in workshops, needs assessments, consultations, planning sessions and provide technical inputs as necessary
- Help ensure that project activities are implemented with a consistent conflict sensitive framework: i.e. conduct conflict and context assessments, provide support and training
- Identify the capacity gaps and requirements of Mandera civil society in relation to the prevention of violent conflict
- Develop relations with partners and work towards the enhancement of civil society and partner organisations through the: - development of understanding and capacity of partner organisations to implement conflict prevention activities; - assistance in the design and delivery of lectures, training and other support activities at official and civil society levels;
- Undertake or co-ordinate research by IRK and/or local partners, including analysing and drafting research reports and regular policy and thematic briefings and monitoring and overseeing partners' and consultants' work
- Mentor and coach team members as they perform their duties
- Contribute to effective communication and reporting on IRK project activities in the field
- Oversee periodic technical reviews and manage changes in program direction and focus

### **c) Programme Monitoring, evaluation, Accountability & learning**

- Conduct frequent supervision and monitoring visits to project areas and identify any issues needing attention related to implementation, donor compliance and programme quality standards.
- Take responsibility for the implementation of learning and recommendations from external or internal reviews and donor feedback.
- Take responsibility for development of detailed coasted work plans at the start of the project and ensure monthly updates are made to the output databases.
- Working with the M&E unit and the Programme advisors, plan baseline and end line surveys and external evaluations.
- Ensure that beneficiaries have access to feedback mechanisms and that data is monitored and responses given within appropriate time periods.

### **3: a) Coordination and Networking**

- In consultation with Programme Manager, represent IRK at meetings, seminars, coordination fora and other events.
- Ensure good collaboration and working relationship with government and other relevant partners.
- Create appropriate links, working procedures and information sharing with the Key stakeholders
- Work with other departments and programmes in IRK to increase cross-organisational planning and learning

**b) Programme Reporting**

- Ensure donor reports are produced on time and to a high standard.
- Provide brief updates (bi-weekly or weekly) to the PM/CD and members of the SMT.
- Submit monthly reports to the MEAL Unit by the deadline for compilation.
- Provide to PM/CD with timely responses to queries on concept notes, proposals and reports.
- Report any new developments, problems and challenges encountered in implementing emergency response projects in a timely manner.

**c) Others**

- Fulfil any additional assignment as deem necessary by the organization and/or as assigned by Line manager

**PERSON SPECIFICATION Essential requirements:**

- A Master's degree in International Relations, Development Studies or a related discipline (or equivalent experience)
- At least five years' experience of project implementation, including engagement with several actors - civil society, governments or specialist networks
- A good understanding of Mandera, particularly in terms of key political, social and economic issues
- A good knowledge of the discourse on Mandera engagement in fragile societies and the implications that this has for conflict prevention, peace-building and related issues
- An excellent knowledge of the discourse on security and security sector development, community security, human rights & conflict prevention.
- Excellent diplomacy and interpersonal skills and an ability to work in a non-partisan manner, appreciating gender, cultural and ethnic diversity
- Ability to work individually, but also with experience of working effectively as part of a team
- Ability to manage multiple tasks effectively with attention to detail and an orderly approach to tasks
- Strong research and analytical skills, including developing research methodology, analysing research findings and drafting reports and briefings
- Fluency in English (written and spoken)

**Special Skills, Aptitude or Personality Requirements:**

- Must have a 'hands on', practical mentality, be self-driven and very motivated.
- Must be well organized.
- Able to take initiative and work independently.

- Very high attention to detail.
- Cultural and political sensitivity.
- Must be flexible and willing to adapt to a fluid situation.
- Strong written and verbal communications skills and good command of English.
- • Good interpersonal skills.

**Desirable**

- Experience of working in North Eastern Kenya
- Knowledge of local language- Kiswahili & Somali
- Willing to travel to the remote areas of Northern & North Eastern Kenya

**Compensation:** A base salary (based on experience) plus other benefits such as insurance cover.

Approved by: ..... Date: .....

Received by ..... Date: .....



## Islamic Relief- Kenya Job Description

<b>Job Title:</b>	<b>Peace building and Conflict Resolution - Advisor</b>
<b>Reporting to:</b>	<b>Programme Manager</b>
<b>Line Management</b>	<b>Project team (Officers/ Assistants) under the Protection &amp; Education Programme</b>
<b>Based:</b>	<b>Nairobi 60%, Field 40% - frequent travel to Mandera County, as well as some travel to Wajir, Garissa, Kilifi and Marsabit Counties.</b>

### **Background**

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities.

IR started operations in Kenya in 1993 on one to one orphans sponsorship programme through a local CBO in Mandera District, Northern Kenya. It opened its fully fledged office in March in 2006 at the height of drought in the Horn of Africa. Since then IR has been providing humanitarian and development assistance to vulnerable communities. Over these years it has implemented various development and relief activities in Mandera. This has remarkably changed the lives of the vulnerable and disadvantaged communities. In January 2010, IRK extended its operation to Wajir County, neighboring Mandera, in January 2012 expanded to Garissa and Dadaab, and in October 2017 opened programme office in Kilifi County.

IR aim to help the needy regardless of race, religion or gender and implement our work within the following themes: Disaster & Humanitarian Response; Sustainable Community Empowerment; and Education, Child Protection and Development

### **Job Summary:**

Islamic Relief Worldwide Kenya is recruiting a highly competent, proactive and self-driven applicant to fill the position of Peacebuilding and Conflict Resolution Advisor. The role will primarily provide technical support to a three-year SIDA funded Peacebuilding project in Mandera County, but also support the country team in mainstreaming and ensuring conflict sensitivity across all its project in Kenya.

## **OVERALL PURPOSE**

The Peacebuilding Advisor will be responsible for building the capacity of IRK staff to engage effectively in peacebuilding and conflict resolution activities, as well as lead on the project's research component jointly with IRK's academic partner institution. The Advisor will ensure the successful implementation of the peace building and conflict resolution project alongside the Project Coordinator to achieve peace building goals within the scope and parameters of the project.

### **1. KEY RESPONSIBILITIES**

The work to be accomplished shall consist of the following:

#### **a) Programme Strategy, Quality & Growth**

- In collaboration with the Senior Management Team – Kenya, lead the design of an IRK peace building and conflict resolution strategy aligned with the Islamic Relief Country, Regional and Global strategies.
- Provide leadership in the implementation of the IRK peace building and conflict resolution strategy; including development of annual business/action plans for the Programme.
- Ensure compliance of the Programme with IR and donor rules, guidelines, and regulations.
- Assist in program development for IRK by identifying additional technical needs in-country, contributing to the development of project proposals and reaching out to the international donor community and other potential partners in an effort to diversify IRK funding sources;

#### **b) Technical Direction and Program Implementation**

- Serve as IRK's senior Peace-building technical advisor in Kenya, providing strategic vision and technical advice to both IRK program staff and other stakeholders; while establishing/sustaining strong link with IR-HQ technical team
- Provide overall program oversight, including management of consultants and other partners engaged to support the Programme.
- Establish strong working relationships with the field staff to facilitate the completion of program tasks in a timely manner and within the allocated budget;
- Prepare and manage the implementation of project work plans in fulfilment of the project's strategic objectives and goals;
- Take a lead role in analysis processes for the project, including in the analysis of information coming out of community engagement processes, reconciliation dialogues and project research initiatives.
- With key program staff and stakeholders, ensure program's strategic objectives and results are fully accomplished and meet expected technical quality standards and in line with IRK and donor policies and procedures
- Ensure integration of the peace building interventions with other IRK programs.
- Support strategic design processes including for community based conflict resolution mechanisms and tools

- Ensure Programme employs strategies for engaging youth and other marginalized communities in all interventions;

**c) Capacity Building of the Programme staff**

- Lead and facilitate trainings and associated activities
- Train project staff on peace building and conflict management
- Build the capacity of IRK staff to engage effectively in peace building activities

**d) Programme Monitoring, Evaluation & Reporting**

- Support the development and implementation of appropriate monitoring and evaluation methodologies for peace building
- Oversee periodic technical reviews and manage any changes in project direction and focus
- Oversee project's monitoring and evaluation system, using data analysis as the basis for measuring performance.
- Lead the drafting and submission of detailed quarterly and final reports;
- Identify and ensure documentation of lessons learned
- Serve as a resource for technical materials on peace building

**e) Advocacy Representation and Networking:**

- In collaboration with the Programme Manager and Programme Coordinator, strengthen linkages with existing and potential partner agencies
- Participate in all project strategic planning meetings and activities.  
Attend relevant inter-agency, sector coordination, and representational meetings as required in coordination with other key staff.
- As requested, maintain and develop productive relationships and communication with key individuals in relevant government ministries and departments, faith-based institutions, partner organizations, international and local NGO community, and relevant donor representatives.

**2. PERSON SPECIFICATION**

**a) Education, Qualification and Language**

- Master's degree in the Social Sciences - International Development, Conflict Resolution, Reconciliation, Governance, Peace Studies, International Relations, or related field.
- Proficiency in English (speaking, reading and writing) required
- Computer proficiency in Word, Power Point, Excel, and Outlook

**b) Essential Knowledge, skills and Experience**

- At least 7 years of experience in a relevant field; a technical background in peace building, conflict management is strongly favored
- Proven leadership and inter-personal skills and an ability to build and motivate diverse and talented teams for a major project.

- Ability to represent IRK at high level coordination meetings with senior management, donors, local government, UN, and other international NGOs.
- Demonstrated expertise in the political, economic, and social contexts in Kenya;
- Deep knowledge of triggers of Conflicts and drivers of ethnic violence in Kenya
- Excellent writing, analysis and strategic planning skills; including writing winning Concepts and proposals relating to peace and conflict.
- Strong capacity building skills and proven ability to train on topics relating to peace, conflict, Co-existence etc.
- Prior experience and excellent understanding of working in emergency settings or insecure environments
- Strong leadership, management, project planning, monitoring and evaluation, analytical interpersonal and communication skills
- Strong budget management and reporting, skills; and an ability to oversee multiple awards from a variety of donors
- Strong written and oral communication skills, comfortable in a multi-cultural environment and effective in representation

**c) Desirable Knowledge, skills and Experience**

- Experience of working in ASAL areas; Willingness and ability to travel approximately 40% of time, mostly to remote areas
- Programmatic expertise on varied cross cutting themes: DRR, Gender, Disability, climate change, etc.
- Experience of working with country team and providing support from a distance
- Able to respond rapidly to changing environments and work under pressure
- Sympathetic with aims, values & objectives of Islamic Relief

**Compensation:** A base salary (based on experience) plus other benefits such as insurance cover.

Approved by: ..... Date: .....

Received by ..... Date: .....