



Refugee Consortium of Kenya
JOB DESCRIPTION

TITLE:	LEGAL INTERN (1 POSITION: MOMBASA)
DEPARTMENT	LEGAL AID AND GOVERNANCE (LAG)
LOCATION	MOMBASA
REPORTING LINES: Post holder reports to: Project Officer (LAG) Staff reporting to this post: None	
RCK Vision: A just and inclusive society for all displaced and host populations. RCK Mission: To protect and promote the well-being, voice, and dignity of the displaced and host populations. JOB PURPOSE: This position emphasizes protection, collaboration and the delivery of basic paralegal services in various community settings. The primary goal is to ensure the protection of individuals within the community from arbitrary arrest and gender based violence.	
KEY RESPONSIBILITIES: • Support in legal advise and assistance to refugees at legal aid clinics within Mombasa upon instructions by the Supervisor; • Conduct research on relevant issues, trends, and best practices. Analyze data and policy documents to support policy development initiatives; • Sensitize duty bearers, by strengthening their capacity towards the realization of socio-economic integration of Refugees; • Support on the development of legal and institutional framework within Mombasa County; • Conduct thematic research and preparation of policy briefs upon instructions by the Supervisor; • Identify needs and provide requisite support to refugees and asylum seekers who visit	



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RCK legal clinics in consultation with project officers;

- Conduct community empowerment forums on civil registration, relevant business and financial laws, work permits and registration of community-based organizations;
- Provide guidance on issues related to registration of Refugee-Led Organizations (RLOs), self-help groups, and civil documentation;
- Conduct capacity-building trainings for RLOs to enhance their ability to provide support and services to their communities;
- Assist in facilitating the process of obtaining civil documentation, such as birth certificates, identity cards, and refugee status documentation, for the beneficiaries;
- Assist with the preparation of necessary documents, guiding beneficiaries through the application processes, and advocating for their rights with relevant government authorities;
- Update and manage the client databases;
- Produce monthly statistics and reports while contributing to the development of legal services.
- Intervene in asylum related cases at the police station on instructions by supervisor
- To take part in RCK functions as may be specified from time to time.
- Carrying out any other duty as may be advised from time to time.

QUALIFICATIONS & EXPERIENCE:

- 1) Bachelors degree in Law.
- 2) Knowledge of the Kenyan legal system and of regional & international instruments on refugees and human rights.

Behavior Competencies:

- *Professionalism:* In-depth theoretical knowledge of and significant experience in relevant fields of refugee law, advocacy, strong analytical, problem solving and drafting skills. Discretion and sound judgment in applying legal expertise to sensitive, complex legal issues.



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- *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.

Interested candidates residing within Mombasa who fully meet the above requirements should send their applications through the following link: <https://recruitment.rckkenya.org/Login> not later

than **5:00 pm, 10th September, 2026.**

Candidates residing within Mombasa are highly encouraged to apply.

Subject Line: “Application for Legal Intern Mombasa”

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