



REFUGEE CONSORTIUM OF KENYA

Keeping Hope alive!

P.O Box 25340 00603, Haki House, Ndemi Road, off Muringa Road, Kilimani, Nairobi-Kenya.

Tel: +254 720 943164/+254 733 860669.

Email: info@rckkenya.org/admin@rckkenya.org . Website: www.rckkenya.org

JOB DESCRIPTION

JOB TITLE:	ADVOCACY OFFICER
DIVISION / PILLAR	LEGAL AID & GOVERNANCE
REPORTING LINES: Post holder reports to: LEGAL AID & GOVERNANCE MANAGER Staff reporting to this post: Interns and volunteers	
RCK MISSION: To protect and promote the well-being, voice and dignity of the displaced and host populations.	
JOB PURPOSE: To contribute to the protection and promotion of the rights and inclusion of refugees and other forcibly displaced persons by advancing policy and legislative change through evidence-based advocacy, strategic engagement with decision-makers and stakeholders, and provision of technical support across RCK programmes on issues affecting refugee protection, governance and socioeconomic inclusion.	
KEY RESPONSIBILITIES 1. Policy and Legislative Advocacy • Monitor and analyse laws, policies, regulations, strategies and institutional frameworks affecting refugees, asylum seekers and other forcibly displaced persons. • Identify policy, legislative and governance gaps and opportunities for reform and develop appropriate advocacy responses. • Lead and coordinate advocacy engagement with national and county government institutions, Parliament, county assemblies and other relevant decision-makers on priority issues affecting refugees and host communities. • Provide technical input into the development, review and implementation of legislation, regulations, policies and institutional frameworks relevant to refugee protection, inclusion and governance. • Track priority policy and legislative processes and develop appropriate follow-up strategies to advance advocacy objectives. • Support strategic litigation and public interest litigation initiatives by undertaking legal and policy	



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research, preparing advocacy positions, monitoring relevant proceedings and translating litigation outcomes into policy and advocacy actions.

2. Policy Research, Evidence and Analysis

- Conduct and coordinate research on refugee protection, inclusion, governance, livelihoods and other policy issues relevant to RCK's strategic priorities.
- Analyse research findings, programme evidence, legislation, policies and stakeholder perspectives to inform advocacy priorities and organisational positioning.
- Develop policy briefs, position papers, advocacy briefs, concept notes and other evidence-based advocacy products.
- Provide timely analysis and recommendations on significant policy, legislative and governance developments and document advocacy outcomes and lessons.

3. Advocacy Strategy and Policy Engagement

- Contribute to the development and implementation of RCK's advocacy priorities, strategies and action plans.
- Develop advocacy objectives, targets, messages and engagement plans for identified policy and legislative priorities.
- Lead or support appropriate advocacy approaches, including lobbying, policy dialogue, strategic engagement and coalition building.
- Identify opportunities for influencing decision-makers and duty bearers and adapt advocacy approaches in response to emerging developments.
- Track advocacy outcomes and recommend adjustments to advocacy strategies where necessary.

4. Government, Stakeholder and Partnership Engagement

- Develop and maintain strategic relationships with national and county government institutions, Parliament, county assemblies, development partners, UN agencies, civil society organizations, refugee-led organizations and other relevant stakeholders.
- Represent RCK in technical working groups, policy forums, consultations, dialogues and other relevant platforms.
- Coordinate stakeholder engagement and facilitate collaboration around priority advocacy issues.
- Identify and cultivate strategic partnerships and coalitions that advance RCK's advocacy objectives.
- Engage relevant stakeholders to address policy and administrative barriers affecting refugees' access



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to employment and economic inclusion.

- Facilitate meaningful participation of refugees, host communities and refugee-led organisations in policy, legislative and governance processes affecting them.

5. Advocacy Capacity Strengthening

- Design and facilitate capacity-strengthening initiatives on advocacy, policy engagement, refugee protection, governance and related issues.
- Strengthen the capacity of RCK staff, refugee-led organisations, community structures and partners to participate effectively in policy and advocacy processes.
- Develop advocacy tools, guidance and training materials and provide technical support to programme teams and partners.
- Provide technical guidance to refugees, employers and relevant stakeholders on employment-related regulatory processes, including work permit application requirements and procedures.
- Provide technical support to RCK programmes and partners in integrating advocacy, policy engagement and influencing approaches into programme design and implementation.

6. Advocacy Programme and Project Management

- Lead and coordinate the design, implementation and monitoring of advocacy-related projects and activities across relevant RCK programmes.
- Develop activity workplans, budgets and implementation schedules and coordinate delivery of agreed outputs and outcomes.
- Prepare programme and donor reports and contribute to project reviews, evaluations and learning processes.
- Contribute to proposal development, budgeting and resource mobilisation for advocacy-related programming.
- Document advocacy outcomes, good practices and lessons learned.

7. Advocacy Coordination, Monitoring and Knowledge Management

- Maintain systematic records of advocacy engagements, policy and legislative processes, stakeholder contacts, commitments and outcomes.
- Develop and maintain advocacy and stakeholder trackers to monitor priority policy, legislative and governance processes.
- Monitor progress against advocacy objectives and provide regular updates to management.
- Ensure relevant policy, legislative, research and advocacy information is documented, shared and



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accessible to relevant RCK teams.

- Maintain institutional knowledge of advocacy processes, outcomes and lessons to support continuity and organisational learning.

8. Other Duties

- Perform any other duties as may reasonably be assigned, commensurate with the position and grade.

QUALIFICATIONS & EXPERIENCE:

1. Bachelor's degree in Law, Social Sciences, International Relations, International Development, Public Policy, Governance, Human Rights or a related field.
2. A postgraduate qualification in a relevant field is an added advantage.
3. At least two years' relevant professional experience in advocacy, policy development, governance, human rights, refugee protection, economic inclusion or related areas, preferably within an NGO, humanitarian or development setting.
4. Demonstrated experience in policy and legislative analysis, advocacy strategy development and engagement with government and other decision-makers.
5. Demonstrated ability to conduct research, analyse evidence and develop policy briefs, position papers, advocacy materials and other policy-oriented products.
6. Experience in facilitating advocacy, policy dialogue, stakeholder consultations, capacity-strengthening activities and other multi-stakeholder engagements.
7. Knowledge of national, regional and international legal and policy frameworks relating to refugees, forced displacement and human rights.
8. Experience in programme or project planning, implementation, reporting and resource mobilisation is desirable.
9. Excellent written and oral communication skills in English and Kiswahili, with strong interpersonal, negotiation and stakeholder engagement skills.

Working Conditions

The work is based in Nairobi. The job requires willingness to work a flexible schedule and travel to various field sites covered by RCK. Standard RCK working schedules may be affected by the nature of work.

Behaviour Competencies:



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- *Analytical and Strategic Thinking* – ability to analyse complex policy, legislative and governance issues and develop evidence-informed advocacy responses.
- *Communication and Influencing* – ability to communicate complex issues clearly and persuasively and influence diverse audiences and decision-makers.
- *Stakeholder Engagement and Relationship Management* – ability to build and sustain effective relationships with government, partners, civil society, refugee-led organisations and other stakeholders.
- *Negotiation and Diplomacy* – ability to manage competing interests, engage constructively with diverse actors and build consensus around advocacy priorities.
- *Initiative and Adaptability* – ability to identify emerging advocacy opportunities, work independently and adjust approaches in response to changing policy and institutional environments.
- *Collaboration and Results Orientation* – ability to work effectively across teams and partnerships while planning, prioritising and delivering advocacy interventions and agreed results.

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 not later than 25th September 2026. 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.



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How to apply

Interested candidates who fully meet the above requirements should send their applications through the following link: <https://recruitment.rckkenya.org/Login>

Applications must be received not later than **5:00 pm, Friday, 25th September 2026**. Only successful candidates will be contacted.

The salary range is from Ksh.130,000-150,000 per month.

RCK is an equal opportunity employer.

“Advocacy Officer”