Refugee Consortium of Kenya
JOB DESCRIPTION

Job Title:	PROJECT OFFICER, GENDER AND WOMEN EMPOWERMENT
Location:	DADAAB, GARISSA COUNTY
Department:	Women and Girls Empowerment Pillar

Reports to: Women and Girls Empowerment Pillar Manager

Staff reporting to this post: Interns, volunteers and community structures

RCK Mission: To protect and promote the well-being, voice, and dignity of the displaced and host populations.

Job Purpose: The role holder will support the design, implementation and monitoring of gender protection and women's empowerment programs targeting the displaced and host populations. This position will focus on fostering gender equality and mainstreaming, promoting women's leadership, preventing sexual and gender-based violence (SGBV), FGM, and facilitating inclusive participation of marginalized groups. The role holder will ensure that interventions are evidence-based, culturally appropriate, and aligned with the Refugee Consortium of Kenya (RCK)'s strategic objectives, national and international gender empowerment frameworks.

Key Responsibilities:

1. **Program development and implementation:**

- Support in the operationalization of women and girls' empowerment programs ensuring alignment with RCK's strategic goals and the broader humanitarian and development frameworks such as the Inter-Agency Standing Committee (IASC) Gender Policy and the Sustainable Development Goals (SDGs), especially SDG 5 (Gender Equality).
- Develop and implement evidence-based, gender-transformative interventions that actively engage men and boys as allies and change agents in promoting women's leadership, participation, and decision-making.
- Drive community mobilization efforts to foster positive social norms and behaviors that prevent SGBV and promote gender equity.
- Support the integration of Gender Equality and Social Inclusion (GESI) principles, safeguarding, and gender-responsive approaches throughout project life cycles including design, implementation, and monitoring.
- Provide technical guidance in the development and adaptation of gender-responsive tools, guidelines and procedures for use across protection, legal aid, livelihoods, and community engagement programs.
- Ensure project activities facilitate safe, inclusive, and culturally sensitive participation of displaced and host populations, recognizing diverse identities including women, girls, persons with disabilities and other vulnerable groups.

2. Capacity building and training:

- Technically support in the design and delivery of comprehensive capacity strengthening initiatives for RCK staff, partners, and community actors to promote understanding and practical application of gender mainstreaming and inclusion.
- Develop training manuals, toolkits, and resources that are context specific and accessible to RCK and diverse audiences.
- Support mentorship and peer learning opportunities to enhance ongoing capacity development.
- Conduct targeted trainings covering Gender equality, prevention and response to SGBV, FGM and early marriages, Safeguarding, Prevention of Sexual Exploitation and Abuse (PSEA), Women's rights, and Positive masculinity.
- Promote Sexual Reproductive Health (SRH) education, focusing on Menstrual Health Management (MHM), Menstrual Health Hygiene (MHH), and sex education at county and national levels.
- Build the capacity of women and girls, including survivors of SGBV and FGM, in relevant trades and leadership skills to enhance their economic empowerment.

3. Stakeholder Engagement and Advocacy

- Promote positive attitudes and behaviors toward women and girls within communities, ensuring respect and fair treatment.
- Advocate against harmful practices such as FGM and early marriages through community dialogues, radio shows, campaigns, and other outreach efforts.
- Establish and maintain strategic partnerships with local community organizations, government bodies, UN agencies, women's rights groups, faith-based organizations, and civil society actors to strengthen coordination, knowledge generation and sharing, expand services, create opportunities for women and girls, and resource mobilization.
- Represent RCK in national and regional gender, protection, and GBV coordination forums contributing to policy dialogue and advocacy efforts.
- Advocate for gender-responsive refugee protection and development policies, ensuring the meaningful inclusion of women, girls, persons with disabilities, and marginalized groups in decision-making, program design, and accountability mechanisms.
- Lead initiatives to challenge violence, abuse, neglect, and discrimination against women and girls.
- Facilitate multi-stakeholder platforms to design and implement interventions that protect women and girls
- Support community-based advocacy campaigns to raise awareness and empower marginalized groups on their rights and available services.
- Support and mobilize brand ambassadors and refugee women leaders to act as advocates within their communities.

Refugee Consortium of Kenya
JOB DESCRIPTION

4. **Programme Monitoring and Reporting**

- Plan, implement, and monitor project activities aligned with RCK's strategic objectives on women and girls' empowerment.
- Facilitate gender assessments and participatory approaches with stakeholders.
- Prepare comprehensive, timely progress reports, case studies, success stories, and lessons learned to inform program improvement, internal and external reporting and accountability.
- Use monitoring and evaluation data to undertake program adjustment or adaptation ensuring effectiveness and responsiveness to community needs.
- Promote accountability to affected populations by integrating feedback mechanisms and ensuring transparent communication on program activities.

5. **Proposal Development and Resource Mobilization**

- Provide expert technical input into the development of high-quality gender responsive concept notes, funding proposals, and reports for donors and partners.
- Identify and pursue emerging funding and partnership opportunities that aligns with RCK's strategic focus on women and girls' empowerment.
- Support donor compliance through documentation and adherence to gender related funding requirements.

6. **Other Duties**

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

Qualifications and Experience:

- Bachelor's degree in Social Sciences, Gender Studies, Development Studies, Human rights or related fields.
- Minimum of 2-3 years of progressive responsible experience in women empowerment, GBV prevention and programming, safeguarding and, gender mainstreaming within humanitarian or development settings
- Demonstrated experience working within displacement settings with an understanding of refugee cultures, and other vulnerable populations particularly within complex humanitarian environments such as the Dadaab and Kakuma refugee camps is highly desirable.

- Demonstrated ability to design, implement, and monitor gender-sensitive programs that involve multi-sectoral coordination.
- Excellent interpersonal and communication skills to engage effectively with diverse stakeholders.
- Fluency in English and Swahili is required. Knowledge of local languages spoken in project areas will be an added advantage.
- Experience managing donor-funded projects is desirable.

Working Conditions:

The Job is complex, sensitive and stressful. Work requires willingness to work a flexible schedule and travel. Work may require frequent weekend and evening work as well as high degree of autonomy.

Behaviour Competencies:

- Professionalism– In-depth theoretical knowledge and significant experience in the relevant fields of project management, strong analytical, problem solving and drafting skills. Discretion and sound judgment in applying legal expertise to sensitive, complex legal issues.
- Communication– Strong interpersonal and communication (written, spoken and presentation) skills. Proficiency in English and Kiswahili.
- Technology awareness– Fully proficient computer skills and ability to use relevant software application, 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 other staff as required.
- Cultural sensitivity - Demonstrated ability to work effectively and respectfully with people from diverse cultural, ethnic, religious, and social backgrounds.

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 hardship allowance, Medical and pension Benefits:*

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

Refugee Consortium of Kenya
JOB DESCRIPTION

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

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, Thursday, 12th November 2026**. Only successful candidates will be contacted.

RCK is an equal opportunity employer.

"PROJECT OFFICER- GENDER & WOMEN EMPOWERMENT DADAAB"