



**United Nations High Commissioner for Refugees (UNHCR)**

**UNOPS Vacancy Announcement**

<b>Functional Title:</b>	<b>National Livelihoods Officer</b>
<b>Vacancy Notice No.:</b>	<b>LICA/KEN/KAK/17/003</b>
<b>Duty Station:</b>	<b>Sub Office, Kakuma</b>
<b>Date of Entry:</b>	<b>As soon as possible</b>
<b>Duration of Assignment:</b>	<b>One year</b>
<b>Category and Level:</b>	<b>UNOPS LICA-8</b>
<b>Closing Date:</b>	<b>02 June 2017</b>

**Duties and Responsibilities:**

Under the supervision of the Community Based Protection Officer and working closely with the Operations and Programme teams, the incumbent will perform the following duties:

- Contribute to the implementation, monitoring and evaluation of the livelihoods strategy and related programmes. Strategies should drive towards empowerment of the various refugee and local groups and improve access to basic rights in the area of livelihoods (vocational training, micro-credit, financial assistance, job placements, climate smart agriculture, business licences etc.).
- Contribute to the overall management of livelihood programmes; including designing and applying specific programme methodologies, implementation approaches and ensuring the attainment of livelihood programme objectives; in accordance with the overall livelihoods strategy and private sector development principles. Coordinate the implementation of programme components/activities with field offices and NGOs/partners.
- Identify gaps in livelihood programming in Kakuma operation (including Kalobeyei) and advice on strategic partnerships.
- Guide and monitor on-going livelihood activities/programmes for refugees in line with UNHCR policies, mainstreaming gender, age and diversity- in order to ensure their timely, and effective implementation.
- Review existing livelihood programmes, activities, training components, etc. based on the market survey findings and skills in demand in the market.
- Establish and maintain linkages with county government as main partner to ensure coordination and joint planning and information sharing as part of the livelihoods and private sector development strategy.

- Develop cooperation ties with selected services providers operating i.e. business training teams and bodies, business development services, and micro-finance institutions at county level.
- Coordinate market feasibility studies, needs assessments and wealth-ranking surveys with relevant stakeholders. This will include studies on the impact of livelihood/private sector development activities in promoting self-reliance for refugees.
- Explore ways to employ community-based approaches to livelihoods such as establishing refugee livelihood committees, study proposals submitted by refugees, and provide advice and feedback on feasibility of projects. Select potential projects and follow up implementation of approved projects.
- Organize and manage workshops, group discussions, and other participatory assessments to ensure refugee ownership and decision making in planning and implementing specific livelihood programmes activities, with a view to empower refugees and local host communities.
- Coordinate the Livelihood working group involving county government relevant ministries, development agencies , donors, other experts and Livelihoods project partners; this will include strategic guidance of the group in line with 5 -year Kalobeyei (and Kakuma) Integrated Social and Economic Development Programme (KISED P).
- Work closely with the KISED P Agriculture and Livestock and Spatial Planning Working Groups to ensure synergy in implementation of livelihood activities within the sectors.
- Maintain updated information on issues and policy changes that may affect livelihood opportunities for refugees, and ongoing measures by the Government and other institutions that can affect or contribute to the achievement of strategic goals for refugee livelihoods; as well as the aspect of economic integration between the host community and refugees.
- Closely cooperate with selected services providers, private sector operating i.e. business training teams and bodies, business development services, and micro-finance institutions.
- Develop periodic reporting of livelihood activities in Kakuma Operation (Kakuma camps and Kalobeyei); weekly, monthly, quarterly, half-yearly, annually and as maybe requested. As maybe appropriate additionally provide inputs to specific reports for specific donor funded projects/ interventions.
- Perform any other duties assigned.

#### **ESSENTIAL MINIMUM QUALIFICATIONS AND PROFESSIONAL EXPERIENCE REQUIRED**

- University Degree (BA) in Social Work, Social Science or related field; a bias in business development or business management would be an advantage.
- Minimum of 5 years of working experience relevant to the function;
- Excellent drafting and communication skills.

## **DESIRABLE QUALIFICATIONS & COMPETENCIES**

- University Degree in Community Development, Development Studies or Entrepreneurship
- Proven knowledge and familiarity with UNHCR's Protection mandate and work;
- Knowledge of the legal infrastructure and policies for operating businesses for both refugees and Kenyan citizens,
- Knowledge of legal financial/banking framework and regulations
- Experience with UNHCR standards and indicators, and/or projects related to the Strategic Development Goals;
- Experience working in/with the Private Sector
- Demonstrated Networking skills with private and public sector institutions to create livelihood/business opportunities for low income groups

## **SUBMISSION OF APPLICATIONS:**

This vacancy is open for qualified Kenyans **ONLY**. Female candidates are encouraged to apply.

### **IMPORTANT:**

Candidates who wish to be considered for this position should complete a Personal History form (P.11) available on the following link - <http://www.unon.org/docs/P11.doc> and attach it to their application for the position. Applications should be send to:

**The Senior Human Resources Officer,  
United Nations High Commissioner for Refugees (UNHCR),  
P.O. Box 43801, 00100  
Nairobi, Kenya**

or hand delivered to UNHCR Branch Office for Kenya, Lynwood House, Waiyaki Way (opposite Lions Place). Please quote Reference: **LICA/KEN/KAK/17/003**. Candidates should also submit copies of academic Certificates from the relevant institutions. Only applications received by close of business on 02 June 2017 will be considered. Short listed candidates will be invited for a written and then oral interview.

19 May 2017

*Refugees, Stateless persons – who cares? We Do.*