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### **CAPACITY STRENGTHENING OFFICER**

**Job Title:** Capacity-Strengthening Officer  
**Department:** Programs  
**Reports to:** Program Manager  
**Location:** Nairobi with travel to project Counties.  
**Start Date:** October 2024

#### **Organization Background**

Women Educational Researchers of Kenya (WERK) is a not-for-profit professional membership association founded in 1994 as an ad hoc group of women researchers in education and the social sciences. WERK strives to contribute towards the entrenchment of the principles of equity, justice & peace in Kenya for the betterment of the lives of girls and women, boys and men in Kenya by linking research to advocacy and action. Our activities are two prong: through our membership, we have established a track record in conducting rigorous, large scale, innovative & cutting edge research & applying it to advocacy & policy reform; and through our Secretariat, we are engaged in the implementation of evidence-based multi-year education action research projects which address access to education, equity in education, transition and completion strategies, learning outcomes, life skills and mentorship.

WERK through the African Higher Education in Emergencies Network- AHEEN (UoN, Kenyatta Univ., City Univ of Mogadishu, Hope Africa Univ., University of Juba, YES, DRA & Moi Univ,) received MasterCard funding to implement the AHEEN RDP pathways project( July 2024-March 3031) with a goal of supporting 3400 RDPs in Africa to attain quality education leading to dignified and fulfilling work and displaced persons are integrated into enabling societies. Under the AHEEN RDP pathways grant, Refugee Led Organizations (RLOs) are full members of the AHEEN network with the implementation of the AHEEN programs on the ground. As such, they interface with all AHEEN programs.

We are currently seeking to engage a passionate, dynamic, and enthusiastic Capacity Strengthening Officer.

#### **Overall Responsibility:**

The Capacity Strengthening Officer will lead all our work on capacity strengthening from lived experiences in refugee contexts supporting and directing the work of RLOs.

## **Specific Responsibilities**

- Work with existing AHEEN RLO members to leverage their expertise in order to transfer best practices to other RLOs that will be joining the network
- Analyze the different RLO contexts in AHEEN RDP Pathways implementation countries with a view to shaping RLO support of the relevant AHEEN member university to optimally implement HEiE and initiatives under the AHEEN RDP Pathways Pillars 1, 2, and 3
- Develop a general framework for RLO engagement across the AHEEN RDP Pathways program and continually integrate learning from different RLO contexts in AHEEN's implementation countries (Kenya, Somalia, South Sudan, Burundi and South Africa)
- Develop a comprehensive capacity strengthening plan based on a gap analysis that informs a short-, medium- and long-term approach to optimal coordination with RLOs within the AHEEN network
- Develop a community of practice that engages all RLOs in the AHEEN RDP Pathways grant implementation to promote peer-to-peer learning and strengthening of RLOs implementation competencies (programmatic, financial, reporting, etc.)
- Liaise with UNHCR in all RLO contexts to ensure good collaboration, including policy discussions and representation in humanitarian sector education working groups.

## **Qualifications and competencies**

- An advanced degree from a recognized Higher Education institution related to forced migration and fragile contexts
- Experience implementing programs in forced migration and fragile context
- Knowledge of the stakeholders working to advance education in forced migration and fragile contexts
- Significant experience, and preferably lived experience, in refugee contexts and one who has either worked directly with RLOs, been a member of an RLO, or directed the work of RLOs programs
- Fluent written and oral communication in English and in at least one other African language, preferably Kiswahili

## **Professional skills required;**

- Excellent report writing skills.
- Excellent documentation skills.
- Excellent training and training support skills.
- Excellent organizational and interpersonal skills.

## **Key Competencies**

- Attention to detail and accuracy
- Highly organized in work
- Ability to act and operate independently with minimal supervision
- Excellent administrative and mobilization skills
- Ability to maintain confidentiality

- Problem solving skills
- Excellent communication and interpersonal skills

**Applications should include:**

- An application letter explaining why you are a good fit for this job, what makes you a strong candidate, and why you want to work for WERK.
- A resume summarizing qualifications and experience.
- Copies of academic certificates.
- 3 work referees with contact information. One referee must be the current supervisor.
- Please indicate your expected remuneration/salary in your application.

**The above documents should be sent as one PDF document**

**How to apply**

Interested and qualified candidates should submit their applications by email to [jobs@werk.co.ke](mailto:jobs@werk.co.ke) or hand delivered to our office located on 1171 Argwings Kodhek Road, House no 4 by COB **8<sup>th</sup> October, 2024**. **Clearly indicate the position title in the subject line of your email message. Applications will be reviewed on a rolling basis.**

Only short-listed candidates will be contacted for interviews. No phone calls please. Late applications received after the deadline will not be considered.

*WERK is an equal opportunity employer and does not discriminate in its selection and employment practices on the basis of race, colour, religion, sex, national origin, political affiliation, sexual orientation, gender identity, marital status, disability, genetic information, age, membership in an employee organization or other non-merit factors.*