

Basic details of the position/organization

Job title: **Policy Officer (Displacement and Durable Solutions)**
Organization: East African Centre for Forced Migration & Displacement
(<https://forcedmigration.or.ke/>)
Job level: **Mid- Level**
Number of hours: 24 per week. (Part time, 3 days a week)
Duty Station: Nairobi, Kenya or remotely where possible.
Salary indication: KES 100,000 – KES 180,000 per month¹

General features of the position

- ❑ The policy officer is primarily responsible for promoting/ formulating projects that seek to realise effective protection and durable solutions for displaced persons, whether IDP, asylum seekers or refugees, in close collaboration with international and national partners.
- ❑ The policy officer covers the East African region. In these countries the aim is to promote/ develop innovative ways to ensure the application of internationally agreed values and conventions on refugees, migrants, stateless persons and IDPs, in collaboration with national authorities, locally based representatives of international (I)NGO's, civil society, academia and the private sector.
- ❑ The policy officer is expected to initiate proposals & projects, innovate working methods and strengthen results in his/her portfolio as those come forward in referrals, evaluations, reviews and consultation processes.
- ❑ The policy officer delivers input on displacement and durable solution aspects as crosscutting issues to other humanitarian- peace- development programmes in close collaboration with other partner organizations, stakeholders, consultants & thematic experts/researchers.
- ❑ The policy officer will also be responsible for monitoring trends, significant policy/legislative developments and drafting briefs on refugee & migration policy issues in the region.
- ❑ The policy officer will work closely with Refugee Led Organizations (RLOs) to ensure effective, meaningful and rights-based refugee representation.
- ❑ The policy officer is accountable to the Snr. Regional Forced Migration Officer. He or she will work closely together with the Projects coordinator as first point of contact, both of whom will replace the other in case of absence. He or she will equally work closely with the thematic researchers/consultants on matters that relate to their areas of focus.

Result areas

- ❑ Contributing to the development of policy in line with the humanitarian-development-peace nexus (Triple Nexus), develop and identify operational areas for collaboration and partnerships.
- ❑ Contributing, on the basis of study of literature, reports and policy briefs/ position papers, involving independent interpretation and analysis of the collected data.
- ❑ Translating policy frameworks into proposals for specific action by the Centre and operational partners.

¹ Depending on relevant experience

Actual duties

DUTIES.

- Assisting in preparing, developing, implementing, and evaluating policy in the theme displacement and durable solutions.
- Following up on and reporting on regional displacement and durable solutions issues of concern to the Centre in close collaboration with the Projects coordinator, including progress on various policies and legislations in East Africa & the Horn.
- Implementing & ensuring timely delivery of the various forced migration programs and consultancies, liaising with partners/ collaborators, and creating a conducive collaboration environment to ensure seamless partnerships and maximize on complementarities.
- Maintaining a network of and representing the Centre in regional working groups, initiatives and or policy/ legislative platforms.
- Supervising and supporting graduate researchers, fellows and interns engaged in policy & or legislative matters (where applicable).
- Administer refugee law/ migration trainings and workshops together with other stakeholders, consultants, researchers, and practitioners.

WORKING ENVIRONMENT

- The Centre is based in Nairobi and covers the East, Horn & Southern regions of Africa. Whilst the Centre currently has a small workforce, it is envisaged that the team will significantly grow in the coming months. The Centre focuses a.o. on displacement and durable solutions, economic/ financial inclusion of displaced persons, forced migration trainings, climate mobility, RSD capacity building, social cohesion and complementary pathways.
- The Centre is located on Riverside Drive in a modern, co- working space.
- The candidate will work part time (3 days a week) from Nairobi or remotely depending on other commitments. The distribution of work will be discussed with the Projects coordinator and the Snr. Regional Forced Migration Officer and may change according to organizational priorities. Occasional missions to the field are anticipated.

JOB REQUIREMENTS

Desirable Knowledge and areas of experience:

- Minimum of 3 years' experience in working with refugee and displaced persons in the region. Previous experience working with refugee/ migration INGOs is an added advantage.
- Knowledge and experience of/with (inter)national migration, refugee policies, displacement and durable solutions treaties and dynamics, such as the CRRF, Triple nexus, complementary pathways etc.
- Excellent analytical skills and ability to express her/himself clearly, both in spoken and written English. Working knowledge of French is desirable but not essential.
- Pro-active and creative attitude with regards to new ways of working, refugee protection, policy formulation, collaborations, and project formulation.
- Ability to handle frequent and short deadlines.

Competences:

Networking, planning/organizing, cooperation, creativity, results oriented, analytical skills, flexibility, organisation and cultural sensitivity.

The policy officer plays an essential role in supporting the Centre on displacement issues, including approaches such as the 'triple nexus'.

We are looking for an enthusiastic, highly motivated and pro-active candidate, a critical thinker not interested in maintaining the status quo- but one seeking to radically depart from conventional attitudes, a convenor, able to operate independently and aware of the political environment she or he is working in. Building on prior experience and knowledge, the policy officer should be able to report clearly and analytically.

The policy officer may be additionally remunerated for projects/ consultancies successfully initiated by them.

Knowledge and skills

Level of education: Graduate Level studies in law, international relations, or related social studies

Level of experience: at least 3 years' experience in the field of international refugee law required, working on displacement issues and/ or durable solutions.

- Skills in drawing up policy recommendations and or legislative drafting.
- Understanding of social and political developments in relation to the thematic areas in which the Centre operates.
- Good understanding of the various thematic mandate holders, existing gaps, challenges & opportunities in the region.
- Ability to familiarize quickly with relevant frameworks and legislation in the policy area concerned.
- Skill in translating insights and information into advice, plans and reports and in assessing their policy and legislative implications.

Contacts

- With project officer, consultants and senior policy officers, on developments in the policy area and experience with programmes and policy.
- With senior and other staff on procedures, working methods and progress of programmes, as well as explanation and interpretation of legislation/policies.
- With a network of government officials, advisors from international organisations, diplomatic delegations, NGO's and other operational partners.

How to apply / Closing date.

Interested candidates are kindly requested to send in their applications including a CV, Letter of Interest & a relevant writing sample to recruitments@forcedmigration.or.ke

We will review applications on a rolling basis but aim to fill the post no later **than 31st January 2022.**

More information can be obtained from:

Benjamin Ng'aru, Snr. Reg. Forced Migration Officer: ngaru@forcedmigration.or.ke