

OPPORTUNITY ADVERTISEMENT

Position Title:	PEER TO PEER SOLUTION ADVISORS (2) Refugee Positions
Contract Term:	Full-time, 12 Months contract with possibility of extension.
Duty Station:	Kakuma and Dadaab Refugee Camp
Ref:	11/2024

BACKGROUND

Windle International - Kenya (WIK) is a non-profit, humanitarian organization committed to empowering people affected by conflict to make lasting change in their own lives, in their communities, and in the wider society. The organizations work in serving the most vulnerable populations is encompassed in its mission to create positive lasting change and transformation in society. We recognize education and skills development as vital components necessary for this transformation. Our response in Kenya each year supports over 150,000 most vulnerable people, including refugees, in the arid and semi-arid counties of Garissa, Turkana, Wajir and in the urban contexts across the country.

Under the supervision of the respective Programme Managers, Windle International - Kenya is seeking for two suitable candidates to fill the position of Peer-to-Peer Solution Advisor based in Kakuma and Dadaab Refugee Camps. The overarching objective of this role is to support the implementation of the peer-to-peer advisory network project to promote access to higher education for refugees. This role includes elements of training, one on one advising, group advising, leading counselling sessions and discussions, and other relevant capacities.

KEY RESPONSIBILITIES

- Provide regular information, guidance and help-desk sessions to refugees on higher education opportunities in Kenya.
- Coordinate and improve information, communication and outreach channels on higher education opportunities for refugees.
- Support DAFI recruitment processes, including providing feedback to candidates.
- Stay engaged in the Tertiary Refugee Student Network (TRSN) by providing information and opportunities and collaborate with other members in their respective region.
- Support efforts of Consolidating and analysing Data on refugee tertiary education.
- Provide targeted outreach and support for girls and women to improve rates of refugee females accessing higher education.
- Support coordination of scholarship providers' outreach and application processes.
- Report against the project's M&E reporting tools: Requires providing updates and insights using Monitoring and Evaluation (M&E) reporting tools, record keeping and contributing to the assessment of project performance and impact on a monthly basis.
- Engage with DAFIKESO (DAFI Student Association) and/or Higher Education Working Groups to facilitate information flows and support coordination of higher education opportunities for refugees.
- Support expansion and strengthening of partnerships with higher education providers locally and nationally.
- Contribute articles/write-ups on field experiences and submit them for publications/websites, newsletters and press releases.
- Promote/advise local groups in the use of online volunteering or encourage relevant local individuals and organizations to use the Online Volunteering service whenever technically possible.
- Collaborate and coordinate with the Kenya Universities and Colleges Central Placement Service (KUCCPS) to provide comprehensive career guidance for refugee youth and learners, including those in secondary schools.

EXPECTED OUTPUTS

- Group and individual training sessions for refugee higher education students/candidates.
- Routine and insightful reports capturing the projects implementation progress, challenges and lessons learnt.
- Educational materials derived from experiences and lessons learned during the project.
- Recommendations for enhancing the program structure and processes, fostering continuous improvement.
- Enhanced collaboration and communication between the tertiary refugee student network and the UNHCR/Education partners.
- New partnerships that expand the network of support for refugee students, specifically with higher education and employment providers.
- A final statement of achievements during the assignment.

QUALIFICATIONS/REQUIREMENTS

- a) **Education**
- A bachelor's degree from a recognized higher learning institution.

b) Required Experience

- Fluency in spoken and written English.
- Experience in facilitating training or community programs for youth.
- Knowledge of scholarships for refugees and the skillset to pursue opportunities – passion for education.
- Organized, confident, decisive, and enthusiastic.
- Good verbal and written communication skills with the ability to communicate effectively with advisors and students.
- Lived experience as a refugee in Kakuma or Dadaab camps.
- The ability to work with people from different backgrounds and cultures.
- Strong oral and written skills; excellent drafting, formulation, and reporting skill.
- Attention to detail in document production and editing.
- Excellent interpersonal skills; culturally and socially sensitive; ability to work inclusively and collaboratively with a range of partners, including grassroots community members, religious and youth organizations, and authorities at different levels; familiarity with tools and approaches of communications for development.
- Solid overall computer literacy, including proficiency in various MS Office applications (Excel, Word, etc.) and email/internet; and office technology equipment.

c) Competencies and Values

- **Professionalism:** demonstrated understanding of operations relevant to Windle International Kenya technical capabilities or knowledge relevant or transferrable to Windle International Kenya procedures and rules; discretion, political sensitivity, diplomacy and tact to deal with clients; ability to apply good judgement; ability to liaise and coordinate with a range of different actors, especially in senior positions; where appropriate, high degree of autonomy, personal initiative and ability to take ownership; resourcefulness and willingness to accept wide responsibilities and ability to work independently under established procedures; ability to manage information objectively, accurately and confidentially; responsive and client-oriented;
- **Integrity:** demonstrate the values and ethical standards of the UN and Windle International Kenya in daily activities and behaviours while acting without consideration of personal gains; resist undue political pressure in decision-making; stand by decisions that are in the organization's interest even if they are unpopular; take prompt action in cases of unprofessional or unethical behaviour; does not abuse power or authority.
- **Teamwork and respect for diversity:** ability to operate effectively across organizational boundaries; excellent interpersonal skills; ability to establish and maintain effective partnerships and harmonious working relations in a multi-cultural, multi-ethnic, mixed-gender environment with sensitivity and respect for diversity; sensitivity and adaptability to culture, gender, religion, nationality and age; commitment to implementing the goal of gender equality by ensuring the equal participation and full involvement of women and men in all aspects of operations; ability to achieve common goals and provide guidance or training to colleagues;
- **Commitment to continuous learning:** initiative and willingness to learn new skills and stay abreast of new developments in area of expertise; ability to adapt to changes in work environment.
- **Planning and organizing:** effective organizational and problem-solving skills and ability to manage a large volume of work in an efficient and timely manner; ability to establish priorities and to plan, coordinate and monitor (own) work; ability to work under pressure, with conflicting deadlines, and to handle multiple concurrent projects/activities.
- **Communication:** proven interpersonal skills; good spoken and written communication skills, including ability to prepare clear and concise reports; ability to conduct presentations, articulate options and positions concisely; ability to make and defend recommendations; ability to communicate and empathize with staff (including national staff), military personnel, volunteers, counterparts and local interlocutors coming from very diverse backgrounds; capacity to transfer information and knowledge to a wide range of different target groups;
- **Flexibility:** adaptability and ability to live and work in potentially hazardous and remote conditions, involving physical hardship and little comfort; to operate independently in austere environments for protracted periods; willingness to travel within the area of operations and to transfer to other duty stations within the area of operations as necessary.
- Genuine commitment towards the principles of voluntary engagement, which includes solidarity, compassion, reciprocity and self-reliance; and commitment towards Windle International Kenya's mission and vision, as well as to the UN Core Values.

HOW TO APPLY

We look forward to receiving your application. Those interested in this opportunity should submit their application comprising **CV**(with phone number and email), **Cover Letter** and **Academic Certificates** as one document in pdf format quoting the reference number **11/2024** to: applications@windle.org on or before **6:00pm 31st December 2024**

All soft copy application documents **MUST** be submitted as **one continuous document** in **PDF format** and this document saved under the applicant's full names.

Only complete applications submitted before the deadline will be considered. We will only contact candidates selected for the next steps of the process.

Windle International - Kenya's selection processes reflect our commitment to equal opportunity regardless of one's gender, disability, religion or ethnic affiliation. We work in schools and are committed to safeguard children from abuse.