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TERMS OF REFERENCE (TOR)

Position: Community Paralegals / Navigators (5 position)

Organization: RELON-KENYA

Project: Community Paralegals/ Navigators

Duty Station: Open to Nairobi, Mombasa, Kakuma and Dadaab Kakuma (full-time with field visits when required.)

Contract Duration: 11.5 Months

Contract Type: Fixed-term (non-permanent), subject to satisfactory performance and availability of funding

Reporting To: Executive Director

Reference Number: RE/KE/AS/CP-N/001

Release Date: 26th December 2025

Application Deadline: 7th January 2026, at 2:00 PM (E.A.T)

Starting Date: 15th January 2026

Background

RELON-KENYA is a national network of Refugee-Led Organizations (RLOs) advocating for meaningful refugee participation, inclusion, and representation in policy and decision-making processes in Kenya. Guided by the principle “**Nothing About Us, Without Us,**” RELON-KENYA strengthens refugee leadership and promotes inclusive, rights-based responses, with particular focus on refugees with disabilities and other marginalized groups.

RELON-KENYA is implementing community-based protection and access-to-justice initiatives aimed at strengthening legal awareness, referrals, documentation support, and rights protection for refugees and asylum seekers at the community level.

Position Purpose

The **Community Paralegal / Navigator** will provide inclusive community-based legal awareness, basic legal support, referrals, and navigation services to refugees and asylum seekers including those with disabilities. The role is designed to enhance access to justice, protection services, and essential documentation for all, while strengthening linkages between refugee communities and relevant service providers.

Key Roles and Responsibilities

1. Legal Awareness & Community Outreach

- Conduct inclusive legal awareness sessions on refugee rights, disability rights, asylum procedures, documentation, and access to services.
- Disseminate accurate and timely information on legal and protection issues affecting refugees and asylum seekers including those with disabilities.
- Support community sensitization on gender, disability inclusion, and protection from exploitation and abuse.

2. Case Support & Referrals

- Provide basic paralegal support, including basic intake, identification of cases, and preliminary guidance (non-representational).
- Refer cases to relevant legal aid providers, humanitarian actors, government offices, and protection partners.
- Support all refugees in navigating asylum, registration, documentation, and administrative procedures.

3. Documentation & Follow-Up

- Assist refugees with information related to obtaining or renewing documentation, including asylum seeker passes and related civil documentation.
- Track referred cases and follow up with relevant stakeholders to ensure continuity of support by prioritizing refugee with disabilities.

4. Community Engagement & Reporting

- Maintain strong relationships with refugee communities, RLOs, community leaders, and service providers.
- Collect and document community-level protection trends, challenges, and emerging issues, especially those with disabilities.
- Prepare and submit timely activity reports, time-sheets, case summaries, and referral tracking data.

5. Organizational Support

- Participate in trainings, coordination meetings, and supervision sessions as required.
- Uphold RELON-KENYA's safeguarding, confidentiality, and ethical standards.
- Perform any other duties reasonably assigned by the Executive Director in line with the role.

Minimum Qualifications and Experience

Education

- Minimum of a **Secondary Education** or its equivalent.
- Certification or training in paralegal studies or community-based legal work is an added advantage.

Experience

- At least **one (1) years' experience** working with refugees, asylum seekers, or marginalized communities.
- Demonstrated experience in community outreach, legal awareness, protection work, or case referrals.
- Prior experience working with Refugee-Led Organizations (RLOs) or community-based organizations is highly desirable.
- Experience or familiarity with disability inclusion and protection issues is an added advantage.

Skills and Competencies

- Strong understanding of refugee protection principles and access-to-justice frameworks.
- Excellent interpersonal and community engagement skills.
- Ability to handle sensitive cases with confidentiality, professionalism, and cultural sensitivity.
- Strong organizational and basic reporting skills.
- Ability to work independently with minimal supervision and as part of a team.
- Fluency in English and Kiswahili; knowledge of relevant refugee community languages is a strong advantage.
- Basic computer literacy (MS Word, email, simple data entry).

Contract Conditions

This is a **fixed-term, non-permanent position**. Renewal or extension is subject to satisfactory performance, organizational needs, and availability of funding.

Application Requirements

Interested candidates must submit:

- A **Curriculum Vitae (CV)** (maximum 3 pages)
- A **Cover Letter**
- At least **two (2) referees**, including the most recent or previous employer

People with lived experience of displacement and persons with disabilities are strongly encouraged to apply. RELON-KENYA is committed to providing reasonable accommodation and ensuring accessibility throughout the recruitment process.

Remember to include the position reference number on your application and send your cover letter plus C.V to: recruits.relonke@gmail.com latest 7th January 2026.

“Strength in Diversity, Power in Inclusion.”