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TERMS OF REFERENCE (TOR)

Position: Refugee Disability Inclusion / Program Officer

Organization: RELON-KENYA

Project: Refugee Disability Inclusion Program

Duty Station: Nairobi, Kenya (with field travel as 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/PO/005

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 works to strengthen refugee leadership and promote inclusive, rights-based responses, with particular attention to refugees with disabilities.

RELON-KENYA is implementing the **Refugee Disability Inclusion Program (2025–2027)** in consortium with the International Refugee Assistance Project (IRAP) and the Umbrella of Disabled Persons Organizations in Kenya (UDPK). The program aims to improve access to protection, legal pathways, participation, and inclusion of refugees with disabilities in refugee- and disability-focused systems and policies.

Position Purpose

The Refugee Disability Inclusion / Program Officer will lead and coordinate program activities that promote the meaningful participation, protection, and inclusion of refugees with disabilities, while strengthening collaboration with refugee NGOs, RLOs, OPDs, and other key stakeholders.

Key Roles and Responsibilities

Program Management & Coordination

- Plan, coordinate, implement, and monitor activities under the Refugee Disability Inclusion Program.
- Support access to legal pathways to safety for refugees with disabilities, including referrals and advocacy.
- Identify and address barriers to refugee documentation and disability certification.

Advocacy & Participation

- Promote meaningful participation of refugees with disabilities in policy dialogue and decision-making processes at national, regional, and international levels.
- Support advocacy initiatives advancing disability inclusion within refugee-led and mainstream organizations.

Stakeholder Engagement

- Maintain strong working relationships with refugee NGOs, RLOs, OPDs, and humanitarian actors.
- Leverage existing networks within the refugee sector to advance program objectives.

Monitoring, Evaluation & Reporting

- Track program progress and outcomes against agreed indicators.
- Prepare timely monthly, quarterly, and donor reports.

Team & Organizational Support

- Provide technical guidance to supporting staff or consultants as required.
- Perform other relevant duties assigned by the Executive Director.

Qualifications and Experience

Education

- Bachelor's degree in Social Sciences, Development Studies, Human Rights, Disability Studies, or a related field.

Experience

- **Minimum of three (3) years' professional experience** working in refugee programming, humanitarian response, or refugee rights advocacy.
- Demonstrated strong connections and working relationships within the refugee NGO and humanitarian sector.
- Knowledge or experience in disability inclusion is a **strong added advantage**.
- Experience working with refugee-led organizations or marginalized communities is highly desirable.

Skills & Competencies

- Strong understanding of refugee protection and inclusion frameworks.
- Excellent coordination, communication, and report-writing skills.

- Strong organizational and time-management abilities.
- Ability to work independently and collaboratively.
- Proficiency in MS Office applications.

Contract Conditions

This position is **not permanent**. Contract renewal is subject to **satisfactory performance** and **availability of funding**.

Application Requirements

Interested candidates must submit:

- A CV (maximum 3 pages)
- A cover letter
- **At least three (3) referees**, including the **most recent or previous employer**

People with lived experience of displacement background 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.”