

# Community Liaison Assistant – Food Security & Livelihoods (FSL) and Financial Inclusion (FI) - (19 Positions)

DanChurchAid (DCA) Kenya is seeking qualified candidates to fill positions of **Community Liaison Assistants – Food Security and Livelihoods (FSL) and Financial Inclusion (FI)** in **Locations outlined below** to support the implementation and coordination of Food Security & Livelihood projects as well as Financial Inclusion targeting refugees and host communities in Turkana West Sub County. The positions are based in target areas and report to the relevant DCA Project Assistants. The postholders will collaborate closely with other DCA project staff, humanitarian and development partners in the FSL&FI sector, and community members to ensure the successful execution of project activities aimed at enhancing food security and livelihood and financial inclusion opportunities for vulnerable populations.

LOCATION/Subcounty	Village/villages/camp	No of positions
Turkana West Subcounty	Kakuma 1	4
Turkana West Subcounty	Kakuma 2 & 3	4
Turkana West Subcounty	Kalobeyei Settlement	3
Turkana West Subcounty	Nakoyo	1
Turkana West Subcounty	Lochere edome, Nakwangat & Nachurur	1
Turkana West Subcounty	Lopuski, Nijawoi, Namon & Kangitesiroi	1
Turkana West Subcounty	Kalobeyei Host	2
Turkana West Subcounty	Kabokorit & Porowa	1
Turkana West Subcounty	Lokipoto	1
Turkana West Subcounty	Letea	1

## Roles and Responsibilities

### Community Engagement and Mobilization

- Lead in community mobilization and entry during project deployment, consulting with the local leaders & agencies implementing similar activities at the camp as well as in the host community and in consultation with the supervisor.
- Serve as a liaison between DCA and the targeted community, building trust and maintaining open communication among participants
- Facilitate community mobilization efforts to encourage participation in FSL & FI activities, such as training sessions, workshops, and project initiatives.
- Support in the identification of project participants and provide necessary guidance for their inclusion in FSL & FI activities, in doing so ensuring accountability, transparency and contributing to the achievement of Core Humanitarian Standards.

### Awareness Creation, Training Support and Capacity Building

- Identify technical capacity gaps for participants and recommend areas of capacity building.
- Facilitate and provide training for project participants where necessary.
- Assist in conducting awareness sessions to educate the community on project objectives, benefits, and processes.
- Help facilitate training sessions, providing hands-on support and ensuring that participants understand key concepts and techniques (e.g. vegetable production, poultry production, etc).
- Sensitize and train project participants on the VSLA methodology
- Provide on-site support to VSLA groups formed under the projects

### Data Collection, Reporting & Accountability

- Assist in gathering data from the community for monitoring and evaluation purposes, including regular updates on project progress, beneficiary feedback, and outcomes.
- Submit accurate reports to the project assistants or other DCA staff, highlighting challenges, successes, and any observations that could improve the project (opportunities)
- Flag issues or grievances encountered via the most appropriate channels.

### Project Implementation Support

- Support the day-to-day implementation of FSL & FI activities, including assisting in the distribution of seeds, tools, or other resources to beneficiaries.
- Supervise small-scale project activities, such as establishing kitchen gardens, income-

generating group activities, or savings and loan associations.

- Encourage adherence to good agricultural and environmental practices, ensuring that participants follow the recommended guidelines.

#### **Feedback and Conflict Resolution**

- Provide a channel for community feedback, grievances, and suggestions, escalating these to the DCA's project staff as needed.
- Help mediate any conflicts or issues arising from project activities, addressing them respectfully and professionally.

#### **Promoting Sustainability and Resilience**

- Motivate the community to take ownership of FSL & FI activities to enhance sustainability.
- Encourage and support community members in adopting practices that build resilience to climate or market shocks.

#### **Documentation and Record Keeping**

- Maintain accurate records of participants, attendance, and resources provided.
- Document significant project milestones, beneficiary stories, and success cases for internal reporting and donor communications.
- Identify and share with DCA possible case studies for their documentation

#### **Qualifications, Skills and Experience:**

- Certificate or diploma in agriculture, business, community development, or a related field.
- Experience in implementing food security and livelihoods and / or financial inclusion projects.
- **Must be a resident** of the specified location (**Location being Applied for**).
- Ability to build relationships and network with various project stakeholders.
- Proficiency in using IT-based solutions for data collection.
- Proven experience in community mobilization and sensitization.
- Familiarity with the geographical areas of application.
- Knowledge of at least one additional language spoken by residents in area of application.
- Strong command of both oral and written English and Swahili and good communication skills.
- Excellent teamwork and interpersonal skills.
- Willingness to travel to participants' homesteads and meeting points within the areas of application.
- Ability and willingness to ride a motorbike is an added advantage.

#### **About DCA**

DanChurchAid (DCA) is working in Turkana, West Pokot, Baringo, Elgeyo Marakwet, Nyandarua, Nakuru, and Nairobi counties with refugees and local communities to enhance peace, livelihoods, and resilience. DCA implements projects directly as well as through local partner organizations. For more information on DCA, please visit <https://www.danchurchaid.org/>

The position is for 9 months (renewable subject to satisfactory performance and availability of funds) with 3 months being probation period. DCA offers a competitive salary package in accordance to experience and DCA Kenya HR Manual.

#### **How to Apply**

Apply online through: <https://dca.career.emply.com/en/national-positions>

The deadline for applications is **7th August 2025**

This position is strictly open to candidates from Turkana County, including refugees residing in Kakuma Refugee Camp and Kalobeyei Settlement. All applicants, including those with refugee status, will be hired subject to statutory requirements. Refugee applicants must have a valid refugee status (refugee ID card) and be willing to apply for a Class M work permit, with support from DCA.

All applications must be channeled through the online recruitment system.

Only short-listed candidates will be contacted.

All interested candidates are encouraged to apply for the vacancy. DCA conducts an anti-terror check as part of the recruitment process. It is a prerequisite that you can pass this check and maintain this status throughout your employment with us. Everyone applying for a job with DCA must be ready to comply with our Staff Policy on Prevention of Sexual Exploitation, Abuse and Harassment and our Child Safeguarding Policy.