



VACANCY ANNOUNCEMENT

JOB DESCRIPTION: LIVELIHOOD FACILITATOR

NO OF POSITIONS: 1

ORGANIZATION: Inspire for Change (I4C)

LOCATION: Kakuma 3 Zone 1 Block 2, Turkana West, Kenya

REPORTING TO: Program Manager

ABOUT INSPIRE FOR CHANGE

Inspire for Change is a legally registered refugee-led community-based organization in Kenya-Kakuma with registration number DSD/23/124/02/156207, established in June 2023 in Kakuma Refugee Camp, Turkana West Sub-County, Kenya. The organization was formed by refugee youth in response to limited access to tertiary education opportunities, limited access to inclusive and sustainable livelihood opportunities, unsustainable environmental practices, and low digital literacy levels.

POSITION OVERVIEW

Inspire for Change CBO is seeking to recruit a dedicated and results-oriented livelihood facilitator to support the implementation of the Entrepreneurship Training for Small Scale Businesses (ETfSSB) in Kakuma. The required candidate must have a strong understanding of topics such as bookkeeping, marketing and legal understanding of how businesses source capital for their growth.

The facilitator will be expected to work closely with the participants, community leaders, our partners, security, and members to ensure the training is delivered to the expectations and reporting is done as per the standard for the organization and the funding partner. Within the training duration, the participant must show that the skills gained are improving their businesses and growth in revenue.

The position also requires someone with strong community engagement and experience in entrepreneurship facilitation for small-scale businesses.

KEY RESPONSIBILITIES

- Mobilize and interview eligible beneficiaries for Entrepreneurship Training for Small Scale Businesses in Kakuma.
- Conduct market assessments, needs assessments, and beneficiary profiling to identify livelihood opportunities and challenges.
- Train beneficiaries on bookkeeping (cash book management, stock management, credit management, and profit and loss statement)
- Support entrepreneurs in maintaining accurate financial and business records.
- Strengthening linkages between beneficiaries, suppliers, buyers, private sector actors, and other stakeholders.
- Monitor beneficiary progress and provide follow-up support to improve business performance and sustainability.
- Maintain accurate beneficiary databases, attendance records, training reports, and project documentation.
- Collect success stories, document lessons learned, and other project evidence.
- Prepare weekly, monthly, quarterly, and activity reports for submission to the Program Manager.
- Promote safeguarding, accountability, protection principles, and organizational values throughout project implementation.
- Represent Inspire for Change CBO in livelihood-related meetings, forums, and community engagements as assigned.
- Support monitoring, evaluation, learning, and continuous improvement of livelihood programs.
- Perform any other duties assigned by the Program Manager related to livelihoods

QUALIFICATIONS AND COMPETENCIES

- Professional certificate in ATD, CPA, and Diploma in Business Management, Diploma in Business Administration, or Bachelor's Degree in Business Administration, Accounting, Economics, Project Management, or related field
- At least 1 year of experience in entrepreneurship or livelihood trainings
- Experience working with refugees and displaced persons
- Knowledge in bookkeeping, marketing, and savings groups will be an added advantage
- Excellent communication and interpersonal skills.
- Ability to prepare reports and maintain accurate records.
- Good understanding of small-scale businesses in the context of Kakuma Refugee Camp
- Ability to work independently
- Strong commitment to humanitarian principles, diversity, inclusion, and community empowerment.
- Proficiency in English, Kiswahili, Arabic and local languages spoken in Kakuma is an added advantage.

Compensation

You will receive an incentive pay between Ksh 10, 000-12,000 per month, provided you meet the performance targets and complete all tasks assigned to you by the program manager and the management. During this period, you will not be entitled to any additional benefits. Future engagement will depend on funding availability.

Working hours

You will be expected to work from Monday to Friday from 8:00 am to 5:00 pm

Duration of the contract

The duration for this post is 6 months, with the first three months being a probation period.

HOW TO APPLY

Interested and qualified candidates should submit their applications before 13th June 2026 at 5:00 PM EAT.

Your application must include the following documents:

- motivation letter mentioning the position title
- A resume or CV
- A copy of academic certificates and testimonials
- A Refugee ID or manifest

Applications should be sent to: info@inspireforchange.org and copied to: youniyasseliman@gmail.com

Due to the usual high volume of applicants we receive, only short-listed applicants will be contacted. Late submissions or incomplete applications will not be taken into consideration.

KEY DATES

Call for applications: 5th June 2026

Application deadline: 16th June 2026

Interview deadline: 19-20 June 2026

Successful candidates announced: 25th June 2026

Work start date: 1st July 2026 at 8:00 AM