Islamic Relief- Kenya
Job Description

Established in 1984 in the UK, Islamic Relief is an international NGO seeking to promote sustainable economic and social development by working with local communities through relief and development activities regardless of race, colour and religion, and without expecting anything in return

Islamic Relief (IR) began its operations in Kenya in 1993 through an orphan sponsorship programme implemented in partnership with a local Community-Based Organization (CBO) in Mandera District, Northern Kenya. In March 2006, IR established a fully-fledged country office during the peak of the drought crisis in the Horn of Africa. Since then, the organization has continued to provide humanitarian and development assistance to vulnerable and underserved communities across Kenya.

Over the years, IR has implemented a wide range of relief and development programmes in Garissa, Kilifi, Kajiado, Lamu, Mandera, Marsabit, Nairobi, Tana River, and Wajir Counties, contributing significantly to improving the lives and resilience of the communities it serves. Islamic Relief Kenya's programmes are designed to address the most pressing needs of vulnerable populations, with a particular focus on communities living in Arid and Semi-Arid Lands (ASALs) and urban informal settlements.

Islamic Relief Kenya program is guided by four strategic priorities: Empowering communities and changing lives, responding to life-saving humanitarian emergencies, Addressing the root causes of poverty and climate-related crises and strengthening organizational capacity and effectiveness

Islamic Relief Kenya in its pursuit to strengthen its orphan sponsorship Programme operations, seeks to employ motivated, hardworking and pro-active individuals to fill in the following position.

Job Title: **Child Welfare Assistant**

Department: **Programmes**

Reporting To: **Child Welfare Coordinator**

Base Location: **Mandera Field Office 100%**

Contract Duration: **12 Months (Renewable subject to performance and organizational needs)**

Overall Responsibility

Under the supervision of the Child Welfare Coordinator, the child welfare Assistant will be responsible for overseeing the implementation of child welfare interventions in Mandera County and supporting programme design, planning, implementation, monitoring, and evaluation. Working closely with a dynamic field team, the role holder will ensure that all child welfare activities are delivered effectively and in accordance with Islamic Relief's policies, procedures, and standards.

The incumbent will also ensure that the organization's core commitments to children are upheld, safeguarding their rights and well-being in line with national and international child protection frameworks, and ensuring that children are protected from all forms of harm, abuse, neglect, and exploitation.

DUTIES AND RESPONSIBILITIES:

- Support the Child Welfare Coordinator in the planning, coordination, and effective implementation of project activities in accordance with the approved project implementation plan.
- Facilitate the timely processing and disbursement of quarterly sponsorship payments, regular support payments, and donor gifts to sponsored orphans.
- Develop, share quarterly success stories, and case studies that demonstrate project achievements, impact, and lessons learned.
- Conduct regular home visits to orphan households to verify the delivery of sponsorship benefits and assess the well-being of supported children.
- Support the collection, verification, and management of baseline and monitoring data, including capturing high-quality photographs for orphan biodata, progress reports, and donor reporting requirements.
- Maintain accurate and up-to-date orphan profiles and biodata records within the Alyateem system, ensuring data quality and completeness.
- Assist in the compilation, quality review, and timely submission of orphan annual progress reports.
- Support the planning, coordination, and implementation of seasonal assistance programmes, including Ramadan food distributions and other welfare interventions for sponsored orphans and their families.
- Facilitate the opening of bank accounts for newly enrolled orphans and ensure all supporting documentation is completed and compliant with organizational requirements.
- Prepare comprehensive reports on orphan family visits, highlighting key observations, safeguarding concerns, recommendations, and follow-up actions.
- Maintain organized and accurate electronic and physical records of sponsored orphans to support programme management, audits, and donor compliance requirements.
- Assist in the identification, assessment, verification, and registration of eligible orphan beneficiaries in line with Islamic Relief Kenya's sponsorship criteria and guidelines.
- Participate in data collection exercises, assessments, and monitoring activities aimed at measuring programme performance, outcomes, and impact.

- Compile orphans' letters, drawings, and other sponsor communications materials, ensuring their timely submission to respective donors.
- Produce timely progress reports, including both quantitative and qualitative information, on Child welfare activities, monthly and quarterly reports.
- Support accountability, safeguarding, and child protection initiatives by promptly reporting concerns and ensuring adherence to organizational policies and procedures.
- Adhere to all relevant IRK policies and procedures, including those related to Child Protection and Safeguarding, the Code of Conduct, Health and Safety, Security, and other organizational policies.
- Promptly escalate any serious complaints, concerns, or incidents to the Child Protection and Safeguarding Focal Point in accordance with established safeguarding reporting procedures.
- Proactively identify project challenges, risks, and implementation gaps, develop practical recommendations, and promptly bring them to the attention of the Child Welfare Coordinator for review and action.
- Support the sensitization and training of orphans, caregivers, and guardians on Child Protection and Safeguarding, the Complaints and Feedback Mechanism, and other relevant organizational policies, ensuring awareness, understanding, and compliance at all levels.
- Carry out any other duties and responsibilities assigned by the supervisor in support of programme objectives.

QUALIFICATION AND EXPERIENCE

- Degree in project management, Community development, Psychology, development studies, social work or any other related fields
- Two years of relevant professional work experience in Child Protection, Project Management, gender-based violence, safeguarding, humanitarian response or any other related fields.
- Proficiency in computer applications, especially MS word, MS excel, MS Access Power point
- Project cycle management skills and experience of working with children
- Demonstrable competence in report writing
- Fluent in English and Kiswahili. Working knowledge of local language strongly preferred.

Competencies/Skills

- Proven analytical skills and ability to think strategically
- Effective report writing skills
- Strong organizational skills.
- demonstrate sound security awareness, knowledge of the local context
- Ability to quickly learn new systems, processes and procedures.
- Ability to work under pressure and meet strict project deadlines.
- Team player.
- Ability to identify and solve problems.
- Excellent communication and presentation skills.
- Able to work effectively in a multi-cultural environment

How to Apply

Interested candidates are invited to submit a cover letter and a detailed Curriculum Vitae (CV) outlining their qualifications, relevant experience, and contact details. The CV should include the names and contact information of three professional referees, a valid email address, and daytime telephone contacts.

Please ensure that both the cover letter and the email subject line clearly indicate the title of the position being applied for (Child Welfare Assistant).

Applications should be sent to**: Recruitment.irk@islamic-relief.or.ke by 30th September 2026.**

Islamic Relief Kenya is committed to fostering diversity, inclusion, and equal opportunity. female candidates and graduates of the IRK Orphan Sponsorship Programme are strongly encouraged to apply for this position.