



**Job Title: Employer Relationship Officer**

**Organization:** Riziki Source

**Location:** Nairobi, Kenya

**Department:** Programs

**Reports to: Director of Programs**

**About Riziki Source:** Riziki Source is a non-profit organization dedicated to empowering persons with disabilities by providing them with training, facilitating employment opportunities, and supporting employers in fostering disability inclusion and confidence in the workplace. Our vision is to create an inclusive society where persons with disabilities can thrive and contribute to the workforce.

### **Job Purpose**

The Officer is responsible for building and nurturing relationships with potential employers across the private, public, and civil society sectors, including both the formal and informal economies, locally and internationally. The role focuses on enhancing internship, apprenticeship, and placement opportunities for persons with disabilities, bridging the gap between organizations and this untapped talent pool.

### **Key Responsibilities**

#### **1. Strategic Engagements Across Sectors**

- Build and nurture collaborative relationships with stakeholders across private, public, and civil society sectors, ensuring representation from both formal and informal economies.
- Initiate and facilitate outreach initiatives, industry visits, and cross-sectoral networking events to drive engagement and foster partnerships.
- Partner with organizations to co-create and implement inclusive hiring practices, workplace policies, and tailored solutions to promote diversity and equity.
- Develop agreements for internships, apprenticeships, and job placements, ensuring alignment with the needs of employers and job seekers.
- Actively participate in and support in organizing forums, workshops, and conferences to build awareness and encourage adoption of best practices in inclusive employment across all sectors.

#### **2. Program Development and Industry Alignment**

- Collaborate with the Programs and Business Development teams to align training programs with industry needs.



- Provide industry insights to ensure vocational and skills training programs remain relevant.
- Conduct market research to identify employment trends, skill gaps, and emerging opportunities.

### **3. Placement Activities**

- Facilitate job, internship, and apprenticeship placements for persons with disabilities, ensuring alignment with their skills and career aspirations.
- Support in organizing and coordinating placement drives, job fairs, and campus recruitment events to connect candidates with inclusive employers.
- Support in providing personalized career counseling, resume-building workshops, and interview preparation sessions to empower candidates for successful placements.

### **4. Community Outreach and Advocacy**

- Build and sustain partnerships with disability rights organizations, educational institutions, and community groups to expand program impact and foster inclusion.
- Engage stakeholders across diverse sectors to drive awareness, promote inclusive practices, and support the organization's mission.
- Facilitate community-based initiatives and campaigns to enhance program visibility and align with local needs and priorities.

### **5. Data Management and Reporting**

- Maintain detailed records of corporate partnerships, placement statistics, and participant progress.
- Utilize placement management tools to streamline operations and generate performance reports.

### **6. Participant Support**

- Organize mentorship programs and career development activities to enhance participants' employability and career readiness.
- Develop and maintain a comprehensive inventory of inclusive support services and resources tailored to meet the needs of employers and program participants.

### **Required Skills and Qualifications**



- **Education:** A bachelor's degree in business, human resources, social sciences, or a related field.
- **Experience:**
  - Prior experience in corporate relations, partnership building, recruitment, or higher education.
  - Experience in working with or advocating for persons with disabilities is an added advantage.
- **Skills:**
  - Excellent interpersonal, communication, and networking skills.
  - Strong organizational and time management abilities.
  - Proficiency in Microsoft Office Suite and placement management tools.
  - Understanding of industry trends and employment practices.

### **How to Apply:**

Interested candidates should submit their resume, a cover letter outlining their qualifications and experience, and contact information of three professional references to [kazi@rizikisource.org](mailto:kazi@rizikisource.org)

Please quote **"Employer Relationship Officer Application"** as the subject line.

Applications will be accepted until **31st December 2024**.

Riziki Source is an equal opportunity employer committed to diversity and inclusion.

Please reach out to us if you have any accessibility needs while applying for this opportunity.

If you do not hear from us by **24th January, 2025**; consider your application unsuccessful.