



Kenya National Commission on Human Rights

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VACANCIES

The Kenya National Commission on Human Rights (KNCHR) is a Constitutional Commission established under Article 59 and Chapter 15 of the Constitution of Kenya 2010, and operationalized by the Kenya National Commission on Human Rights Act, 2011(Revised 2012) and the UN Paris Principles. KNCHR's mandate is to develop a culture of human rights through the promotion and protection of human rights and freedoms in the Republic of Kenya. KNCHR's role is to advise, audit and watchdog both government and private institutions on human rights and freedoms compliance. KNCHR operationalizes its human rights mandate through; Research and Compliance, Public Education and Training, Reforms and Accountability, Complaints and Investigations, Redress, and Economic, Social and Cultural Rights programmes. KNCHR headquarter is situated in Nairobi City County with five regional offices located in Wajir, Kitale, Mombasa, Kisumu and Laikipia Campus. All officers may serve in any of these locations.

KNCHR hereby invites applications for the following positions:

1. DEPUTY COMMISSION SECRETARY

REF: KNCHR/ADM/ DSC /09/2017

Reports to: Commission Secretary

Duration: 5 years renewable contract

Duty Station: Nairobi with occasional travel

Gross Salary: Kshs 406,750

Job Purpose

This position is responsible for the provision of strategic leadership in program design, implementation, and monitoring and evaluation in consultation with Commission Secretary to ensure that the mandate of the Commission to foster promotion and awareness of human rights is achieved.

Key Duties

Managerial Responsibilities:

- 1) Formulate and implement policies and strategies for effective discharge of the functions of the Commission in accordance with the mandate of the commission to protect human rights for all
- 2) Coordinate the development of the commission's annual report on the state of human rights in Kenya for presentation to donors and stakeholders
- 3) Conduct quality control checks on all departments to ensure that they are in compliance with the set performance contract with the Commission
- 4) Coordinate the development of the department's work plans and reports to ensure that they are in line with the set performance targets for the organization
- 5) Manage the performance appraisal of staff within the department to ensure that the department's performance is on track with the set performance contract for the organization
- 6) Organize and allocate tasks to heads of departments in the Commission to ensure optimal utilization of the resources in the commission
- 7) Prepare statutory reports on the state of human rights in Kenya for presentation to parliament
- 8) Review and submit programme reports on the state of human rights in Kenya to the CEO for presentation to Commissioner's Strategy meetings

Operational Responsibilities:

- 1) Track activity budgets and approve spend requests to ensure that activities are reflective of the commission's work plan and in accordance with the mandate of the commission
- 2) Oversee the development of concept notes for requisition of donor funds to implement various human rights awareness and implementation projects
- 3) Oversee the identification of human rights activities to be funded by donors to enable the commission to achieve its mandate
- 4) Review donor reports on the commission to ensure that the activities of departments are in line with the objectives of the donors and present to the CEO
- 5) Ensure that heads of departments are well versed in the commission's management strategies and are able to implement them
- 6) Monitor the implementation of projects within the commission to ensure that project goals and timelines are met.

Skills, Experience and Minimum Qualifications

- Master's Degree in Social Sciences (PhD is an added advantage).

- 12 years working experience with at least 5 years at a senior position
- Post graduate qualification in Strategic and project Management, planning, proposal writing /Administration, governance, or human Rights.
- Leadership and strategic management skills
- Financial management
- Budgeting
- Excellent IT skills, with working knowledge for the various packages.
- Excellent communication, interpersonal and negotiation skills.
- Excellent organizational and problem solving skills
- Knowledge of the project management cycle and public administration
- Meet the requirements of Chapter Six of the Constitution of Kenya

**2. SENIOR HUMAN RIGHTS OFFICER – REDRESS -READVERTISEMENT
REF: KNCHR/ADM/SHRO/10/2017**

Reports to: Principal Human Rights Officer- Redress

Duration: Permanent and Pensionable

Duty Station: Nairobi with occasional travel

Gross Salary: Kshs. 205,850/-

Job Purpose

This position is responsible for the provision of redress services; legal advice, public interest litigation and alternative dispute resolution, to petitioners towards the promotion and protection of human rights and freedoms in respect to its Article 59 mandate.

Key Duties

- To identify and advise KNCHR on the appropriate redress strategy and mechanisms for strategic, effective and timely interventions and/or resolution of complaints or issues and on public interest matters
- To take up public interest litigation or represent KNCHR and/or the petitioners in court, tribunal, committee or commission to facilitate appropriate redress
- To assist design, develop opinions and guide on the appropriate public interest litigation strategy and jurisprudential focus
- To coordinate dialogue, research and drafting of appropriate redress options in respect to private and public interest complaints and issues
- To identify, advise and take up appropriate dispute resolution mechanisms for effective and immediate redress on all complaints and investigations undertaken by KNCHR

- To advise, implement and document a public interest and learning platform in strategic reform interventions that result in the promotion of a culture of human rights in both government and private institutions
- To assist develop and implement monitoring and evaluation tools and systems that track and document the redress departments performance
- To manage, document, ensure confidentiality and appropriate access to the Redress department's information and reports
- To advise, monitor and input into the departmental planning and budget process

Qualifications, experience and skills

- Master's degree in Law from a recognized university
- Five years' experience of which one is at a supervisory role.
- Advocate of the High Court with current practicing certificate
- Meet the requirements of Chapter Six of the Constitution of Kenya
- Certificate in any ADR mechanism

OR

- Bachelor's degree in law from a recognized university
- Seven years' experience in a comparable position of which three is at a supervisory role
- Advocate of the High Court with current practicing certificate
- Meet the requirements of Chapter Six of the Constitution of Kenya
- Certificate in any ADR mechanism

AND

- Demonstrable experience in conducting Public Interest litigation
- Demonstrable experience in the use of appropriate dispute resolution mechanism
- Demonstrable knowledge of national, regional and international Constitutional and human rights jurisprudence and instruments or conventions
- Appropriate knowledge and use of digital technology
- Good communication, interpersonal, organizational, negotiation and problem solving skills.
- Appreciation of the programme management cycle and public administration

3. HUMAN RIGHTS OFFICER II – COAST REGIONAL OFFICE

REF: KNCHR/ADM/ HRO /11/2017

Reports to: The Regional Coordinator

Location: Mombasa with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs. 100,250

Job purpose

This position is responsible for the provision of legal support services and the implementation of region specific best practices that contribute to the realization of Human Rights within the same. This role is to pursue redress for human rights violations in the commission's regional offices to reinforce programs and practices that support the advancement of Human Rights programs inclusive of access to justice, devolution, land, citizenship, security, business human rights, minority groups, environmental rights, labour rights, public sector accountability and engaging cultural and traditional institutions to mainstream human rights laws

Operational Responsibilities:

- a) Undertake client screens and inquiries for complaints handling for victims seeking redress for human rights violations to facilitate the justice process and seek favorable outcomes for them.
- b) Analyze case files and make appropriate decisions, determinations and recommendations on complaints that's have been lodged at the regional office
- c) Provide legal advice to clients in Human Rights Related court cases and disputes through the preparation of sound legal opinions on complaints brought forward beyond arbitration
- d) Participate in field investigations and legal research in response to Human Rights violation cases noted or reported to the regional office to determine the way forward in pursuit of justice for the complainants
- e) Offer legal counsel to inform complainants on the law with regard to possible human rights violations to equip them on next steps and options available to them to mitigate said situations
- f) Refer complaints that fall outside the mandate of the commission to appropriate agencies for resolution as a way to assist them despite being outside the service parameters of the commission
- g) Prepare reminders and acknowledgements to keep the complainants informed on the status of the complaints they have lodged on Human Rights violations at the regional office

Skills, Experience and Minimum Qualifications

- Bachelor's degree in law from a recognized university
- Be admitted as an Advocate of the High Court of Kenya
- At least 1 year of relevant service in a comparable position from a reputable organization
- Good understanding of human rights and other relevant laws
- Good research skills.

- Good communication, listening and client management skills.
- Computer literacy

All applicants should submit copies of clearance certificates from the following institutions:-

- **Kenya Revenue Authority (KRA)**
- **Criminal Investigations Department (CID)**
- **Higher Education Loans Board (HELB)**
- **Ethics and Anti-Corruption Commission (EACC)**
- **Credit Reference Bureau (CRB)**

KNCHR is an equal opportunity employer which offers a competitive remuneration commensurate to qualifications and experience.

Qualified female candidates and Persons with Disabilities are encouraged to apply.

Those who had earlier applied for the Redress position need not re-apply.

Please note that it is a criminal offence to provide false information and documents.

Only short listed candidates will be contacted.

If you possess the above qualities, please submit your applications manually through the post office or by hand delivery, clearly indicating the position, and the Ref No. on both the cover letter and envelope, together with a detailed C.V, names and telephone contacts of three referees one of whom should be your immediate supervisor, to reach us by **Wednesday 15th March, 2017 to:**

The Commission Secretary,
Kenya National Commission on Human Rights (KNCHR)
Kasuku Road, off Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359-00200
NAIROBI.