



Kenya National Commission on Human Rights

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VACANCIES

The Kenya National Commission on Human Rights (KNCHR) is an independent National Human Rights Institution created by Article 59 of the Constitution of Kenya 2010 and established by the Government of Kenya through an Act of Parliament (the Kenya National Commission on Human Rights Act, 2011) and under the United Nations Paris Principles. KNCHR's mandate includes furthering the protection and promotion of human rights in Kenya, acting as a watchdog over the Government in the area of human rights, and the provision of Leadership in moving the country towards a human rights state. KNCHR fulfils its human rights mandate through a number of programmes, including Research and Compliance, Public Education and Training, Complaints and Investigations, Redress and Economic, Social and Cultural Rights. The Commission's main office is in Nairobi with five regional offices in Wajir, Kitale, Mombasa, Kisumu and Laikipia Campus. Officers may serve in the Head Office or in any of the regional offices.

KNCHR hereby invites applications for the following positions:

1. HUMAN RIGHTS OFFICER II – Complaints and Investigations Department (CID)
REF: KNCHR/ADM/ HRO /04/2016

Reports to: The Principal Human Rights Officer, CID

Location: Nairobi with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs. 100,250

Job purpose

This officer will be responsible for the support of implementation of the organization's complaints and investigation strategy, which includes; processing of complaints, undertaking research, writing

legal opinions, resolving complaints using Alternative dispute resolution, supporting referral partnerships all aimed at promoting realization of human rights in Kenya.

Operational Responsibilities:

- a) Use of complaints processing and management systems to enhance efficiency in line with the commission's mandate
- b) Screen complaints of alleged human rights violations made by complainants to determine whether they meet the commission's admissibility criteria as per the commission's mandate
- c) Give legal advice on matters pertaining human rights and any other laws.
- d) Support the management committee in referral of complaints that fall outside the mandate of the commission to appropriate agencies for resolution
- e) Conduct research on complaints on human rights violations to come up with an opinion to determine the way forward in the pursuit of justice for the complainants
- f) Assist in the promotion of proactive resolution of complaints on human rights violations to avoid recurrence of similar situation from arising
- g) Assist in planning departments meetings and other activities when called upon.
- h) Prepare statutory reports on complaints received and the remedial action taken by the commission against the violators as per the strategic guidelines of the commission

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

2. HUMAN RIGHTS OFFICER II- PUBLIC EDUCATION & TRAINING REF: KNCHR/ADM/ HRO /05/2016)

Reports to: The Principal Human Rights Officer – Public Education and Training

Location: Nairobi with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs. 100,250

Job purpose

This position is responsible for the support to the delivery of information, education and sensitization of the public, state and non-state actors on human rights issues for the purpose of enhancing the respect of such rights.

Operational Responsibilities

- a) Provide administrative support to the implementation of human rights projects for the public in line with the strategic plan of the commission
- b) Facilitate capacity building and awareness forums on human rights
- c) Collect data for monitoring the extent of enjoyment of human rights, standards and principles by the public through feedback on public training delivered
- d) Draft activity- based progress reports on all human rights public, education and training assigned projects for accountability purposes to the donor
- e) Assist in in the organization's departments internal and external forums on information education communication e.g. meetings, workshops
- f) Assist in the quality control of all human rights programmed productions and materials to the public is simple yet comprehensive

Skills, Experience and Minimum Qualifications

- Bachelor's Degree in Social Sciences, law or an equivalent from a recognized university
- 1 year of service in a comparable position from a reputable organization
- Computer Literacy
- Knowledge in research methodology
- Excellent data and analytical skills

3. HUMAN RIGHTS OFFICER II- NORTH RIFT REGIONAL OFFICE REF: KNCHR/ADM/HRO /06/2016)

Reports to: Regional Coordinator/Senior Human Rights Officer – North Rift Regional Office

Location: Kitale with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs. 100,250

Job Purpose

To manage and process complaints from petitioners.

Operational Responsibilities

- a) Implementing systems and processes for efficient processing and management of complaints on human rights violations in the region
- b) Screening of petitioners
- c) Assist in review of Weekly screenings
- d) Coordinating and supporting the Complaints referral and management committee
- e) Analyze case files and make appropriate decisions, determinations and recommendations on complaints that have been lodged at the regional office

- f) 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
- g) 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
- h) 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
- i) 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
- j) 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
- k) Undertaking research and drafting legal opinions on human rights complaints
- l) Assist in preparation of various programme reports

Skills, Experience and Minimum Qualifications

- A Bachelor's Degree in Law and an Advocate of the High Court of Kenya
- At least one year work experience in an equivalent level or human rights Investigations
- Good skills on Complaints handling and investigations with a good understanding of human rights
- Good Interviewing, Investigation and report writing skills
- Good organisational, writing, interpersonal, communication and analytical skills
- Sound Knowledge and understanding of International Human Rights instruments and the Constitution.
- A good team player who is results oriented, has attention to detail and is client focused
- Computer literacy, ability to work in stressful and demanding environments.
- Fluency in spoken and written English and Swahili.

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

Only short listed candidates will be contacted.

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.

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 **Friday 11th November, 2016**
to:

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