



Kenya National Commission on Human Rights

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VACANCY ADVERTISEMENT

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 four regional offices in Wajir, Kitale, Kisumu and Mombasa. Officers may serve in the Head Office or in any of the regional offices.

KNCHR hereby invites applications for the following positions in its Wajir Regional office:

HUMAN RIGHTS OFFICER II: WAJIR REGIONAL OFFICE

WAJIR-Ref: KNCHR/ADM/HRO II/02/16

Reports to: Senior Human Rights Officer
Location: Wajir with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs 100,250

Job Objective

To manage and process complaints from petitioners.

Description of key duties

The main tasks performed by the job holder.

- Implementing systems and processes for efficient processing and management of complaints on human rights violations in the Region
- Screening of petitioners
- Assist in reviewing of Weekly screenings
- Coordinating and supporting the Complaints referral and management committee
- Undertaking research and drafting legal opinions on human rights complaints
- Assisting in the promotion of proactive resolution of complaints on human rights violations.
- Assist in preparation of various programme reports

Minimum Requirements

- A Bachelors 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
- Skills on Alternative Dispute Resolution
- 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 (people management), 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.

RECEPTIONIST - KISUMU

Ref: KNCHR/HR/ADMIN/1/2016

Reports to: Regional Coordinator/Senior Human Rights Officer

Location: Kisumu

Duration: Permanent and Pensionable

Gross Salary: Khs. 49,193.00

Key Duties and Responsibilities

- Managing and offering the necessary assistance required by all the commission visitors
- Managing of all incoming and outgoing telephone communications
- Responsible for notifying the officer in charge, other office staff and the service providers on any malfunctioning on the communication equipment.
- Ensure letters, parcels brought through the reception are delivered to the right office
- Preparing and serving tea on a timely basis to regional staff and meetings held within the commission
- Assisting in maintenance of office cleanliness and preparation of tea and snacks for staff and internal meetings.
- Assisting in photocopying and binding of official documents
- Assisting in ensuring that security measures put in place are adhered to by closing all the windows in the boardrooms, offices and closing the main doors

Qualification, Experience, Skills and Attributes

- Certificate in Front Office/Switchboard operations/Secretarial Studies/customer care.
- 1 Year experience in a busy office
- Excellent Communication and Interpersonal skills
- Good analytical and problem solving skills
- Ready to work under pressure and at times beyond working hours
- Attention to details and a person of high integrity

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

QUALIFIED CANDIDATES FROM THE REGIONS ARE ENCOURAGED TO APPLY.

If you possess the above qualities, please submit your online applications through <http://recruitments.knchr.org> and also send a manual copy to our 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 **29th January, 2016** to:

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

Only short listed candidates will be contacted