



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 entrenched in the Constitution of Kenya 2010 under Article 59 and subsequently established through an Act of Parliament (the Kenya National Commission on Human Rights Act No. 14 of 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, Reforms and Accountability and Economic, Social and Cultural Rights and **Departments**: Human Resources and Administration, Finance, ICT, Public Affairs and Communication, Monitoring and Evaluation, Internal Audit and Procurement. The Commissions' Head Office is located in Nairobi with five regional offices in Wajir, Kitale, Mombasa, Kisumu and Laikipia.

KNCHR hereby invites applications for the following positions:

1. INFORMATION COMMUNICATION TECHNOLOGY OFFICER II REF: KNCHR/ADM/HRO/05/2018 –

Department: ICT

Duration: 3 Years Contract

Location: Nairobi with occasional travel.

Grade: KNCHR 6

Gross Salary: Kshs. 100,250

Duties and Responsibilities

- Monitoring ICT desk delivery issues and undertaking day to day management of ICT platform.
- Maintaining and updating the organizations' ICT database systems
- Monitoring LAN and WAN networks.
- Ensuring smooth running of all ICT systems and providing user support on ICT hardware and network infrastructure.

- Supporting roll out of new applications and hardware.
- Undertaking frequent data back-up and installing security applications.
- Configuring, maintaining and setting-up network devices;
- Trouble shooting and resolving all ICT application issues.

Key Qualifications and Competencies

- For appointment to this position, a candidate must have:-
- Served for a minimum period of one (1) year in a relevant position in a reputable organization;
- Bachelor's degree in any of the following fields: Computer Science, Information Communication Technology, Business Information Technology; Information Technology or equivalent qualification from a recognized institution; and
- Professional Certification in Cisco Certified Network Associate (CCNA)
- Good knowledge of Information Technology Infrastructure Library (ITIL)
- Good knowledge of Active Directory Services and management.
- Good knowledge of relational database management
- Excellent organizational and problem solving skills
- Meet the requirements of Chapter Six of the Constitution of Kenya

2. REGIONAL ACCOUNTS CLERKS (3) - REF: KNCHR/ADM/HRO/06/2018

Reports to: Regional Coordinator.

Duty Station: Kisumu (1), Laikipia (1) and Mombasa (1) with occasional travel.

Duration: 3 years contract

Grade: KNCHR 8

Gross Salary: Kshs. 49,193.00

Duties and Responsibilities

- Preparation of books of accounts, carrying out bank reconciliation, monitoring regional budgetary expenditure and making timely payment for services and goods provided to the regional office.
- Monitor store supplies to determine stationery and other material needs, take inventory of office consumption to be able to project future requisition needs and report on these in good time.

- Draft quarterly budgets forecast for regional office and account for expenses using store inventory reports to keep accountable for office procurements and spending in operational tools.
- Ensure proper tracking of the regional office bank account and report on balances and deficits on a regular basis to account for funds spent through the maintenance of the cash office book, reconciliation of cash at hand and bank records, managing petty cash and imprest.
- Liaise with suppliers of goods and services. Receive invoices, prepare payment vouchers, seek authority before cheque writing to keep track of accountabilities and make timely payments for goods and services utilized for the operations of the regional office.
- Records management for all of the regional office documents to ease retrieval and ensure information security for the protection of client cases and confidentiality.

Key Qualifications and Competencies

- i. Diploma in Business Administration or Business Management or an equivalent from a recognized institution.
- ii. Part I of Certified Public Accountant (C.P.A) (K) or Association Of Chartered Certified Accountants (ACCA)
- iii. 1 year of service in a comparable position from a reputable organization
- iv. Knowledge of Generally Accepted Accounting Principles (GAAP)
- v. Excellent IT skills, with working knowledge for the various packages.
- vi. Excellent communication, interpersonal and negotiation skills.
- vii. Excellent organizational and problem solving skills
- viii. Meet the requirements of Chapter Six of the Constitution of Kenya

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 **Tuesday 24th July, 2018 to:**

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

*Please note that it is a criminal offence to provide false information and documents in the application.
Only Applications that reference the department applied to will be considered.
KNCHR is an equal opportunity employer and qualified female candidates and Persons with disabilities
are encouraged to apply. Only short listed candidates will be contacted.*