



Kenya National Commission on Human Rights

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VACANCY

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 position:

SENIOR HUMAN RIGHTS OFFICER - COAST REGIONAL OFFICE

REF: KNCHR/ADM/SHRO/12/2017

Reports to: Deputy Commission Secretary

Duration: Permanent and Pensionable

Duty Station: Mombasa with occasional travel

Gross Salary: Kshs. 205,850/-

Job Purpose

This position is responsible for the management of programs and practices that support region specific best practices that contribute to the realization of Human Rights within the same. This role is for partnership building with stakeholders in regional communities to find innovative ways to shape sustainable and strategic alliances for 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. Program outcomes are aimed at advocacy, operations changes and dispute resolutions for communities within the guidelines of the Kenya National Human Rights Commission.

Managerial Responsibilities

- a) Provide strategic leadership in the regional offices to support the facilitation of astute programs planned for the regional offices
- b) Initiate strategic partnership with like-minded institutions, groups and government departments to support the implementation of policies and strategies for effective discharge of the functions of the Kenya National Human Rights Commission
- c) Monitor the implementation of projects within the regional office to ensure that project goals and timelines are met and ensure that region specific programmatic goals are enforced
- d) Build and maintain sustainable partnerships to handle the uniqueness of the regional settings and their varied needs in terms of Human Rights Programming. Partnerships are also useful to gain additional capacity necessary to handle the vast spread of regional areas
- e) Organize and allocate tasks to staff seconded to regional offices to ensure optimal utilization of the limited human capital
- f) Draft the regional office work plan, procurement plans and quarterly progress reports necessary to provide a road map and tools of work to execute the regional office strategy on behalf of the commission
- g) Manage regional office operations to ensure their effective delivery on the overarching goals of the commission

Operational Responsibilities

- a) Oversee Client screens and complaints handling by the Human Rights Officer to ensure proper process flow and dignified treatment of individuals and communities seeking redress
- b) 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
- c) Spearhead field investigations and Conduct 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
- d) Prepare quarterly and annual activity reports on programmes implemented at the regional offices inclusive of challenges, findings and recommendations to inform the main office for future planning and program development
- e) Organize, plan and implement programme activities such as human rights clinics and legal aid forums for the capacity building of regional partners and stakeholders informing them on the human Rights Laws based on the Kenyan constitution

- f) Represent the commission during public awareness forums to promote policies and procedures on matters that relate to Human Rights during outreach activities with partner organizations
- g) Spearhead regional trainings for public officers in conjunction with partners to promote awareness in Human Rights Laws and the Kenyan National Human Rights Commission

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

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

AND

- 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
- Good communication, interpersonal, organizational, negotiation and problem solving skills.
- Appreciation of the programme management cycle and public administration
- Ability to build and lead cohesive teams
- Meet the requirements of Chapter Six of the Constitution of Kenya

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.

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 **Friday 31st 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.