



## 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, Reforms and Accountability, 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:

#### **SENIOR PARTNERSHIPS AND RESOURCE MOBILIZATION OFFICER**

**REF: KNCHR/ADM/SHRO /01/2017)**

**Reports to:** Deputy Commission Secretary

**Location:** Nairobi with occasional travel

**Duration:** Permanent and Pensionable

**Gross Salary:** Kshs. 205, 850

#### **Job Purpose**

This position is responsible for partnership building and resource mobilization for the Kenya National Commission of Human Rights. It is further responsible to oversee the management and

resource use of the donor funds and to guide the commission to fully realize the potential of partnership alliances

### **Managerial Responsibilities:**

- a) Draft the commission work plan, procurement plans and quarterly progress reports necessary to provide a road map and tools of work to execute the partnership building strategy for the organization
- 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 Commission on Human Rights (KNCHR)
- c) Manage sustainable partnerships useful to the commission to enhance the capacity and influence of KNCHR beyond its resource limitations

### **Operational Responsibilities:**

- a) Mobilize additional funds for the commission's programs by participating in proposal writing and fundraising and by managing donor relationship to ensure consideration for financial allocation necessary to meet gaps not attainable with only government funds
- b) Conceptualize fund management and partner engagement initiatives to attract new organizational relationships and untapped finance streams to remain financially liquid in the commission
- c) Maintain a database of the Commissions partnerships providing strong follow up and relationship management to ensure a continued synergistic agreement that is mutually beneficial to all parties

### **Skills, Experience and Minimum Qualifications**

- A Master's Degree
- Five years' Experience of which one is at a supervisory role.

OR

- A Bachelor's Degree in Business Management or Social Science from a recognized institution
- 7 year's relevant experience of which three is at a supervisory role.
- Relevant Post graduate qualification/s is an added advantage
- Meet the requirements of Chapter Six of the Constitution of Kenya

### **Other attributes**

- Good Interpersonal, Organizational and Communication skills
- Computer literacy.
- Knowledge of Budget process.
- Knowledge of relevant legislation.

- Knowledge of agenda on aid effectiveness
- Leadership skills
- Ability to work under pressure
- Negotiation skills
- Ability to build and lead cohesive teams
- Problem solving skills

## **SENIOR HUMAN RIGHTS OFFICER – REDRESS**

**Ref: KNCHR/ADM/ SHRO /02/2017**

**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 and legal services to petitioners for human rights violations as per the mandate of the commission to protect human rights in Kenya

### **Key Duties**

- Advise the commission on appropriate redress mechanisms to ensure timely resolution of complaints as per the mandate of the commission
- Coordinate legal research, drafting and advice on redress options to ensure that complainants get justice in a timely manner as per the mandate of the commission
- Represent the commission and petitioners in court to facilitate redress as per the mandate of the commission
- Implement Alternative Dispute Resolution (ADR) mechanisms in redress of Human Rights issues to expedite redress as per the mandate of the commission
- Implement reform strategies and interventions that result in timely resolution of human rights violation cases as per the mandate of the commission
- Ensure that the monitoring and evaluation systems and tools are up to par and facilitate the department in meeting its performance target
- Manage the department's information and reports to ensure that they are protected and accessible as per the mandate of the commission
- Provide input into the budgeting process for the department

### **Skills, Experience and Minimum Qualifications**

- Master's degree in Law, Social sciences or other related fields or related disciplines from a recognized university
- Five years' Experience of which one is at a supervisory role.
- Advocate of the High Court for Lawyers

OR

- Bachelor's degree in law from a recognized university and an Advocate of High Court.
- 7 years of service, or similar experience in a comparable position of which three is at a supervisory role.
- Demonstrable knowledge and exposure to international, regional and national human rights instruments jurisprudence
- 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

**SENIOR HUMAN RIGHTS OFFICER –RESEARCH AND COMPLIANCE**  
**REF: KNCHR/ADM/SHRO /03/2017)**

**Reports to:** Principal Human Rights Officer, Research and Compliance

**Location:** Nairobi with occasional travel

**Duration:** Permanent and Pensionable

**Gross Salary:** Kshs. 205, 850

**Job Purpose**

This position is responsible for conducting research on various human rights issues with the objective informing the Commission's interventions in relation to legislation, policy and implementation of human rights concerns and that the state complies with human rights standards regionally.

**Operational Responsibilities:**

- a) Review of bills and policies that is derived from the institutional strategy, to ensure alignment of department activities to the institutional objectives
- b) Develop advisories and position papers on various human rights issues with the objective of informing the Commission's interventions in relation to legislation, policy and implementation
- c) Engage with regional and international mechanisms on various human rights issues in Kenya to recommend best practice on application of the said mechanism
- d) Advice and assist state compliance with international and regional obligations as per the commission mandate
- e) Report writing for internal and external audience on human rights issues to create awareness and sensitivity to human rights violation
- f) Research the key outcomes that emerge in human rights issues in order to provide input to the development of policies

## **Skills, Experience and Minimum Qualifications**

- Master's degree in Law, Social sciences or other related fields or related disciplines from a recognized university
- Five years' Experience of which one is at a supervisory role.
- Advocate of the High Court for Lawyers

OR

- A Bachelor's Degree in Law, Social sciences or other related fields or related disciplines from a recognized university
- 7 years relevant experience of which three is at a supervisory role.
- Relevant Post graduate qualification/s is an added advantage
- Good Communication, Interpersonal and Organisational skills
- Meet the requirements of Chapter Six of the Constitution of Kenya

## **Other attributes**

- Ability to work under pressure
- Ability to lead and manage teams
- Problem solving skills
- Supervisory skills
- Clients focused
- Great attention to detail
- Respect for diversity

## **PRINCIPAL HUMAN RIGHTS OFFICER - PUBLIC EDUCATION AND TRAINING** **Ref: KNCHR/ADM/ PHRO /04/2017**

**Reports:** Deputy Commission Secretary  
**Duration:** 5 Year Contract (Renewable)  
**Duty Station:** Nairobi with occasional travel  
**Gross Salary:** Kshs. 281,950

## **Job Purpose**

This position is responsible for provision of leadership in capacity building of the general public, state and non-state actors on human rights for the purpose of enhancing the respect of such rights. In addition to this, oversee the design and management of public education and training programs in Kenya to promote, respect, protect and fulfil human rights to all citizens in the Republic of Kenya

## **Key Duties**

### **Managerial Duties**

- Lead in the design planning, implementation and monitoring of the public education and training programs as per the mandate of the commission to inform, educate and sensitize the public on human rights issues
- Manage and mentor staff members within the department to enhance work performance as set out in the departmental work plan
- Formulate the curriculum, lead and support teams in training curriculum review, in line with the strategy of the commission
- Manage and mobilize public education and sensitization grants obtained by donors for human rights projects
- Appraise work performance of staff in the Public education and training department as set out in the appraisal schemes of work

### **Operational duties**

- Develop training content for training of trainer officers to promote peace, respect and protection of human rights for all citizens in Kenya
- Lead in training for partners e.g. embassies on Human rights based approach to planning and developments
- Build capacity of public education training for the County, Senate, National Assembly Commissioners in Kenya and other African countries
- Build capacity for senior security sector officers e.g. police, prisons in order to promote public education and training programs on respect, protect and fulfill human rights to all citizens of Kenya
- Lead the draw up of reports that review public education training and submit them promptly to the Commission Secretary for rollout to the public
- Approve and account for public education activity expenditure in the commission.

### **Key Qualifications and Competencies**

- Masters' degree in Social Sciences education, law public policy/administration or an equivalent from a recognized university and a Diploma in Education, Public Administration, Project Management or an equivalent from a recognized institution.
- 8 years of service, or similar experience in a comparable position from a reputable organization
- Excellent IT skills, with working knowledge for the various packages.
- Excellent communication, interpersonal and negotiation skills.
- Ability to build and lead cohesive teams.
- 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

**HUMAN RIGHTS OFFICER 1 – ECOSOC**

**REF: KNCHR/ADM/HRO /05/2017**

**Reports to:** Principal Human Rights Officer, ECOSOC

**Location:** Nairobi with occasional travel

**Duration:** Permanent and Pensionable

**Gross Salary:** Kshs. 141, 950

**Job Purpose**

This position is responsible for the support to programs and activities aimed at the achievement of the commissions' strategic objective of enhancing the realization of economic, social and cultural rights (ECOSOC) for all citizens of Kenya

**Operational Responsibilities:**

- a) Undertake research on economic and social rights issues in the country, tabulate findings and inform Principal Human Rights Officer - ECOSOC
- b) Collaborate with Public education and training department on delivery of economic and social rights content
- c) Source and manage effectively and efficiently ECOSOC information and networks deemed necessary to the program
- d) Monitor the use of financial resources assigned for ECOSOC project implementation and account as per policy
- e) Coordinate administrative activities for conferences, workshops related to the ECOSOC program and compilation of reports
- f) Allocate work to the ECOSOC specific field team and consultants in various human rights projects of KNCHR

**Skills, Experience and Minimum Qualifications**

- A Bachelor's Degree in Social Sciences or an equivalent from a recognized university
- 3 years of service, or similar experience in a comparable position from a reputable organization
- Good Communication, Interpersonal and Organisational skills
- Meet the requirements of Chapter Six of the Constitution of Kenya

**Other attributes**

- Ability to work under pressure
- Ability to lead and manage teams
- Problem solving skills

- Supervisory skills
- Clients focused
- Great attention to detail
- Respect for diversity

**REGISTRY CLERK – COMPLAINTS AND INVESTIGATIONS**  
**REF: KNCHR/ADM/ CLERK/06/2017)**

**Reports to:** Principal Human Rights Officer – Complaints and Investigations

**Location:** Head Office, with occasional travel

**Duration:** Permanent and Pensionable

**Gross Salary:** Kshs. 49,193

**Job Purpose**

Provide support services to complaints and investigation department, internal and external clients.

**Operational Responsibilities**

- Assist in complaints handling (screening) and processing of human rights violations as may be reported by petitioners in fulfilling the strategic goals of the commission.
- Assist in the management of the department’s complaints database to ensure that the information is protected and remains confidential as per the strategic goal of the department.
- Management and maintenance of departmental registry and documentation both physically and electronically.
- Assist in the coordination of departmental debriefing/psychosocial support sessions as need be.
- Assist in preparation of departmental and quarterly reports.

**Skills, Experience and Minimum Qualifications**

- Diploma in a relevant field (Counseling Psychology, Diploma in Information Management or Diploma in Records Management or equivalent from a recognized institution
- One year relevant experience in a similar field.
- Knowledge of general information management and handling sensitive documents.
- Good understanding of human rights and demonstrable solid commitment to social justice.
- Good organizational, writing, interpersonal, communication, analytical skills
- Computer literacy.
- Ability to work in stressful and demanding environments and a team player.

***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 27<sup>th</sup> January, 2017**

**to:**

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