



Kenya National Commission on Human Rights

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INTERNSHIP

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 Campus.

The KNCHR Internship Programme is designed to achieve the following objectives:

1. To provide a framework by which students from diverse academic backgrounds are assigned to the Commission where their educational experience can be enhanced through practical assignments thus giving them practical work and educational experience in the unique environment of the Commission.
2. To expose interns to the work of the National Commission thereby giving them an in-depth understanding of the Commission's mandate, objectives, opportunities and the challenges and; further to enable them gain practical knowledge of the Commission's inner workings.
3. To provide the Commission with the assistance of qualified students who have specialised in various research and academic disciplines related to different aspects of human rights hence affording it the services of highly qualified people to assist in programmes work thereby contributing substantively to the work of the Commission.
4. To create active supporters and advocates of human rights and through their network, to raise awareness of the work and influence of the Kenya National Commission on Human Rights in the promotion and protection of human rights nationally and internationally.

The KNCHR therefore invites applications from young, versatile, industrious, honest, self-driven, analytical, open-minded, readily available candidates to urgently fill the following internship positions.

Position: Interns (3)

- Public Affairs and Communication (2)
- Human Resources and Administration Department (1)

Duration: 12 months

Duty Station: Nairobi.

Key Duties

- To work closely with Programme /Departmental heads and staff in order to learn from the work of the Commission in various departments.
- Assist in Programme/Work plan implementation and assist in running and maintaining various Programmes in KNCHR,
- Any other task that may be assigned by the Programme Officers.

Key Qualifications:

Public Affairs and Communication

- i. A Bachelor Degree in Communications, Journalism or Multi Media studies.
- ii. A post graduate Diploma in Photojournalism, Videography or Graphic design, Journalism, Communications or Marketing will be an added advantage.
- iii. Proven knowledge of Social Media and Online Platforms.
- iv. Demonstrable knowledge in Graphic Design, Audio-Visual Production, Videography and Photography will be an added advantage.
- v. Demonstrable interest in writing feature stories will be an added advantage.

Human Resources and Administration

- Holder of a Diploma/Postgraduate Diploma in Business Administration/Management, Records and Archive Management or Human Resources Management from a recognized institution.

Skills and Competencies

- Excellent IT skills, with working knowledge of the Microsoft Office Tools.
- Must be able to work effectively and independently with minimum supervision.
- Excellent inter-personal and communication skills.
- Proven research, writing and communication capability
- Demonstrable commitment to social justice.
- Fluency in spoken and written English and Swahili.

For more information about the programmes/departments, visit the KNCHR website www.knchr.org.

If you possess or meet the above qualifications, send your application letter together with a detailed CV indicating the department/programme you are applying to, names and telephone contacts of three referees, to reach us by **30th April, 2018**.

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.