



## Kenya National Commission on Human Rights

1st Floor, CVS Plaza, Lenana Road, P.O. Box 74359 - 00200, Nairobi - Kenya.

Tel: 254-20-2717908/2717928/2717256/2712664, Fax: 254-20-2716160

Email: [haki@knchr.org](mailto:haki@knchr.org)

### RE-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-Ref: KNCHR/ADM/HRO II/11/14**

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.

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

**QUALIFIED FEMALE CANDIDATES FROM THE REGION ARE ENCOURAGED TO APPLY.**

If you possess the above qualities, please send your application clearly indicating the position, and the Ref No. on both the cover letter and envelope, together with a detailed C.V, a daytime telephone contact, and names and telephone contacts of three referees to reach us by **19<sup>th</sup> November, 2014** to:

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

*Only short listed candidates will be contacted.*

ALL THOSE WHO HAD APPLIED FOR THIS POSITION IN THE PREVIOUS  
ADVERTISEMENT NEED NOT REAPPLY.