



# 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, 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:

### **1. SENIOR HUMAN RIGHTS OFFICER – PUBLIC EDUCATION AND TRAINING ( REF: KNCHR/ADM/ PET /2/2016)**

**Reports to: The Principal Human Rights Officer – Public Education & Training**

**Location: Nairobi with occasional travel**

**Duration: Permanent and Pensionable**

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

#### **Job purpose**

This position is responsible for the development of curriculum and training materials necessary to infuse human rights education in all spheres in Kenya in order to promote, respect, protect and fulfil human rights to all citizens in the Republic of Kenya

#### **Description of key duties**

#### **Managerial Responsibilities:**

- a) Development of timely and quality work plans for staff members, derived from the department overall strategy to ensure effective implementation of the Commission strategy.
- b) Lead internal and external actors in designing and implementation of capacity building strategies and programmes for Commission and partners/stakeholders.
- c) Supervise/Coordinate and ensure quality and timely periodic reports for internal and external decision/policy makers.

**Operational Responsibilities:**

- d) Design, Review and develop curriculum and training materials to infuse human rights education in all spheres in Kenya in order to promote, respect, protect and fulfil human rights to the public.
- e) Undertake training needs assessment and design/recommend appropriate training/capacity building projects.
- f) Provide guidance on development and management of human rights training calendar throughout the National and County Government departments.
- g) Develop programme documents and Information Education and Communication (IEC) materials on human rights for various Government Ministries, Departments and CSO agencies
- h) Conduct the training of trainers packages to promote peace, respect and protection of human rights for all citizens in Kenya,
- i) Conduct trainings and advocacy initiatives to protect and promote the rights of special interest groups like children, youth, women, aged, Persons with disability groups and other minorities.
- j) Organize and facilitate public forums, lectures on human rights topical issues.
- k) In collaboration with Research and Compliance department, assist in quality control of all programmed IEC material that goes to the public.

**Skills, Experience and Minimum Qualifications**

- A Master's Degree in Social Sciences (Education, law, Administration, Political Science, Development Studies, Sociology etc.) from a recognized University.
- Five years' Experience of which two is at a supervisory role from a relevant public institution or private sector.

OR

- A Bachelor's degree in Social Sciences plus 7 years' experience, 3 of which should have been at senior level management in a Public Education role in a public or private institution.

### **Technical Skills and Experience**

- Strategic Leadership development programmes or equivalent for managers in public sector.
- Training in Human Rights Based Approach (HRBA)
- Training in Curriculum Development, IEC development or Training of trainers;
- Good understanding of human rights and demonstrable solid commitment to social justice.
- Good report writing and presentation skills, communication and analytical skills
- Computer literacy, ability to work in challenging and demanding environments.
- Fluency in spoken and written English and Swahili.

## **2. HUMAN RESOURCE AND ADMINISTRATION OFFICER I (REF: KNCHR/ADM/ HR /2/2016)**

**Reports to: The HR and Administration Manager**

**Location: Nairobi with occasional travel**

**Duration: Permanent and Pensionable**

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

### **Job purpose**

This position is responsible for the provision of support to the Human Resources and Administrative functions such recruitment, training administration, compilation of human resource administration reports and payroll input operational services of the Human Resource department of the Commission

### **Operational Responsibilities**

- a) Lead the Recruitment drive for non – managerial officer positions and recommend to Senior HR and Administration Officer, shortlist candidates for management positions in the Commission
- b) Oversee the monthly payroll administration for KNCHR staff by input of the statutory deductions such as PAYE, NSSF, check-off loans, Sacco deductions, insurance deductions are effected
- c) Collate the approved training courses for all Commission staff, update in the training calendar for the year and inform the respective staff on the logistics and administration of upcoming courses
- d) Monitor the impact of training programs from the feedback received and prepare periodic reports to senior management useful for organizational development
- e) Manage and track invoices and budgets for all training development activities to ensure training service providers are paid on time
- f) Allocate work to and collaborate with the Front office administration staff to direct human resource and administration related queries from external visitors
- g) Prepare quarterly human resource analytical and budget reports for review by Human Resource and Administration Manager

- h) Maintenance of leave records by verification of leave application, reconciliation of leave balance and generate leave statements to all staff in the commission
- i) Management of the staff medical benefit
- j) Facilitation of end of probation interviews and prepare staff confirmation letters after approved recommendation to hire has been received, to ensure smooth on boarding of the employee into the Commission
- k) Manage the staff provident fund scheme by updating the Fund Administrator service provider of member monthly contribution and alert for terminal benefit payment to a separated member
- l) Allocate work and supervise student Interns assigned to the Human Resource and Administration department

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

- Bachelor's degree in Social Science or related field or its equivalent from a recognized institution
- Postgraduate Diploma in Human Resources Management or its equivalent
- 3 years of service or similar experience in a comparable position from a reputable organization
- Computer literacy
- Knowledge of relevant legislation e.g. labour laws
- Knowledge of professional standards

### **3. HUMAN RIGHTS OFFICER II – REFORMS & ACCOUNTABILITY (REF: KNCHR/ADM/RAP /2/2016)**

**Reports to: The Principal Human Rights Officer – Reforms & Accountability**

**Location: Nairobi with occasional travel**

**Duration: Permanent and Pensionable**

**Gross Salary: Kshs. 100,250**

#### **Job purpose**

This position is responsible for the facilitation of implementation of programmes and interventions that reform private and public agencies as per the mandate of the commission to promote awareness and protection of human rights in Kenya

#### **Description of key duties**

- a) Assist in the implementation of programmatic activities as per the strategic goal of the department to ensure reforms in both private and public agencies
- b) Undertake research and advocacy to deepen reforms within public and private institutions to ensure the protection of human rights in Kenya as per the mandate of the commission
- c) Collecting and documenting data of institutional reforms for human rights analysis

- d) Facilitate meetings and workshops aimed at institutional reforms to ensure protection of human rights as per the mandate of the commission
- e) Draft statutory and departmental reports on reforms that the commission has implemented for review by upper management
- f) Represent the commission at working level meetings with civil society and other partners to facilitate reforms in private and public agencies as per the mandate of the commission

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

- Bachelor's degree in social Science or related disciplines from a recognized university
- 1 year of service in a comparable position from a reputable organization
- Advocacy and lobbying skills
- Knowledge on International Human Rights Instruments
- Report writing skills
- Computer literacy

#### **4. HUMAN RIGHTS OFFICER I- WAJIR ( REF: KNCHR/ADM/ RO /2/2016)**

**Reports to: The Senior Human Rights Officer – North Eastern Regional Office**

**Location: Wajir**

**Duration: Permanent and Pensionable**

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

#### **Job purpose**

This position is responsible for the implementation of programs and practices that support region specific best practices that contribute to the realization of Human Rights within the same. This role is to support in 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

#### **Description of Key duties**

#### **Managerial Responsibilities**

- a) Supervise project teams and consultants to give direction and oversee quality control to meet the commission's service requirements on program benchmarks

#### **Operational Responsibilities**

- a) Implement regional office projects and oversee systems to determine effective processing of complaints on human rights violations according to the commission's standards of service
- b) Promote proactive resolutions of complaints on human rights violations to quickly dissipate situations and avoid escalations that could be detrimental to the wellbeing of the victims

- c) Carry out investigations and 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) Draft 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 plans and program development
- e) Manage financial resources assigned for the project activities in the regional offices to ensure accountability of funds
- f) Assist in the management of regional partnerships necessary for the capacity enhancement of the commission's work in the region in spite of internal limitations
- g) Undertake regional office operations inclusive of data and assets management to ensure client confidentiality and information security
- h) Liaise with the head quarter office regarding matters of project implementation on assigned projects to execute these as per stipulated guidelines
- i) Execute 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
- j) Participate in regional trainings for public officers in conjunction with partners to promote awareness in Human Rights Laws and the Kenyan National Human Rights Commission
- k) Prepare reminders, acknowledgements and keep the complainants informed on the status of the complaints that they have lodged on Human Rights Violations
- l) Refer complaints that fall outside the mandate of the commission to appropriate agencies for resolution

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

- Bachelor's Degree in Social Sciences or an equivalent from a recognized university
- 3 years of service in a comparable position from a reputable organization
- Good report writing and presentation skills
- Computer literacy
- Good analytical and Project cycle management skills

***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 16<sup>th</sup> September, 2016 to:**

The Commission Secretary,

Kenya National Commission on Human Rights

Lenana Road, CVS Plaza, 1st Floor

P. O. Box 74359-00200

**NAIROBI.**