



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 four regional offices in Wajir, Kitale, Mombasa and Kisumu. Officers may serve in the Head Office or in any of the regional offices.

KNCHR hereby invites applications for the following positions in its head office:

HUMAN RESOURCE AND ADMINISTRATION MANAGER

Ref: KNCHR/ADM/HRM/03/15

Reports to: Commission Secretary
Location: Head Office, with occasional travel
Duration: Five Years contract (renewable)
Gross Salary: Kshs 281,950

Job Objective

To provide strategic leadership in all Human Resource Management and Administration issues for the Commission.

Key Duties and Responsibilities

- Responsible for all Human Resource functions: planning, recruitment, orienting/inducting and training as required in line with the commission's strategic needs and in liaison with other departmental heads
- Designing, reviewing, formulating and coordinating the implementation of administrative and human resources policies, procedures and standard documentation in line with the changing circumstances and strategic needs of the organization, ensuring that the Human Resources manual is in conformity with the labour laws of Kenya at all times.
- Design and implement Performance Management System in liaison with the Commission Secretary and other departmental Heads.
- Design and implement talent management programs to attract highly skilled candidates; develop and foster new staff; develop and retain high performing employees.
- Establish fair systems of remuneration, administer staff benefits, salary administration, formulate and review policies on the same in conjunction with relevant organizations

- Strategic advisory role on the management of various benefits such as health, insurance, gratuity and pension administration.
- Manage staff welfare, conflict resolution, and grievance handling to create and foster an enabling environment where productivity thrives.
- Responsible for all commission assets, equipment's, staff records and their utilization
- In charge of the Occupational and safety needs of the employees
- Provide overall management of the Departments budgets and ensure the timely and quality preparation and presentation of Departmental reports as may be required from time to time.
- Undertake the overall supervision and performance management of all Departmental staff

Skills, Experience and Minimum Qualifications

- A Master's in Business Administration, MA or MSc degree
- Eight years work experience of which four (4) must be in a senior supervisory position
- Demonstrate a thorough understanding of various employment and labor laws
- Post Graduate Diploma in Human Resources or a concentration in Human Resources Management
- Registered and active member of IHRM (K)

PRINCIPAL HUMAN RIGHTS OFFICER – REFORMS AND ACCOUNTABILITY

Ref: KNCHR/ADM/PHRO/04/15

Reports to: Deputy Commission Secretary
 Location: Head Office, with occasional travel
 Duration: 5 years contract (Renewable)
 Gross Salary: Kshs. 281,950

Job Objectives:

To provide leadership in overseeing the receipt, processing and investigation of complaints of Human Rights violations in contributing to the enhancing of the commission objective in the realization of rights in line with the Commissions mandate.

Key Duties and Responsibilities

- Providing leadership, analytical and general oversight in the implementation of the Departments activities
- Conceptualize, organize and direct the planning, design and implementation of relevant and effective reforms, advocacy and other department programmes
- Initiate, develop and implement legal, institutional and administration reforms in line with the Constitution

- Design and implement strategies for demanding accountability from duty bearers
- Ensure operationalization of the mandate of the Commission in regards to visits to places of detention to assess conditions and make recommendations for reforms.
- Establish and maintain partnerships with relevant stakeholders
- Responsible for monitoring and advising on budgeting and financial management of the departments resources
- Responsible for timely preparation and presentation of annual plans, budgets and monthly/quarterly, annual ad statutory reports.
- Provide overall management of the Departments human and financial resources through effective monitoring and advice on budgeting and financial management of the Department's resources.
- Quality control for all programme materials and documents developed and ensure proper management of programmes information and records
- Manage M&E systems and tools to monitor departmental performance.
- Overall supervision of staff within the department.

Skills, Experience and Minimum Qualifications

- Masters Degree in Law (LLM) or a Social Science from a recognized University
- Training on ADR/Investigations, Project Cycle Management and Finance for Non Finance Managers
- Training in Strategic Leadership Management is an added advantage.
- Eight years' experience of which 3 are at a senior level with a supervisory role

Other Attributes for above positions

- Strategic, leadership and management skills
- Excellent interpersonal and people/team management skills
- Conflict and stress management skills
- Information analysis and Good organization, report writing, and presentation skills
- Ability to work with minimum supervision.

**SENIOR HUMAN RIGHTS OFFICER /PERSONAL ASSISTANT TO THE
CHAIRPERSON - Ref: KNCHR/ADM/SHRO /PA/3/15**

Reports to: The Chairperson
Location: Nairobi with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs 205,850

Job Objective

To provide technical/programmatic and administrative support to the Chairpersons office.

Description of key duties

The main tasks performed by the job holder.

- To provide comprehensive, confidential and high quality technical and administrative service to the Chairperson;
- Assisting the chairperson in their day to day programmatic and engaging in research into various human rights concerns and/or emerging issue of local, regional and international concern related to the chairpersons' work as well as drafting and advice on redress options;
- Preparing speaking notes, legal briefs, opinions and insights for the chairpersons' engagements;
- Preparation of concept papers, intervention strategies and proposal writing for various activities;
- Coordinating and facilitating meeting mundane to the Chairpersons work;
- Assist in providing analytical advice on and implementation of appropriate redress mechanisms;
- To manage and prioritize all communications to the chairs office at all times and ensure adherence to deadlines in response;
- Any other duty as may be assigned from time to time.

Minimum Requirements

- A Master's degree in social sciences (law, political science, development studies or communication).
- Five years' Experience of which one year is at a supervisory role **Or** A Bachelor's degree plus 7 year's relevant experience of which three is at a supervisory role.
- Good skills on Complaints handling and investigations with a good understanding of human rights
- Good Interviewing and report writing skills
- Good organizational, writing, interpersonal (people management), communication and analytical skills
- Sound Knowledge and understanding of local and International Human Rights instruments and the Constitution.
- A 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.

SENIOR HUMAN RIGHTS OFFICER: REDRESS

Ref: KNCHR/ADM/SHRO/06/15

Reports to: Principal Human Rights Officer (PHRO)

Location: Head Office, with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs. 205,850

Job Objectives:

To seek redress for human rights violations and provide legal support services to the Commission

Key Duties and Responsibilities

- Undertake redress interventions on human rights issues on behalf of the commission.
- Undertaking legal research, drafting and advice on redress options
- Appear in court on behalf of both the commission and/or petitioners.
- Assist in providing analytical advice on and implementation of appropriate redress mechanisms
- Assist in Providing and applying Alternative Dispute Resolution (ADR) Mechanisms in redress of Human Rights issues.
- Assist in giving the Commission legal support services.
- Implementing of the departments strategic and activities as per the work plan
- Participate in budgeting for the department programs and assist in management of resources within the department.
- Assist the PHRO in planning, project design in the implementations of activities within the department management of M&E systems for monitoring purposes
- Assist in ensuring synergy and linkages between the department and other partners.
- Management of the department information and reports.
- Any other duty as may be assigned from time to time

Skills, Experience and Minimum Qualifications

- A Master's Degree in Laws from a recognized University
- Advocate of the High Court
- Training in Alternative Dispute Resolution and Legal Research
- Five years' Experience of which one is at a supervisory role

Or

- A Bachelor's degree in Law plus 7 year's relevant experience of which three is at a supervisory
- Advocate of the High Court
- Training in Alternative Dispute Resolution and Legal Research
- Demonstrable experience in litigation, managing advocacy campaigns, financial and human resources

Other attributes

- Demonstrate knowledge and exposure to international, regional and national human rights instruments jurisprudence.
- Demonstrate Knowledge on ADR best practices
- Good research, report writing and presentation/communication skills
- Experience in client management
- Leadership and strategic management skills
- Good Computer skills in various applications e.g. Ms. Office
- Good organizational, analytical and interpersonal skills
- Results oriented and has attention to detail
- Ability to work independently and under pressure to meet deadlines
- Programme Cycle Management
- Good interpersonal and people management skills with respect for diversity
- Ability to work with minimum supervision
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HUMAN RIGHTS OFFICER II – COMPLAINTS AND INVESTIGATIONS

Ref: KNCHR/ADM/HRO/07/15

Reports to: Principal Human Rights Officer
Location: Head Office, with occasional travel
Duration: Permanent and Pensionable
Salary: Kshs. 100,250.00

Job Objective:

To seek redress for human rights violations and provide legal support services to the Commission

Key Duties and Responsibilities

- Interviewing walk-in petitioners with a view to determining admissibility of their petitions and/or providing them with appropriate assistance
- Undertaking preliminary investigations of petitions.
- Transmitting admitted files to Legal Counsel
- Referring petitioners to appropriate government or other agencies as necessary and follow up of referred petitions
- Convening and supporting the Referral Committee
- Appearing in court or public interest case identified from time to time
- Any other duty as may be directed by the supervisor

Skills, Experience and Minimum Qualifications

- A minimum of a Bachelor's Degree in Law from a recognized institution.
- One year work experience in human rights or a relevant institution.
- Good understanding of human rights and demonstrable solid commitment to social justice.
- Good organizational, writing, interpersonal, communication and analytical skills,
- Sound knowledge and understanding on International Human Rights instruments and the constitution.
- 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 AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY.

If you possess the above qualities, please send your application through our 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 14th August, 2015 to:

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

Only short listed candidates will be contacted.