



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:

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 and statutory reports.
- Provide overall management of the Department's 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

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 PUBLIC AFFAIRS AND COMMUNICATION OFFICER

Ref: KNCHR/ADM/HRO/08/15

Reports to: Deputy Commission Secretary
 Location: Head Office, with occasional travel
 Duration: Permanent and Pensionable
 Gross Salary: Kshs 205,850

Job Objective

Oversee, conceptualize, design and implement internal and external communication strategies and programmes that advance the commission strategic objectives and coordinating the publication of the commission journals and key publications.

Description of key duties

- Profile and brand the commission, create awareness and enhance accessibility of the commission to the public through appropriate marketing strategies.
- Provide advice to the chairperson's office as the spokesperson of the commission on public affairs and communication matters always and as appropriate
- Develop a publicity frame work that will enable the commission to spread information about its services for purposes of public awareness that enhance their abilities to demand.
- Quality control of all publications of the commission

- Develop, implement, manage and monitor on budgeting and financial management of the department's resources.
- Establish a level of public relations with varied stakeholders.
- Work in consultation with commission secretary, deputy secretary and other heads of departments.
- To be fully accountable for the specific deliverables assigned to the position in consultation with other department team members.
- Be responsible for the departmental data assigned to and specifically the website data and information.

Skills, Experience and Minimum Qualifications

- A Master's Degree in Communication from a recognized University
- Five years' Experience of which one is at a supervisory role

Or

- A Bachelor's degree in Communication plus 7 years' experience, 3 of which should have been at senior level management in journalism
- Good understanding of human rights and demonstrable solid commitment to social justice.
- Good organizational, writing, interpersonal, communication and analytical skills
- Computer literacy, ability to work in stressful and demanding environments.
- Fluency in spoken and written English and Swahili.

SENIOR HUMAN RESOURCES AND ADMINISTRATION OFFICER

Ref: KNCHR/ADM/SHRO/10/15

Reports to: Human Resource & Administration Manager

Location: Head Office, with occasional travel

Duration: Permanent and Pensionable

Gross Salary: Kshs 205,850

Job Objective

To design, manage and facilitate the implementation of Human Resources and administration functions for the smooth running of Human Resources and administration functions of the Commission in line with the mandate.

Description of key duties

- Assist in the management and supervision of the staff within the department
- Coordinate the Kenya National Commission on Human Rights management and career development programs
- Coordinate and ensure effective implementation of various Human Resources and Administration functions of the commission
- Ensuring adherence to all Commission policies in the implementation of the department work plan

- Assist the Human Resources Manager in Human Resource and administration planning and forecasting
- Assist in the coordination of the employee performance management system for all staff
- Prepare and submit on a regular basis to Human Resources Manager written reports and advisories on Human resources management and development issues
- Recruitment for the various positions that fall vacant within the commission
- Handling payroll and statutory deductions

Skills, Experience and Minimum Qualifications

- Masters’ degree in Social Sciences from a recognized university.
- Five years’ Experience of which one is at a supervisory role

Or

- A bachelor’s degree and seven years relevant experience with three years at a supervisory level at a functional human resource department

And

- Post Graduate Diploma in Human Resources or a concentration in Human Resources Management
- Registered and active member of IHRM (K)
- Demonstrate a thorough understanding of various employment and labor laws
- Experience with Human Resource Information Systems and Payroll Systems.

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.

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.

THOSE WHO HAD APPLIED FOR THE ABOVE POSITIONS NEED NOT REAPPLY

If you possess the above qualities, please submit your online applications through <http://recruitments.knchr.org> and also send a manual copy to 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 27th November, 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.