VACANCIES


KNCHR hereby invites applications for the following positions:

1. SENIOR OFFICE ADMINISTRATOR – REF: KNCHR/ADM/SO/15/2019

Reports to: The Chairperson and administratively to Commission Secretary
Location: Nairobi with occasional travel
Duration: Permanent and Pensionable
Grade: KNCHR 5
Gross Salary: Kshs. 141,950

Job purpose

This position is responsible for support and facilitation of administrative and logistical functions in the office of the chairperson and commissioners’ offices.

Operational Responsibilities:

a) Compile board papers and related documentation that concern Human Rights in Kenya for the monthly Commissioners Statutory Meetings to address the Commission’s mandate of acts as a watchdog over the Government in the area of human rights
b) Provide logistical support for both international and domestic travel the Chairperson and Commissioners’ offices such as pursue the visa process, book air tickets

c) Monitor the Chairperson and commissioners leave records to ensure availability of a commissioner at any one time by maintenance of schedule of leave proceeded on, leave balances, filling of leave forms and update Human Resources

d) Receive and screen all visitors to the office of the Chairperson, telephone calls, inward and outward mail and ensure relevant action is taken by respective officers

e) Manage administration of formal events of the Commission such as logistics of high level delegations to the commission, logistics for international conference hosted by the commission.

f) Completes a broad variety of administrative tasks for the Chairperson including but not limited to: managing an extremely active calendar of appointments; completing expense reports; composing and preparing correspondence that is sometimes confidential; arranging complex and detailed travel plans, itineraries, and agendas; and compiling documents for travel-related meetings.

g) Communicates directly, and on behalf of the Chairperson, with Board members, key stakeholders, Commission staff, and others, on matters related to Chairperson’s programmatic and administrative initiatives.

h) Adhere to compliance with applicable rules and regulations set in Board Standard Operating Procedures regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

Skills, Experience and Minimum Qualifications

- Served in the grade of Office Administrator or an equivalent position for a period of three (3) years.
- Bachelor’s degree in Social Sciences or a relevant field from a recognized institution
- Certificate in computer applications from a reputable Organization
- Secretarial qualifications are an added advantage
- Proficient in Microsoft Office
- Experience and interest in internal and external communications, partnership development.
- Met the requirements of chapter 6 of the constitution on leadership and integrity

Other Attributes

- Ability to work under pressure
- Problem solving skills
- Great attention to detail
- Respect for diversity
REGIONAL SERVICES OFFICER – WESTERN REGIONAL OFFICE
REF: REF: KNCHR/ADM/RO/16/2019

Reports to: Assistant Director, WERO
Location: Kisumu with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs. 100,250

Job purpose

This position is responsible for the provision of legal support services and the implementation of region specific best practices that contribute to the realization of Human Rights within the region. This purpose of this role is to pursue redress for human rights violations in the Commission’s regional office; to reinforce programs and practices that support the advancement of Human Rights, including access to justice, devolution, land, citizenship, security, business and human rights, minority groups, environmental rights, labour rights, public sector accountability and engaging cultural and traditional institutions to mainstream human rights.

Operational Responsibilities:

a) Undertake client screening and complaints handling for victims seeking redress for human rights violations to facilitate the justice process and seek favorable outcomes for them
b) Promote proactive resolution of complaints on human rights violations to avoid recurrence of similar situation from arising. This includes the application of ADR mechanisms.
c) Undertake investigations on human rights violations to ensure that the complaints are resolved promptly as per the mandate of the Commission
d) Refer complaints that fall outside the mandate of the Commission to appropriate agencies for resolution
e) Prepare reports on complaints received and the remedial action taken by the Commission
f) Organize, plan and implement programme activities such as human rights clinics, radio talk shows and public forums to create awareness amongst members of the public
g) Attend court in matters where the Commission is a party or has an interest
h) Assist in preparing training content and facilitating trainings for civil society organizations, state actors and other stakeholders
i) Assist in monitoring compliance with human rights standards in prisons and other detention facilities.
j) Assist in the preparation of quarterly, annual and activity reports
k) Assist in the management and enhancement of partnerships with human rights actors in the region in order to enhance the Commission’s effectiveness.
l) Represent the Commission in various meetings and forums organized by the Commission’s partners and whose agenda touch on the Commission’s mandate

Skills, Experience and Minimum Qualifications

- Bachelor’s Degree in Social Sciences, law or an equivalent from a recognized university
- Be admitted as an Advocate of the High Court of Kenya (for lawyers)
- At least 1 year of relevant service in a comparable position from a reputable organization
- Good understanding of human rights and other relevant laws
- Good research skills.
• Good communication, listening and client management skills.
• Computer literacy

Shortlisted candidates will be required to submit copies of clearance certificates from the following institutions:-

• Kenya Revenue Authority (KRA)
• Criminal Investigations Department (CID)
• Higher Education Loans Board (HELB)
• Ethics and Anti-Corruption Commission (EACC)
• Credit Reference Bureau (CRB)

Please note that it is a criminal offence to provide false information and documents in the application.

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.

Only short listed candidates will be contacted.

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 Tuesday 10th December, 2019 to:

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