VACANCY


KNCHR hereby invites applications for the following position:

DEPUTY DIRECTOR – ECONOMIC, SOCIAL AND CULTURAL RIGHTS

REF: KNCHR/ADM/ DD/03/2019

Reports to: Director - Research, Advocacy and Outreach directorate

Duration: 5 Year Contract (Renewable)

Duty Station: Nairobi with occasional travel

Gross Salary: Kshs. 281,950

Job Purpose

This position is responsible for the provision of leadership in conceptualization, planning and implementation of programmes and activities aimed at the achievement of the commissions’ mandate of enhancing the realization of Economic, Social and Cultural (ECOSOC) rights for all in the Republic of Kenya.
**Key Duties and Responsibilities:**

**Managerial Responsibilities:**

a) Conceptualise and formulate strategies and interventions towards the enhancement of the Economic, Social and Cultural rights’ mandate of the commission

b) Provide leadership in the analytical and strategic direction and planning of the division and oversee the implementation of the Economic, Social and Cultural rights work in the commission

c) Ensure operationalization of the mandate of the commission to enhance the realization of Economic, Social and Cultural rights

d) Conduct quality control for all the division material such as publications, reports and advisory briefing papers on Economic, Social and Cultural rights to the public and private actors

e) Provide overall leadership of the division’s human and financial resources through developing budgets, in accordance with the institution’s financial guidelines and available funds

f) Supervise and undertake effective monitoring and advising on financial management of the division’s resources

**Operational Responsibilities:**

a) Establish, build and maintain ECOSOC related partnerships with relevant stakeholders in the public and private sector in Kenya

b) Conceptualize and oversee the implementation of projects and activities of the staff in the division in line with the Commission’s strategic goals

c) Collaborate with other Commission divisions to enhance public awareness and observance by public and private institutions on Economic, Social and Cultural Rights

d) Develop and operationalize a framework for the implementation and monitoring of Economic, Social and Cultural rights among public and private institutions

e) Allocate duties and undertake supervision and performance management of staff in the division to ensure effective implementation of the Commission’s mandate on Economic, Social and Cultural rights and optimal utilization of the resources in the division.
f) Prepare, review and submit work plans, budgets, program and statutory reports on Economic, Social and Cultural rights to the Director, Research, Advocacy and Outreach for approval.

g) Conceptualize and prepare funding proposals for ECOSOC related projects and activities; and oversee the approvals of the division’s expenditure

h) Undertake mentoring and coaching of officers

Skills, Experience and Minimum Qualifications

- Masters’ Degree in Social sciences, Law or an equivalent from a recognized university
- Eight (8) years’ experience of which three (3) should be at a senior level with supervisory role in a relevant field.
- Strategic Leadership Development certificate lasting not less than 6 weeks from a recognized institution will be an added advantage.
- Training on Alternative Dispute Resolution (ADR), Project Cycle Management and Finance for Non Finance Managers
- Excellent communication, interpersonal and negotiation skills.
- Ability to build and lead cohesive teams.
- Excellent organizational and problem-solving skills
- Knowledge of the project management cycle and public administration
- Excellent IT skills, with working knowledge for the various packages.
- Meet the requirements of Chapter Six of the Constitution of Kenya.

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 7th January 2020 to:

The Commission Secretary,
Kenya National Commission on Human Rights
Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359-00200
KNCHR is an equal opportunity employer and qualified female candidates and Persons with disabilities are encouraged to apply.

Only shortlisted candidates will be advised to obtain clearance certificates from the various institutions.

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

‘KNCHR does not charge a fee at any stage of its recruitment process. Report any such incidences to KNCHR or to the police.'