KNCHR hereby invites applications for the following position:

DEPUTY DIRECTOR - RESEARCH & COMPLIANCE
REF: KNCHR/ADM/ DD/01/2019
Reports to: Director - Research, Advocacy and Outreach
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 research on human rights issues with the objective of informing the Commission’s interventions in relation to legislation, policy and implementation of human rights obligations, concerns and that the state complies with human rights standards regionally and internationally

Key Duties and Responsibilities:

a) Provide leadership in the review of both existing and proposed legislations and policy to infuse human rights standards

b) Responsible for policy formulation, review, policy briefs and monitoring policy within the Commission, State and private sector levels

c) Responsible for the development of monitoring charters on various human rights instruments in relation to concluding observations
d) Provide leadership in research, analysis and reports undertaken and make recommendations on human rights concerns

e) Monitor Kenya’s state of compliance with international, regional and national human rights obligations

f) Oversee the mainstreaming of disability within the Commission’s work practice

g) Provide leadership in the discharge of the Commission’s role as the monitoring agency under Article 33 of the Convention on the Persons with Disabilities

h) Mobilization of resources for the Commission’s programs, grant management and reporting

i) Provide overall management of the division staff and finance resources

**Operational Responsibilities**

a) Develops concepts, design and implements divisional strategies and activities as prescribed in the strategic plan

b) Provides technical support and expertise in the design of research tools, methodologies for public inquiries and other concepts the require some level of empirical evidence

c) Develop relevant training content that address gaps identified from research findings

d) Ensure proper management of monitoring and evaluation processes and divisional performance

e) Responsible for timely preparation of monthly, quarterly, annual donor and other reports for accountability of the use of funds

f) Represent the commission at high level meetings with the state and private institutions

gh) Contribute to establishment and maintenance of networks and partnerships with relevant stakeholders.

**Skills, Experience and Minimum Qualifications**

- Master’s degree in Law, Social sciences or other related fields or related disciplines 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.
- Experience in conceptualizing and leading research projects
- Demonstrable knowledge in review of legislation and policy formulation
- 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 4th March, 2019 to:

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

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.