VACANCY

The Kenya National Commission on Human Rights (KNCHR) is a Constitutional Commission established by Article 59 of the Constitution of Kenya 2010 and operationalised through the Kenya National Commission on Human Rights Act, 2011 (Revised 2012) and the United Nations Paris Principles. KNCHR’s mandate includes promoting a culture of human rights, protection against and accountability for human rights and freedoms, advise and ensure observance of human rights by both the Government and private institutions. KNCHR fulfils its mandate through five (5) directorates; Complaints and Investigations, Legal Services, Research, Advocacy and Outreach, Regional Services and Corporate Services. The Commission’s head office is located in Nairobi City County with five (5) Regional Offices based in Wajir, Trans Nzoia (Kitale), Mombasa, Kisumu and Laikipia (Nyahururu) Counties.

MEMBER OF THE AUDIT AND RISK COMMITTEE (1 POST)

REF: KNCHR/ADM/ ACM /01/2018

Pursuant to Section 73(5) of the Public Finance Management Act, 2012, the Kenya National Commission on Human Rights invites applications qualified persons to fill the following position of member of the Audit and Risk Committee.

Purpose of the Job

The purpose of the Committee is to assist the Kenyan National Commission on Human Rights to fulfil its oversight responsibilities in respect to financial and governance reporting, process and systems internal control, risk management,
internal audit, and monitoring compliance with policy, laws, regulations and the code of conduct.

**Terms of Appointment**

1. The member shall serve on a part-time basis for a period of three (3) years and may be eligible for re-appointment for a further one term only, subject to satisfactory performance.
2. The member will be entitled to allowances as determined by the Salaries and Remuneration Commission (SRC) from time to time.
3. The Risk and Audit Committee meets at least four times annually, and may from time to time meet on special notice.

**Requirements for Appointment**

For appointment to this position, an applicant must;

2. Served in Senior Management level for at least 10 years or Board with proven experience.
3. Knowledge and experience in matters relating to any of the following fields; Governance, Public Administration, Law, Human Rights, Finance, or any other relevant discipline.
4. A member in good standing of a professional body including ICPAK, IIA, ICSK, LSK, among others.

**Other Requirements**

1. An appreciation and understanding of the mandate of constitutional commissions under Chapter 15 with special focus on the Kenya National Commission on Human Rights.
2. Dedicate sufficient time to the performance of the Audit and Risk Committee.
3. Have a good understanding of government operations, governance, financial reporting and auditing.
4. Shall not be past or present employees of the Kenya National Commission on Human Rights.
5. Shall not have served as an employee or member or agent of a business organisation which has carried out any business with the Commission in the last two years
6. Candidates should obtain clearance certificates from the following bodies: -
   a. Higher Education Loans Board
   b. Kenya Revenue Authority
   c. Directorate of Criminal Investigation
   d. Ethics and Anti-Corruption Commission
   e. Credit Reference Bureau
   f. Any Professional body to which the candidate is a member

**Duties and responsibilities to this position include**

1. Review the annual financial statements, and consider whether they are complete, consistent with information known to committee members, and reflect appropriate accounting principles.
2. Consider the effectiveness of the National Commission’s internal control system, including information technology security and controls.
3. Review the effectiveness of the internal audit function
4. Review the Commission’s Risk Management Policy and Framework
5. Assess the effectiveness of the audit process
6. Review the work performed by the Commission and its committees
7. Review the effectiveness of the system for monitoring compliance with laws, regulations and follow-up of any instances of non-compliance.
8. Review the Commission’s arrangements for whistle blowing.
9. Facilitate adequate disposal of all Public Accounts Committee (PAC) recommendations.
10. Any other function as outlined in the Audit & Risk Committee Charter.

Interested candidates who meet the requirements should submit their application 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, to reach the Commission by **Tuesday 30th October, 2018** to:
Please note that it is a criminal offence to provide false information and documents in the application.

KNCHR is an equal opportunity employer. Females and Persons with disabilities are encouraged to apply. Only short listed candidates will be contacted.

KNCHR does NOT have recruitment agents and does NOT charge a fee at any stage of its recruitment process. Report any incident of extortion to KNCHR or to the Police.