VACANCY


KNCHR hereby invites applications for the following position:

PROGRAM ASSISTANT – RESEARCH, ADVOCACY AND OUTREACH

REF: KNCHR/ADM/PA/01/2020
Reports to: Head of Research and Compliance Division
Duration: 1 year, 9 months
Duty Station: Nairobi with occasional travel
Gross Entry Salary: Kshs. 64,614.00 per month

Job purpose
This position is responsible for supporting the project toward enhancing the rights of persons with psychosocial disabilities and albinism in Kenya (‘The project’) under the Research, Advocacy and Outreach (Research and Compliance Division) of the Kenya National Commission on Human Rights.

Key Duties and Responsibilities
- Assist in research on laws, policies and programmes on albinism and existing gaps
• Assist in mapping organisations of/for persons with albinism and of/for persons with psychosocial disabilities in Kenya
• Assist in organizing and facilitating meetings, stakeholder forums and other events aimed at achieving the objectives of the project
• Assist in the promotion of continuous and targeted awareness to the general public and all stakeholders on issues related to albinism and mental health including through use of new media
• Assist in monitoring health institutions that provide mental health services
• Daily record keeping and updating of accurate information related to the project, including financial information
• Report writing in relation to various activities under the project grant
• Respond to correspondences that relate to the implementation of the project

Skills, Experience and Minimum Qualifications
• Bachelor’s Degree in Social Sciences from a recognized university
• Demonstrable research skills
• At least 6 months experience in working on projects focusing on persons with disabilities
• Knowledge in monitoring and evaluation will be an added advantage
• Solid organizational skills and detail oriented
• Excellent written and verbal communication skills, including report writing skills
• Ability to work under pressure and meet strict deadlines
• Excellent interpersonal skills and demonstrable ability to work as part of a team
• New media skills will be an added advantage

Persons with disabilities are especially encouraged to apply.

If you possess the above qualities, please submit your applications electronically through haki@knchr.org clearly indicating the position, and the Ref No. on the subject line, together with a detailed C.V, names and telephone contacts of three referees, to reach us by 14th April 2020 to:

The Commission Secretary
Kenya National Commission on Human Rights
Lenana Road, CVS Plaza, 1st Floor
P. O. Box 74359-0020
NAIROBI.

‘KNCHR does not charge a fee at any stage of its recruitment process. Report any such requests through our SMS Number 22359’