KNCHR hereby invites applications for the following positions:

1. **REGIONAL SERVICES OFFICER – COAST REGIONAL OFFICE**

**REF: KNCHR/ADM/ RSO /15/2019**

Reports to: Assistant Director/The Regional Coordinator
Location: Mombasa 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. This role is to pursue redress for human rights violations to reinforce programs and practices that support the advancement of Human Rights programs inclusive of access to justice, devolution, land, citizenship, security, business human rights, minority groups, environmental rights, labour rights,
public sector accountability and engaging cultural and traditional institutions to mainstream human rights laws

**Operational Responsibilities:**

a) Screening of client/Petitioners and receiving inquiries for complaints processing from victims seeking redress for human rights violations.

b) Analyze case files and in consultation with the regional coordinator and institutional mandate, make appropriate decisions, determinations and recommendations on complaints that’s have been lodged at the regional office.

c) Provide legal advice and or representation to clients on Human Rights Related court cases and disputes.

d) Prepare sound legal opinions on complaints brought forward beyond arbitration.

e) Generate advisories for submission to relevant actors on human rights issues.

f) Facilitate public education and training programmes on human rights.

g) Participate in field investigations and legal research in response to Human Rights violation cases noted or reported to the regional office to determine the way forward in pursuit of justice for the complainants and submit timely actionable reports.

h) Refer complaints that fall outside the mandate of the commission to appropriate agencies for resolution as a way to assist them despite being outside the service parameters of the commission.

i) Prepare reminders and acknowledgements to keep petitioners informed on the status of the complaints they have lodged on Human Rights violations at the regional office.

j) Working with marginalized groups

**Skills, Experience and Minimum Qualifications**

- Bachelor’s degree in law, Peace Building/Conflict Management, Criminology, Political Science, Anthropology, Sociology, Development Studies, International Relations & Diplomacy or an equivalent qualification from a recognized university

- Be admitted as an Advocate of the High Court of Kenya

- 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

- Meet the requirement of Chapter Six of the Constitution of Kenya.
2. DRIVER- COAST REGIONAL OFFICE -REF: KNCHR/ADM/CO/16/2019 – (1)

Reports to: Assistant Director, Regional Services.
Location: Mombasa with occasional travel.
Duration: Permanent and Pensionable.
Grade: KNCHR 9
Gross Salary: Kshs. 37,666.00

Purpose of the job.
This position is responsible for the facilitation of movement of the Commission staff to the respective destination is done in a safe manner by use of designated routes, locked vehicles at all times, observation of speed limits, passenger use of safety belt as per the Commission’s transport policy.

Duties and Responsibilities
a) Facilitate the transfer of Commission staff to field activities and other official assignment on time and in a safe and reliable manner.
b) Ensure the cleanliness of the Commission vehicle at all times.
c) Carry out routine basic service check before use of the vehicle and report any defects, due date for service and insurance to the supervisor.
d) Ensure a work ticket is produced and approved before taking up any assignment and record all details including use of fuel card before submission to Officer in charge of transport.
e) Observe defensive driving skills at all times during transfers to ensure fuel efficiency and forecast potential hazards ahead and avoid the said hazard.
f) Collect assignment schedules from Administration Officer and carry out official errands such as payments of utilities bills, collecting and delivering mails/documents on behalf of commission staff.
g) Assist in basic support functions of Office administration i.e. photocopies, binding and filing when in the office.
h) Ensuring security and safety of vehicles on and off the road as well as passengers/goods therein.

Skills, Experience and Minimum Qualifications
- Three (3) year of service in a comparable position from a reputable organization.
- Kenya Certificate of Secondary Education (D+).
- BCE Driving Licence.
- Passed Trade test II for drivers or an equivalent.
- Attended a first aid course lasting not more than a week.
- Defensive driving certificate from a recognized institution.
- Proficient in Computer applications will be an added advantage.
• Basic mechanical skills.
• Knowledge of the parts of the country for the filed assignments
• Computer literacy.
• Knowledge of relevant legislation (Traffic Act)
• Meet the requirement of Chapter Six of the Constitution of Kenya.

Only 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)

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. Please note that it is a criminal offence to provide false information and documents in the application. Only shortlisted 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 **4th November, 2019**

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

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