
KNCHR hereby invites applications for the following position:

**DEPUTY DIRECTOR – REFORMS & ACCOUNTABILITY**  
**REF: KNCHR/ADM/ DD/02/2019**  
**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 formulation and implementation of strategies and interventions aimed at strengthening reforms and accountability in key government institutions pursuant to the commissions’ mandate of promotion and protection of human rights in Kenya.
Key Duties and Responsibilities:

Managerial Responsibilities:
- Oversee the formulation and implementation of strategies and interventions that result in strengthening reforms and accountability in key government institutions, and advocacy of human rights issues in Kenya
- Provide leadership, analytical and strategic direction in the implementation of the division’s work plan in accordance with the strategic goals of the division
- Advice staff members of the commission on legal, policy and administration gaps in relation to institutional strengthening, reforms and accountability and provide strategic leadership to ensure that the mandate of the commission is achieved
- Provide overall leadership of the division’s human and financial resources through developing budgets, subject to donor funds, undertaking effective monitoring and advising on financial management of the division’s resources.

Operational Responsibilities:
- Conceptualize and formulate legal, institutional and administrative reforms in line with the constitution to foster the protection of human rights for all in Kenya
- Oversee quality control for all programme material and documents developed to ensure that they are in accordance with the strategic guidelines of the division
- Monitor the compliance of commission’s policies in regards to the division’s projects to ensure that the mandate of the commission is achieved
- Manage the division’s monitoring and evaluation system and tools to ensure that the performance of the division is on target with the set performance contract
- Coordinate the monitoring and inspections of key areas of possible and high potential of violation of human rights in the country, assess the conditions and make recommendations for reforms
- Review and submit workplans, budgets programme and statutory reports on the state of human rights reforms in Kenya to the Director, Research, Advocacy and Outreach
- Organize and allocate tasks to staff members in the division to ensure optimal utilization of the resources in the department

Skills, Experience and Minimum Qualifications
- Master’s degree in Law (LLM), social Science or relevant 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 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 Monday 13th May, 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.'