
KNCHR hereby invites applications for the following position:

PRINCIPAL HUMAN RIGHTS OFFICER- RESEARCH & COMPLIANCE
REF: KNCHR/ADM/ PHRO /23/2017

Reports to:  Deputy Commission Secretary
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 instruments in relation to concluding observations
d) Provide leadership in research, analysis and reports undertaken and make recommendation on human rights concerns
e) Monitor Kenya’s state of compliance to measure up to international, regional and national obligations
f) Management and approval of reference materials for the Commission’s resource centre
g) Oversee the coverage of mainstream disability is incorporated in the Commission’s work practice
h) Mobilization of resources for the Commission’s programs, grant management and reporting
i) Provide overall management of the department staff and finance resources

Operational Responsibilities

a) Develops concepts, design and implements departmental 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 and deliver training ensure proper management of monitoring and evaluation processes and departmental performance
d) Responsible for timely preparation of monthly, quarterly, annual donor reports for accountability of the use of funds
e) Represent the commission at high level meetings with the state and private institutions
f) 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 years’ experience of which 3 should be at a senior level with a supervisory role in a relevant field.
- Strategic Leadership Development certificate lasting not less than 6 weeks
- 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.

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.

Those who had applied for this position earlier need not re-apply. Only short listed 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 December, 2017 to:

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