
The Commission hereby invites applications for the position of Commission Secretary:

**COMMISSION SECRETARY:** REF: KNCHR/ADM/ CS /19/2017

**Reports to:** Commission Chairperson  
**Duration:** 5 year term, eligible for a further term of 5 years  
**Duty Station:** Nairobi with occasional travel  
**Gross Entry Salary:** Kshs. 516,147 or as determined by SRC
**Job Purpose**

Chief Executive and Head of Secretariat. This position is responsible for ensuring that the mandate of the Commission to foster promotion and awareness of human rights is achieved.

**Key Duties and Responsibilities:**

Coordinating and supervising the development, implementation, monitoring and evaluation of the Commission’s programmatic, financial and institutional plans.

Enhance good communication and harmony among the Staff, the Commissioners and other stakeholders, including members of the public, government and other public institutions, civil society and international community actors.

Undertaking transparent, effective and efficient management of personnel including continuous improvement in human resource management policies and systems.

Ensuring that internal and external audits are carried out and issues are addressed on a timely manner, as well as ensuring that statutory and related legal requirements are adhered to.

Performing any other duty as assigned by the Commission.

**Skills, Experience and Minimum Qualifications**

Be a Citizen of the Republic of Kenya.

Minimum of a Master’s Degree in Social Sciences from a University recognized in Kenya.

PhD and post graduate qualification in Strategic and Project Management, Planning, Proposal Writing, Leadership/Administration, Governance and Human Rights will be an added advantage.

Fifteen (15) years working experience with at least five (5) years at a top/senior level management position.

Prior extensive experience in Public Administration.

Meet the requirements of Chapter Six of the Constitution of Kenya.

**Other Attributes:**

In addition to the above qualifications, the suitable candidate should possess the following skills and attributes;

- Strong Leadership and Strategic Management skills.
- Demonstrable financial management, planning and budgeting skills.
- Excellent communication skills, both written and oral.
- Good organizational, interpersonal and analytical skills.
- Ability to work in stressful and demanding environments.

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 short listed candidates will be contacted.

Applications comprising cover letter, a detailed curriculum vitae, copies of certificates and testimonials, names of 3 referees should be submitted not later than Tuesday 12th September, 2017 to (Note that details of position applied for and reference number must be included on both the cover letter and envelope);

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