
KNCHR hereby invites applications for the following positions:

1. SENIOR REGIONAL SERVICES OFFICER – NORTH RIFT REGIONAL OFFICE
REF: KNCHR/ADM/ SO /11/2019

Reports to: The Regional Coordinator
Location: Kitale with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs. 141,950

**Job purpose**

This position is responsible for the implementation of programs and practices that support region specific best practices that contribute to the realization of Human Rights within the same. This role is to support in partnership building with stakeholders in regional communities to find innovative ways to shape sustainable and strategic alliances for 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

**Key Responsibilities**
a) Supervise project teams and consultants to give direction and oversee quality control to meet the Commission’s service requirements on program benchmarks  
b) Implement regional office projects and oversee systems to determine effective processing of complaints on human rights violations according to the commission’s standards of service  
c) Promote proactive resolutions of complaints on human rights violations to quickly dissipate situations and avoid escalations that could be detrimental to the wellbeing of the victims  
d) Carry out 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  
e) Draft quarterly and annual activity reports on programmes implemented at the regional offices inclusive of challenges, findings and recommendations to inform the main office for future plans and program development  
f) Manage financial resources assigned for the project activities in the regional offices to ensure accountability of funds  
g) Assist in the management of regional partnerships necessary for the capacity enhancement of the commission’s work in the region in spite of internal limitations  
h) Undertake regional office operations inclusive of data and assets management to ensure client confidentiality and information security  
i) Liaise with the head quarter office regarding matters of project implementation on assigned projects to execute these as per stipulated guidelines  
j) Execute programme activities such as human rights clinics and legal aid forums for the capacity building of regional partners and stakeholders informing them on the human Rights Laws based on the Kenyan constitution  
k) Participate in regional trainings for public officers in conjunction with partners to promote awareness in Human Rights Laws and the Kenyan National Human Rights Commission  
l) Prepare reminders, acknowledgements and keep the complainants informed on the status of the complaints that they have lodged on Human Rights Violations  
m) Refer complaints that fall outside the mandate of the commission to appropriate agencies for resolution  

**Skills, Experience and Minimum Qualifications**  
- Bachelor’s Degree in Social Sciences or an equivalent from a recognized university  
- Be admitted as an Advocate of the High Court of Kenya (for lawyers)  
- 3 years of 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
**2. RESEARCH & COMPLIANCE OFFICER – RESEARCH & COMPLIANCE**  
**REF: KNCHR/ADM/SO/12/2019**

Reports to: Deputy Director – Research & Compliance  
Location: Nairobi with occasional travel  
Duration: Permanent and Pensionable  
Gross Salary: Kshs. 100,250

**Job Purpose**  
This position is responsible for conducting research on various human rights issues with the objective of informing the Commission’s interventions in relation to legislation, policy and implementation of human rights concerns and that the State complies with regional and international human rights standards.

**Key Responsibilities**

1. Preparing and developing data collection tools/instruments;  
2. Conducting research on identified thematic areas of human rights including desk reviews and field data collection; compiling and disseminating reports.  
3. Participate in monitoring, conducting reviews and generating periodic reports on state compliance with its regional and international human rights obligations under treaties and conventions  
4. Support the work on monitoring the rights of persons with disabilities in line with the Commission’s mandate  
5. Participate in reviewing policies and legislation to ensure compliance with human rights principles and standards  
6. Participate in generating advisories for submission to relevant actors on human rights issues  
7. Support stakeholders’ engagements

**Skills, Experience and Minimum Qualifications**

(i) Bachelor’s degree in any of the following fields: International Relations and Diplomacy, Law, Education, Arts, Anthropology, History, Sociology or equivalent qualification from a recognized institution;

(ii) One (1) year relevant experience in a reputable organization;

(iii) Certificate in Computer Application Skills from a recognized institution;

(iv) Knowledge and experience in research methodologies; and

(v) Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.
3. COMPLAINTS OFFICER – COMPLAINTS & INVESTIGATIONS

REF: KNCHR/ADM/ SO /13/2019

Reports to: Deputy Director – Complaints & Investigations
Location: Nairobi with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs. 100,250

Job Purpose
This position is responsible for the support to implementation of the organization’s complaints and investigations strategy by receiving and processing complaints on alleged Human Rights violations in Kenya.

Key Responsibilities

1. Screening of petitioners to determine if the complaints are admissible or not;
2. Offering legal advice to petitioners
4. Review of admitted complaints and follow up with petitioners
5. Undertake preliminary investigations on admitted complaints.
6. Prepare timely situational reports on complaints processing.

Skills, Experience and Minimum Qualifications
i. Bachelor’s degree in any of the following fields: Anthropology, Criminology, Political Science, Sociology or equivalent qualification from a recognized institution;
ii. One (1) year relevant experience in a reputable organization;
iii. Experience in human rights complaints handling;
iv. Certificate in Computer Application Skills from a recognized institution;
v. Met the requirements of Chapter 6 of the Constitution on Leadership and Integrity.
vii. Knowledge in Alternative Dispute Resolutions mechanisms will be an added advantage.

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)
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.

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 13th August 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