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

**COMMISSION SECRETARY:** REF: KNCHR/ADM/CS/16/2017

**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. 526,058 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:

1. Coordinating and supervising the development, implementation, monitoring and evaluation of the Commission’s programmatic, financial and institutional plans.
2. 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.
3. Undertaking transparent, effective and efficient management of personnel including continuous improvement in human resource management policies and systems.
4. 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.
5. 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 25th July, 2017 to (Note that details of position applied for and reference number must be included on both the cover letter and envelop);

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

The Kenya National Commission on Human Rights (KNCHR) is an independent National Human Rights Institution created by Article 59 of the Constitution of Kenya 2010 and established by the Government of Kenya through an Act of Parliament (the Kenya National Commission on Human Rights Act, 2011) and under the United Nations Paris Principles. KNCHR’s mandate includes furthering the protection and promotion of human rights in Kenya, acting as a watchdog over the Government in the area of human rights, and the provision of Leadership in moving the country towards a human rights state. KNCHR fulfils its human rights mandate through a number of programmes, including Research and Compliance, Public Education and Training, Complaints and Investigations, Redress, Reforms and Accountability and Economic, Social and Cultural Rights. The Commission’s main office is in Nairobi with five regional offices in Wajir, Kitale, Mombasa, Kisumu and Laikipia Campus. Officers may serve in the Head Office or in any of the regional offices.

KNCHR hereby invites applications for the following position:

HUMAN RIGHTS OFFICER I – NORTH RIFT REGIONAL OFFICE

REF: KNCHR/ADM/ HRO /17/2017

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.
Managerial Responsibilities

a) Supervise project teams and consultants to give direction and oversee quality control to meet the commission’s service requirements on program benchmarks

Operational Responsibilities:

a) 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
b) 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
c) 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
d) 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
e) Manage financial resources assigned for the project activities in the regional offices to ensure accountability of funds
f) 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
g) Undertake regional office operations inclusive of data and assets management to ensure client confidentiality and information security
h) Liaise with the head quarter office regarding matters of project implementation on assigned projects to execute these as per stipulated guidelines
i) 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
j) 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
k) Prepare reminders, acknowledgements and keep the complainants informed on the status of the complaints that they have lodged on Human Rights Violations
l) 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

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- Higher Education Loans Board (HELB)
- Ethics and Anti-Corruption Commission (EACC)
- Credit Reference Bureau (CRB)

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 Tuesday 25th July, 2017 to:

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