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, Reforms and Accountability, Complaints and Investigations, Redress 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 positions:

1. **DEPUTY SECRETARY TO THE COMMISSION** – *(RE – ADVERTISEMENT)*
   REF: KNCHR/ADM/ DSTC /12/2017

   Reports to:  Commission Secretary
   Duration:  5 years renewable contract
   Duty Station:  Nairobi with occasional travel
   Gross Salary:  Kshs 406,750
**Job Purpose**

This position is responsible for the provision of strategic leadership in program design, implementation, and monitoring and evaluation in consultation with Commission Secretary to ensure that the mandate of the Commission to foster promotion and awareness of human rights is achieved.

**Key Duties**

**Managerial Responsibilities:**
1) Formulate and implement policies and strategies for effective discharge of the functions of the Commission in accordance with the mandate of the commission to protect human rights for all
2) Coordinate the development of the commission’s annual report on the state of human rights in Kenya for presentation to donors and stakeholders
3) Conduct quality control checks on all departments to ensure that they are in compliance with the set performance contract with the Commission
4) Coordinate the development of the department’s work plans and reports to ensure that they are in line with the set performance targets for the organization
5) Manage the performance appraisal of staff within the department to ensure that the department’s performance is on track with the set performance contract for the organization
6) Organize and allocate tasks to heads of departments in the Commission to ensure optimal utilization of the resources in the commission
7) Prepare statutory reports on the state of human rights in Kenya for presentation to parliament
8) Review and submit programme reports on the state of human rights in Kenya to the CEO for presentation to Commissioner’s Strategy meetings

**Operational Responsibilities:**
1) Track activity budgets and approve spend requests to ensure that activities are reflective of the commission’s work plan and in accordance with the mandate of the commission
2) Oversee the development of concept notes for requisition of donor funds to implement various human rights awareness and implementation projects
3) Oversee the identification of human rights activities to be funded by donors to enable the commission to achieve its mandate
4) Review donor reports on the commission to ensure that the activities of departments are in line with the objectives of the donors and present to the CEO
5) Ensure that heads of departments are well versed in the commission’s management strategies and are able to implement them
6) Monitor the implementation of projects within the commission to ensure that project goals and timelines are met.

Skills, Experience and Minimum Qualifications

- Master’s Degree in Social Sciences (PhD is an added advantage).
- 12 years working experience with at least 5 years at a senior position.
- Post graduate qualification in Strategic and project Management, planning, proposal writing /Administration, governance, or human Rights.
- Leadership and strategic management skills
- Financial management
- Budgeting
- Excellent IT skills, with working knowledge for the various packages.
- Excellent communication, interpersonal and negotiation skills.
- Excellent organizational and problem solving skills
- Knowledge of the project management cycle and public administration
- Meet the requirements of Chapter Six of the Constitution of Kenya

2. HUMAN RIGHTS OFFICER II – COAST REGIONAL OFFICE (RE-ADVERTISMENT)

REF: KNCHR/ADM/ HRO /11/2017

Reports to: The Regional Coordinator
Location: Mombasa with occasional travel
Duration: Permanent and Pensionable
Gross Salary: Kshs. 100,250

Job purpose

This position is responsible for the provision of legal support services and the implementation of region specific best practices that contribute to the realization of Human Rights within the same. This role is to pursue redress for human rights violations in the commission’s regional offices to reinforce programs and practices that support 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
Operational Responsibilities:

a) Undertake client screens and inquiries for complaints handling for victims seeking redress for human rights violations to facilitate the justice process and seek favorable outcomes for them.
b) Analyze case files and make appropriate decisions, determinations and recommendations on complaints that’s have been lodged at the regional office.
c) Provide legal advice to clients in Human Rights Related court cases and disputes through the preparation of sound legal opinions on complaints brought forward beyond arbitration.
d) Participate in field 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) Offer legal counsel to inform complainants on the law with regard to possible human rights violations to equip them on next steps and options available to them to mitigate said situations.
f) Refer complaints that fall outside the mandate of the commission to appropriate agencies for resolution as a way to assist them despite being outside the service parameters of the commission.
g) Prepare reminders and acknowledgements to keep the complainants informed on the status of the complaints they have lodged on Human Rights violations at the regional office.

Skills, Experience and Minimum Qualifications

- Bachelor’s degree in law from a recognized university
- Be admitted as an Advocate of the High Court of Kenya
- At least 1 year of relevant 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

Please note that ONLY 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)

Those who had earlier applied for the above positions need not re-apply.

Please note that it is a criminal offence to provide false information and documents in the application.
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. Only short listed candidates will be contacted.

If you possess the above qualities, please submit your applications either online, 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 **Thursday 25rd May, 2017.**

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