KNCHR hereby invites applications for the following position:

**HUMAN RIGHTS OFFICER I – WESTERN REGIONAL OFFICE**

**REF: KNCHR/ADM/ HROI /20/2017**

Reports to: The Regional Coordinator

Location: Kisumu 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 of the position 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

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

Operational Responsibilities:

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

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

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

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

Manage financial resources assigned for the project activities in the regional offices to ensure accountability of funds

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

Undertake regional office operations inclusive of data and assets management to ensure client confidentiality and information security

Liaise with the head quarter office regarding matters of project implementation on assigned projects to execute these as per stipulated guidelines
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

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

Prepare reminders, acknowledgements and keep the complainants informed on the status of the complaints that they have lodged on Human Rights Violations

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

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

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 ONLY shortlisted candidates should 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)
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 12th September, 2017 to:

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