
Officers may serve in the Head Office or in any of the regional offices.

KNCHR hereby invites applications for the following position in its head office:

**SENIOR PUBLIC AFFAIRS AND COMMUNICATION OFFICER**

Ref: KNCHR/ADM/HRO/08/15

**Reports to:** Deputy Commission Secretary

**Location:** Head Office, with occasional travel

**Duration:** Permanent and Pensionable

**Gross Salary:** Kshs 205,850

**Job Objective**

Oversee, conceptualize, design and implement internal and external communication strategies and programmes that advance the commission strategic objectives and coordinating the publication of the commission journals and key publications.

**I. Managerial/Supervisory Responsibilities**

- Profile and brand the commission, create awareness and enhance accessibility of the commission to the public through appropriate marketing strategies.
- Provide advice to the chairperson’s office as the spokesperson of the commission on public affairs and communication matters always and as appropriate
- Develop a publicity framework that will enable the commission to spread information about its services for purposes of public awareness that enhance their abilities to demand.
- Quality control of all publications of the commission
- Develop, implement, manage and monitor on budgeting and financial management of the department’s resources.
- Establish a level of public relations with varied stakeholders.

**II. Operational Responsibilities / Tasks**

- Work in consultation with commission secretary, deputy secretary and other heads of departments.
- To be fully accountable for the specific deliverables assigned to the position in consultation with other department team members.
- Be responsible for the departmental data assigned to and specifically the website data and information.

**Skills, Experience and Minimum Qualifications**

- A Master’s Degree in Communication from a recognized University
- Five years’ Experience of which one is at a supervisory role
- A bachelor’s degree in communication plus 7 years experience, 3 of which should have been at senior level management in development communication or relevant field
- Good understanding of human rights and demonstrable solid commitment to social justice.
- Result-based reporting skills
- Good organizational, writing, interpersonal, communication and analytical skills
- Computer literacy, ability to work in stressful and demanding environments.
- Fluency in spoken and written English and Swahili.

KNCHR is an equal opportunity employer which offers a competitive remuneration commensurate to qualifications and experience.

**QUALIFIED FEMALE CANDIDATES AND PERSONS WITH DISABILITY ARE ENCOURAGED TO APPLY.**

If you possess the above qualities, all applicants are requested to submit online applications through [http://recruitments.knchr.org](http://recruitments.knchr.org) and manual application through our post office or by hand delivery, clearly indicating the position, **Online Application No.** and the **Ref No.** on both the cover letter and envelope, together with a detailed CV, names and telephone contacts of three referees two of whom should be your immediate supervisors in your current and your past employment, to reach us by **Monday 19th October, 2015** to:

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

**Only short listed candidates will be contacted.**