KNCHR hereby invites applications for the following position:

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

**REF: KNCHR/ADM/SHRO/13/2017**

- **Reports to:** Deputy Commission Secretary
- **Duration:** Permanent and Pensionable
- **Duty Station:** Kisumu with occasional travel
- **Gross Salary:** Kshs. 205,850/-

**Job Purpose**

The position is responsible for providing strategic leadership in ensuring the realization of the Commission’s mandate and functions in the Western Kenya Region. The position is also responsible for building and maintaining partnerships with stakeholders in order to find innovative ways to shape sustainable and strategic alliances for the advancement of Human
Rights programs. The position is overall responsible for programmatic, managerial and administrative oversight of the regional office on complaints and investigations, research and public education and training programs among others.

**Managerial Responsibilities**

a) Provide leadership and strategic direction in the implementation of the Regional work including investigations, research, redress, trainings, human rights clinics, complaints processing and institutional reforms.

b) Conceptualize and direct the planning, design and implementation of the Regional offices Programs and Projects

c) Initiate strategic partnerships with institutions, groups and county governments to support the implementation of policies and strategies of the Commission

d) Monitor the implementation of projects within the regional office to ensure that project goals and timelines are met and ensure that region specific programmatic goals are enforced

e) Build and maintain sustainable partnerships to handle the uniqueness of the regional settings and their varied needs in terms of Human Rights Programming.

f) Manage and authorize all communication emanating from the regional office

g) Represent the Commission in high-level engagements at the regional levels

h) Management of staff performance at the Regional Office

i) Preparing the regional office work plan, progress reports necessary to provide a road map and tools of work to execute the regional office strategy on behalf of the commission

j) Manage all administrative functions in the region

**Operational Responsibilities**

a) Oversee Client screens and complaints handling by the Human Rights Officer to ensure proper process flow and dignified treatment of individuals and communities seeking redress

b) Review and give directions of all petitions handled in the regional office to ensure KNCHR's set standards are met in redressing petitions

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) Spearhead high level field investigations and Conduct 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) Undertake Public Interest Litigation in the regions to Secure Redress for Human Rights Violations

f) Prepare 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 planning and program development

g) Organize, plan and implement 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
h) Represent the commission during public awareness forums to promote policies and procedures on matters that relate to Human Rights during outreach activities with partner organizations
i) Spearhead regional trainings for public officers in conjunction with partners to promote awareness in Human Rights Laws and the Kenyan National Human Rights Commission
j) Organize and allocate tasks to staff in the region
k) Supervise the performance of staff and conduct staff appraisals

Qualifications, experience and skills

- Master’s degree in Social Sciences from a recognized university
- Five years’ experience of which one is at a supervisory role.
- Advocate of the High Court with current practicing certificate for Lawyers

OR

- Bachelor’s degree in Social Sciences from a recognized university
- Seven years’ experience in a comparable position of which three is at a supervisory role
- Advocate of the High Court with current practicing certificate for Lawyers

AND

- Demonstrable experience in the use of appropriate dispute resolution mechanism
- Demonstrable knowledge of national, regional and international Constitutional and human rights jurisprudence and instruments or conventions
- Good communication, interpersonal, organizational, negotiation and problem solving skills.
- Appreciation of the programme management cycle and public administration
- Ability to build and lead cohesive teams
- Meet the requirements of Chapter Six of the Constitution of Kenya
- A certificate in Strategic Leadership Development from a recognized institution lasting not less than 4 weeks

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.

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 Friday 5th May, 2017 to:

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