

Amboseli Road, Gate 849  
P.O. Box 41079-00100  
Nairobi, GPO, Kenya  
Tel: +254 – 020-2044545/2106763  
Office Cell: 0733 629034, 0722 264497  
Email: [admin@khrc.or.ke](mailto:admin@khrc.or.ke)



**Job Profile:  
Programme Officer – Electoral Justice**

<b>Job Title</b>	Programme Officer – Electoral Justice
<b>Level</b>	Officer
<b>Department</b>	Programmes
<b>Start Date</b>	March 2026
<b>Thematic Area</b>	Political Accountability in State Institutions
<b>Reporting to</b>	Programmes Manager- Political accountability in state institutions
<b>Supervises</b>	Interns, consultants, and other human resources allocated to the office
<b>Contractual Duration</b>	A two-year contract, subject to performance
<b>Location</b>	Nairobi, with frequent travels
<b>Vacancy Announcement Date</b>	4 <sup>th</sup> February 2026

**Introduction**

The **Kenya Human Rights Commission (KHRC)** is a premier and flagship Non-Governmental Organization (NGO) in Africa, established and incorporated in 1992 by Kenyans exiled in the United States of America (USA), and later registered in Kenya in 1994. KHRC founders are among the foremost leaders and activists in struggles for human rights and democratic reforms in Kenya and beyond. KHRC now seeks to hire a **Programme Officer - Electoral Justice**.

**Overall Purpose**

To contribute to the fulfilment of our new and transformative Strategic Plan for 2025 to 2035, where elections remain a key and cross-cutting area for intervention owing to the way its processes and outcomes affect the governance of other spheres of life, including political, social, economic, and cultural dimensions. It is one of the reasons we have formulated a 10-year plan to address, from a long-term perspective, the multiple electoral malfeasances and injustices in the region.

Over the next decade, KHRC will continue to play an active role in all phases of the electoral process — before, during, and after elections. The expected outcome is elections that truly reflect the people's sovereign will. Our efforts will focus on voters, electoral bodies, and civil society groups in Kenya and the region. We will also respond to the human rights abuses that often occur during African elections.

**Key Duties & Responsibilities**

**Electoral transformation and justice - 80%**

- a) Develop KHRC's positions on a human rights-based and people/youth-centred electoral agenda/ manifesto on electoral and political governance in the society.
- b) Working with Civic Engagement and Rapid Response Officer, develop and implement a political education initiative on transformative leadership.
- c) Continuously ensure strategic linkages between electoral sovereignty and justice and other areas of KHRC's work.
- d) Undertake legislative and policy advocacy on electoral and political reforms in the society.
- e) Lead the campaign for ethical and accountable leadership in partnership with the National Integrity Alliance, where KHRC is a member.
- f) Work with the research & documentation team to spearhead high-level research and conversations on electoral governance. This will also apply to election monitoring and observation.
- g) Work with the Urgent Action Team to institute public interest litigation of critical aspects of elections and the sovereignty of the people.
- h) Work with the Communications department to shape and drive accountability on electoral technology. Also, develop and manage a tech-based infrastructure.
- i) Lead in setting up and running strategic coalitions on electoral governance. Also represent KHRC in the national and transnational networks on elections.
- j) Spearhead human rights-based monitoring and observation of elections and key by-elections in the country and region.
- k) Monitor electoral governance trends and risks, deliver rapid analysis and responses to urgent situations, to guide KHRC's strategic interventions.
- l) In consultation with relevant teams, follow up on electoral promises and the manifestos of political parties to mobilize communities to demand accountability.
- m) Represent KHRC in the key meetings and coalitions related to electoral justice.

#### **Administration – 20%**

- a) Engage in effective resource mobilization and utilization for your plans and interventions.
- b) Work closely with the relevant Programme leaders and members to mainstream electoral governance.
- c) Ensure timely reporting in line with KHRC and donors' schedules and policies.
- d) Participate in the internal committees and overall activities/ affairs of the organization.
- e) Represent the KHRC in all the relevant networks and partnerships at all levels.
- f) Supervise researchers, interns, consultants, and other staff or human resources assigned to this project.
- g) Ensure compliance with KHRC policies, practices, and values.
- h) Undertake any other task as may be assigned by your supervisor from time to time.

#### **Required Qualifications**

- a) Bachelor's degree in social sciences or law from a recognized university.
- b) Those with degrees in law must be advocates of the High Court of Kenya, with a practicing certificate and in good standing.
- c) A minimum of 5 years of experience leading transformative electoral governance interventions, preferably in the NGO sector.
- d) A profound political understanding of elections and their connections with human rights and application in the promotion of democracy and the rule of law.

- e) A deep commitment to human rights and a solid grounding in the national, regional, and international human rights mechanisms.
- f) Ability to network with or develop a broad array of partnerships with both state and non-state actors.
- g) Demonstrable experience working with or coordinating partners with community and national-level organizations and networks.
- h) Expertise in policy research and governance.
- i) Good understanding of programmes and project management.
- j) Willing to take initiative and work independently with minimal supervision.

### **Required Competencies**

The job holder should possess the following skills and behavioural competencies:

- a) Passionate and committed to respect for human rights, diversity, integrity, and transparency.
- b) A proactive and spirited human rights defender.
- c) Planning, Organising and Delivery of Results
- d) Adapting and coping; demonstrates openness to change and ability to manage complexities.
- e) Results-driven, flexible, analytical, and a practical problem solver.
- f) Ability to work with and in teams.
- g) Good communication skills, both written and spoken. Editorial capacity is critical.
- h) Excellent interpersonal skills and a team player.
- i) Tangible experience in resource mobilization.

### **Application Procedure:**

If you believe you fit the profile, submit your application and CV detailing your suitability for the post and including daytime telephone contact and three referees, preferably your current or previous line managers, to [vacancies@khrc.or.ke](mailto:vacancies@khrc.or.ke), **quoting the title of the position you are applying for in the subject line**. The closing date for this position is **18<sup>th</sup> February 2026**; **applications received after the closing date will not be accepted**.

**Applications received will be reviewed on an ongoing basis, and shortlisted applicants should be ready for an immediate interview.**

### ***Disclaimer***

- *KHRC is an equal opportunity employer committed to ensuring diversity and gender equality within the organization and will seek to recruit the most qualified person for the job irrespective of race, colour, marital status, ethnicity, disability, religion, gender, sexual orientation, or nationality. All qualified persons are encouraged to apply.*
- *Canvassing will automatically lead to disqualification.*
- *Only successful candidates will be contacted.*
- *If you do not hear from us by **28<sup>th</sup> February 2026**, please consider your application as unsuccessful.*