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Job Profile Project Associate

Job Title	Programme Associate
Level	Associate
Department	Programmes
Start Date	April 2026
Thematic Area	Political Accountability in State Institutions
Reporting to	Programmes Manager- Political accountability in state institutions
Supervises	None
Contractual Duration	One year
Location	Nairobi, with frequent travels
Vacancy Announcement Date	13 th 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. The founders of KHRC are among the foremost leaders and activists in the struggle for human rights and democratic reforms in Kenya and beyond. KHRC now seeks to hire a **Programme Associate**

Position Overview

The Programme Associate will support the implementation of KHRC's Strategic Plan (2025–2035) by contributing to interventions that strengthen political accountability and oversight of public finance at the national and project target county levels. The position advances KHRC's mandate by effectively coordinating and delivering activities under the Political Accountability in State Institutions Programme.

Working closely with the Programmes Manager, Political Accountability in State Institutions, the Programme Associate will support the planning and execution of technical projects by coordinating the timely implementation, monitoring, and documentation of public finance accountability initiatives. The role ensures that outputs are delivered efficiently, meet organizational standards, and contribute to enhanced transparency, accountability, and responsible management of public resources in Kenya.

Key Duties & Responsibilities

- a) Monitoring project work plans, timelines, and deliverables to ensure timely implementation of activities and compliance with donor and organizational requirements.
- b) Supporting the planning and coordination of meetings, workshops, and stakeholder engagements, including preparing agendas, taking minutes, and tracking action points.
- c) Support the preparation and consolidation of programme fundraising documentation, including proposals, concept notes, grant applications, contracts, and donor reports, ensuring accuracy, quality, and timely submission.
- d) Conducting research and analysis to support programme objectives, particularly in the areas of public finance management, human rights, governance, elections, and relevant legal and policy frameworks, and contributing to related reports and knowledge products.
- e) Contributing to the development of policy briefs, press statements, advocacy materials, and documentation of project achievements, including success stories and digital content, in collaboration with the Communications Office.
- f) Liaising with stakeholders, partners, consultants, vendors, and internal teams, including drafting and responding to official correspondence as required.
- g) Supporting the identification and analysis of emerging governance and human rights issues requiring strategic policy, legal, or advocacy interventions.
- h) Assisting in the monitoring, evaluation, and periodic reporting of project results in accordance with established reporting frameworks and deadlines.
- i) Represent KHRC in the key meetings and coalitions related to the programme area.
- j) Ensure compliance with KHRC policies, practices, and values.
- k) Undertake any other task as may be assigned by your supervisor from time to time.

Qualifications

Education and Experience

- a) A minimum of a bachelor's degree in Economics, Law, Public Policy, or Social Sciences from a recognized university.
- b) Candidates with a degree in Law must be advocates of the High Court of Kenya, hold a valid practicing certificate, and be in good standing.
- c) At least three (3) years of professional experience in public policy, public finance management, development, or other public interest fields is an added advantage.
- d) Demonstrated knowledge of taxation, public debt, corruption, integrity, and public finance management processes at both county and national levels, including their relevance to human rights, democracy, and the rule of law.
- e) Strong commitment to human rights, with a sound understanding of national, regional, and international human rights mechanisms.
- f) Ability to build and maintain effective partnerships with state and non-state actors.
- g) Proven experience in coordinating or collaborating with community-based and national-level organizations and networks.
- h) Good understanding of programme and project management principles.
- i) Proactive, able to take initiative, and work independently with minimal supervision.

Required Competencies

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

- a) Passion and commitment to human rights, diversity, integrity, and transparency.
- b) Proactive and dedicated human rights defender.
- c) Strong planning, organizing, and results delivery skills.
- d) Adaptable and resilient, with the ability to manage change and navigate complex situations.
- e) Results-driven, analytical, flexible, and a practical problem solver.
- f) Ability to work collaboratively within teams and across organizational levels.
- g) Excellent written and verbal communication skills.
- h) Exceptional interpersonal skills.

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, **quoting the title of the position you are applying for in the subject line**. The closing date for this position is **21st 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 **28th February 2026**, please consider your application as unsuccessful.*