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Job Profile

Rapid Response Associate

Job Title	Rapid Response Associate
Level	Associate
Department	Programmes and operations- Cross-cutting
Start Date	March 2026
Thematic Area	Institutional Excellence & Resilience
Reporting to	Civic Engagement & Rapid Response Officer
Supervises	None
Contractual Duration	One year – non-renewable
Location	Nairobi, with frequent travels
Vacancy Announcement Date	4 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. KHRC founders are among the foremost leaders and activists in struggles for human rights and democratic reforms in Kenya and beyond.

Overall Purpose

KHRC seeks to recruit a **Rapid Response Associate** to advance its Strategic Plan for 2025–2035 and mission of empowering people to claim their rights and resist impunity. The role centres on support, where the associate will work closely with the diverse teams at KHRC to implement research and documentation, urgent action, community and civic engagement, strategic communication, and disruptive litigation interventions and frameworks within the strategy plan.

Key Duties & Responsibilities

- a) Continuous monitoring and documentation of human rights violations, human rights implementation progress from different partners in the country and region.
- b) In liaison with the Legal Affairs and Civic Engagement & Rapid Response Officer, propose and participate in fact-finding and research missions.
- c) In liaison with the Civic Engagement & Rapid Response Officer and Urgent Action Team, support community and civic engagements on reported emerging violations.
- d) Support all KHRC teams in protection and support to affected groups and victims.
- e) Ensure timely reporting in line with KHRC and donors' schedules and policies.
- f) Participate in the internal committees and overall activities/ affairs of the organization.

g) Undertake any other assignment as may be tasked by the commission from time to time.

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, quoting the title of the position you are applying for in the subject line. **The closing date for this position is February 18th 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.*