

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**  
**Senior Programme Officer – Human Rights Research & Documentation**

<b>Job Title</b>	Senior Programme Officer – Human Rights Research & Documentation
<b>Level</b>	Senior Program Officer
<b>Department</b>	Programmes and operations- Cross-cutting
<b>Reporting to</b>	Executive Director
<b>Supervises</b>	Interns, consultants, assistants
<b>Contractual Duration</b>	Two-year renewable 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.

**Overall Purpose**

KHRC seeks to hire a **Senior Program Officer, Human Rights Research and Documentation**, to advance its Strategic Plan for 2025-2035 and its mission of empowering people to claim their rights and resist impunity. The role centers on building KHRC’s legacy in research and thought leadership in the human rights and governance sector. The officer will strengthen research, produce influential knowledge products, and lead critical conversations that drive change.

As research and documentation are the anchors for all our strategic goals and interventions, the officer will, in consultation with the Research and Documentation Oversight team, lead the implementation of “KHRC’s Political and Human Rights Research and Documentation Framework”, with the expected outcome of producing transformative human rights research and documentation that foster sovereignty and thought leadership in governance processes.

**Key Duties & Responsibilities**

**Development of Human Rights Research and Documentation Frameworks – 20%**

- a) Develop and implement institutional frameworks for political, activist, and human rights research, documentation, and response.

- b) Entrench the utilization of Artificial Intelligence (AI), data analytics, and community partnerships to track and predict violations and governance abuses.
- c) Map out the existing capacities and structures for state and non-state actors to respond to emerging violations.
- d) Steer the formulation of human rights and governance issues and obligations/ standards that KHRC should lead in its monitoring and documentation on an annual basis.
- e) Working with relevant team members, track, report, and act on the government's obligations and commitments around human rights and governance issues.

### **Research, Monitor & Document emerging human rights and governance issues – 60%**

- a) Identify, prioritize, and lead novel studies in critical areas related to the mandate of KHRC.
- b) Review, approve, and oversee areas and proposals for strategic research and documentation over emerging human rights and governance issues and situations within our annual plans.
- c) Build and convene a think tank to formulate ideas and models that shape KHRC's work and provide solutions to the emerging complex governance opportunities and challenges.
- d) In liaison with the Executive Director, develop mechanisms for the establishment of a human rights research institute.
- e) Steer strategic partnerships with our partner communities, academic/research institutions, and think tanks/ CSOs academics.
- f) Strengthen the human rights research, investigative, and monitoring capacities for KHRC, communities, and other partners at the county, national, and international levels.
- g) Convene the Research and documentation oversight committee and represent the committee in the procurement committee when research consultants are being hired.
- h) Work closely with the Urgent Action and Response team for the immediate implementation of the reports from the monitoring of the gross and emerging violations.
- i) Continuous monitoring and documentation of the state of human rights and governance issues at the county and national levels.
- j) Preparation of briefs on the key patterns and trends and the overall situation in the country.
- k) Develop and present periodic institutional reports and statements for presentation at various regional and international human rights platforms.
- l) Lead in fact-finding missions and report on key human rights violations as reported to the organization.
- m) In liaison with the lead in Legal Affairs, Communications, and different interventions, track and respond to, among other things, emerging human rights and governance.
- n) In liaison with the communications lead, oversee the development of the KHRC statements and editing of KHRC reports.

### **Administration – 20%**

- a) Engage in effective resource mobilization and utilization for your plans and interventions.
- b) Work closely with the relevant Programme leads and members in dealing with the human rights issues within their areas.
- c) Ensure timely reporting and accountability in line with KHRC and donors' schedules and policies.
- d) Engage with all departments to synchronize research papers and findings.
- e) Participate in the internal committees and overall activities/ affairs of the organization.
- f) Represent the KHRC in all the relevant networks and partnerships at all levels.
- g) Supervise researchers, interns, consultants, and other staff or human resources assigned to this project.
- h) Ensure compliance with KHRC policies, practices, and values.

- i) Undertake any other task as may be assigned by your supervisor from time to time.

### **Required Qualifications**

The ideal candidate should possess the following:

- a) Bachelor's degree in law or political science and public policy.
- 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 4-6 years of related experience, preferably in the NGO sector.
- d) Expertise in formulating and leading strategic research, policy/legislative work and advocacy on governance and human rights issues will be an added advantage.
- e) Demonstrable experience in qualitative and quantitative research methods, including experience in developing human rights-based indicators.
- f) A solid understanding of and deep commitment to human rights discourse and its application in the promotion of democracy and the rule of law.
- g) A solid understanding of and engagement with national, regional, and international human rights mechanisms.
- h) Ability to network with or develop a broad array of partnerships with both state and non-state actors.
- i) Demonstrable experience working with or coordinating partners with community and national-level organizations and networks.
- j) Good understanding of programmes and project management.
- k) Willing to take initiative and work independently with minimal supervision.

### **Required Competencies**

The job holder should possess the following skills and behavioral 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 **February 18<sup>th</sup> 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.*