



THE KENYAN SECTION OF THE INTERNATIONAL COMMISSION OF JURISTS

JOB ADVERT

PROGRAMME:	INTERNATIONAL JUSTICE
JOB TITLE:	PROGRAMME OFFICER
<p>ABOUT ICJ KENYA</p> <p>Under the overall guidance of the Executive Director and direct supervision of the Deputy Executive Director, the Programme Manager will provide leadership in the management, implementation and fundraising of activities within the programme, to further the programmatic strategic objective which is to promote justice for international crimes and gross human rights violations in Kenya and across Africa and contribute to the development of organizational goals and objectives.</p>	
<p>OVERALL GOAL OF THE PROGRAMME</p> <p>To promote justice for international crimes and serious human rights abuses</p>	
<p>OVERALL PURPOSE OF THE JOB</p> <p>To work directly under the supervision of the International Justice Programme Manager and the entire programme management team to offer support in the conceptualization of programme ideas, planning, implementation and reporting of the programme activities in an efficient and timely manner.</p>	
<p><u>Your specific duties will entail:</u></p> <ol style="list-style-type: none"> 1. To assist the programme management team in designing strategic advocacy and policy documents. 2. To assist in managing strategic relationships amongst the ICJ Kenya stakeholders. 3. To represent the organization at human rights meetings and conferences where designated to do so. 4. To maintain close and constructive relationships with regional partners to ensure the smooth running of the program. 5. To work with the programme management team in conducting research on emerging areas of concern. 6. To assist in compiling monthly and quarterly program narrative reports. 	

7. To assist in the preparation of donor reports and grant proposals.
8. To updated and maintain a filing system within the programme.
9. To assist the programme management team in ensuring project learning and impact is effectively documented and communicated to key audiences
10. To assist in the overall monitoring and evaluating programmatic activities.
11. To help in providing input to the international cooperation section and the entire ICJ Kenya website.
12. To work with the programme management team to support fundraising efforts by developing project proposals.
13. To undertake other tasks as assigned to you by the Executive Director and the Deputy Executive Director from time to time.

ICJ KENYA VALUES

ICJ Kenya will be guided by a set of values that are enumerated in our Strategic Plan 2016-2020. These values will shape who we really are as an organization and at the same time direct the way we deliver as a team on our Vision and Mission. These values include;

Professionalism: Impartiality: Consistency: Respectfulness: Responsiveness: Equity: Probity:

Flexibility and adaptability:

EDUCATION, EXPERIENCE, ATTRIBUTES AND SKILLS REQUIRED FOR THE JOB

- A Bachelor of Law Degree
- Diploma – Kenya School of Law
- At least 3 years’ experience in Projects Management within the CSO sector and demonstrable experience in International Justice work
- A minimum of 3 years’ experience working in CSO sector.
- Excellent Proposal and report writing skills
- Research and documentation skills
- Excellent interpersonal and Communication skills
- Team player, excellent analytical and detail oriented

ICJ Kenya is an equal opportunity employer. Interested candidates who fully meet the above criteria should send their Application, CV and provide three Referees one of whom must be a former supervisor and indicate the expected salary. Applications should be addressed to: The Executive Director, ICJ Kenya, P.O. Box 59743-00200, Nairobi or Email: recruitment@icj-kenya.org. Applications should be received on or before 15th March 2019 at 5.00pm. Only shortlisted candidates will be contacted.