



## THE KENYA SECTION OF THE INTERNATIONAL COMMISSION OF JURISTS

### **VACANCY ADVERTISEMENT**

#### **POSITION: EXECUTIVE DIRECTOR**

Established in 1959, the Kenyan Section of the International Commission of Jurists (ICJ Kenya) is a non-partisan, membership non-governmental organization with a membership drawn from the Bar and Bench. The primary Mission of the organization is to promote human rights, justice and democracy in Kenya and around Africa through the application of legal expertise and international best practices. ICJ Kenya has distinguished itself with its consistent track record of well-informed advocacy and leadership and is today widely acknowledged as a premier human rights organization in Kenya and around Africa.

ICJ Kenya seeks to fill the vacancy as detailed below and invites suitably qualified Kenyans to apply.

#### **Position: Executive Director**

The Kenyan Section of the International Commission of Jurists is looking to fill the position of Executive Director. This is a fulltime Position and the job holder will be answerable to the Governing Council.

#### **Overall Purpose of the Job**

To provide strategic direction to the organization while leading a team of professional and support staff to achieve the Strategic goals of ICJ Kenya. The job holder will work report to the ICJ Kenya Governing Council and work with funding partners, donors and other civil society actors to ensure that ICJ Kenya remains relevant, credible and financially stable to achieve the vision and mission of the organization while retaining a competent and motivated team to deliver on the organizations Mission.

## **Main Duties**

1. Provide leadership to ICJ Kenya in establishing and maintaining proper institutional communication procedures;
2. Have overall responsibility for the implementation of the organization's mandate through its Strategic Plan;
3. Ensure that a strong brand and profile of ICJ Kenya is maintained and the organization remains credible;
4. Lead a team of professional and support staff at the ICJ Kenya and oversee the coordination of programme activities for growth and the achievement of the desired results and impact;
5. Spearhead innovative resource mobilization strategies and activities that will be geared towards diversifying and deepening ICJ Kenya's donor base;
6. Participate in the representation of ICJ Kenya in its relations with the government, international agencies, donors, other NGOs and the general public;
7. Ensure all legal and contractual obligations of ICJ Kenya and other partners are fulfilled;
8. Initiate policy proposals for consideration by Council;
9. Be responsible for the execution of ICJ Kenya's policies, procedures and internal controls and support compliance with donor procedures and requirements;
10. Develop and maintain relationships with partners and represent ICJ Kenya in engagements with the government, donors, partners and the general public and ensure that ICJ Kenya is compliant in the context of government, donors and the general public;
11. Promote activities that will engage the membership of ICJ Kenya;
12. Act as the Secretary to the Council of ICJ Kenya;
13. In collaboration with the Chairperson of the Council of ICJ-K act as the official spokesman and PR person of ICJ Kenya (This role is also performed by the Chairperson, Council generally).

## **Personal Qualification and Attributes**

1. The ideal candidate should possess background training in Law, with a Master's Degree in Human Rights, Social Sciences.
2. The candidate should possess at least 15 years post admission experience and 10 years working experience, including strategic leadership skills, people management skills, fundraising and networking.

3. Must possess a deep understanding of donor funding, governance context and human rights situation in Kenya and around Africa;
4. Must be a transparent leader with high integrity.
5. The candidate must possess strong organizational capabilities including providing leadership on programme development, facilitation of task, planning and delegation.
6. The candidate should possess Strong resource mobilization strategies to ensure financial sustainability of the organization.
7. Demonstrable previous managerial experience at policy level is necessary
8. Excellent writing skills
9. The candidate must be proactive and possess the skills to coach and motivate a team of professional and support staff to achieve the organizational strategic goals.
10. The candidate must have the ability to represent ICJ Kenya in a variety of situations from the grassroots to high levels and must possess good diplomatic and communications skills;

## **ICJ Kenya Values**

ICJ Kenya is guided by a set of values that are enumerated in our Strategic Plan 2016-2020. These values 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:**

To view the full Job Advert, kindly visit the opportunities area on our website: [www.icj-kenya.org](http://www.icj-kenya.org).

Please send your Application Letter, CV and relevant certificates to; The Chairman, ICJ Kenya, P.O. Box 59743-00200, Nairobi or Email [recruitment@icj-kenya.org](mailto:recruitment@icj-kenya.org). Your application should be received on or before 25 April 2019. ICJ Kenya is an equal opportunity employer and suitably qualified Kenyans are encouraged to apply. Only shortlisted candidates will be contacted.