

VACANCIES

BACKGROUND INFORMATION

The Truth Justice and Reconciliation Commission is established under Section 3(1) of the Truth Justice and Reconciliation Act No 6 of 2008 with the objective of promoting peace, justice, national unity, healing, reconciliation and dignity among the people Kenya.

The Commission invites applications from qualified Kenyans to fill the following positions.

VAN: 2/10/TJRC /FA/2

DIRECTOR, FINANCE AND ADMINISTRATION

Duties and Responsibilities

Reporting directly to the Secretary/CEO of the Commission, the Director, Finance and Administration will provide all administrative support services to the Commission.

Specific duties and responsibilities will entail: providing logistics support to the Technical Departments; overseeing the provision of security services, documentation and records keeping; facilitating results based planning and performance measurement; co-coordinating preparation of the Commission's budget; overseeing finance management, administration support and logistics, human resource management, accounting and procurement services at the Commission; and reviewing the Budget implementation to ensure it is in line with the budgeted activities.

Requirements for Appointment

For appointment to this position the candidate must:

- Be in possession of a Bachelors Degree in Business Management/Administration, Public Administration or any of the Social Sciences, plus CPS II or a post graduate Diploma in Management/Administration;
- Have worked in the field of Finance and Administration for a minimum period of twelve (12) years, five (5) of which must have been in a senior management position;
- Have a Masters Degree in Business Administration (MBA), Public Administration, Economics, Finance, Commerce or an equivalent qualification from a recognized institution;
- Have wide knowledge of finance management, procurement procedures and general management services;
- Have shown demonstrable professional competence in finance and administration work;
- Have a thorough understanding of the concept of strategic planning, including strategy and policy formulation and implementation.

VAN: 3/10/TJRC /FA/5

CHIEF PROCUREMENT OFFICER

Duties and Responsibilities

The Officer will be responsible to the Director, Finance and Administration for all procurement services at the Commission.

Specific duties and responsibilities at this level will entail: coordinating internal monitoring and evaluation of the supply chain function; preparing annual procurement plan; preparing tender and prequalification documents for expression of interest for the organization; establishment of control mechanism in management and use of material; proper documentation of all procured items; planning and co-ordination of purchasing and supply services; controlling of requisition of items and items and services in the organization; determination of re-order levels in accordance with international standards; and providing advisory services in the procurement matters to the organization including preparation of consolidated procurement and disposal plans.

Requirements for Appointment

For appointment to this grade, a candidate must:

- Have a Bachelors degree in Commerce, Business Studies or related discipline;
- Have professional qualifications in supplies/material management such as Chartered Institute of Purchasing and Supplies (CIPS) or equivalent qualifications from a recognized Institution/ Examiner;
- Have at least six (6) years relevant working experience in supplies management services in either Public or Private Sector;
- Be proficient in procurement and supplies based computer applications;
- Be conversant with the public procurement procedures and regulations;
- Have initiative, creativity and be results oriented;
- Not have been involved, implicated or associated with crimes, corruption, any other matter which is to be investigated under the TJRC Act.

VAN: 4/10/TJRC /RU/2

DIRECTOR, RESEARCH UNIT

The director of research will head the Research Unit of the Commission with the overall responsibility of conducting and coordinating all research undertaken in connection with the functions of the Commission. She/he will lead in conceptualizing the TJRC's technical work thereby shaping and giving effect to the TJRC's vision, functions and objectives; and assist in establishing a sound theoretical framework for the Commission's work based on the Act and other relevant laws.

Duties and Responsibilities

- Head of the Research Unit;
- Assign research duties to researchers in line with the Commission's mandate and demands of its various committees and units;
- Coordinate and supervise research done by researchers;
- Draft and oversee (in conjunction with the CEO) all legal opinions and other documents.

Requirements for Appointment

- A PhD in relevant area of law or social science;
- Served for a minimum of 5 years in a research or teaching capacity;
- Must have an excellent understanding of the mandate of the TJRC;
- Knowledge of transitional justice in general, and of comparative transitional experience;
- An expansive knowledge in all areas covered by, or of relevance to the mandate of the TJRC including: international criminal justice and human rights; the rights of victims and witnesses (reparations, participation and protection); gender and transitional justice; Kenyan Constitutional law (including comparative experience) and Kenyan criminal law and practice;
- Excellent research skills, and a proven research record in disciplines and areas relevant to the work of the TJRC;
- Ability to run and manage an efficient research department consisting of various researchers and assistant researchers.

VAN: 5/10/TJRC /RU/4

RESEARCHERS (4 POSITIONS)

Duties and Responsibilities

An officer at this level will report to the Director of Research. Duties include assisting in conceptualizing the TJRC's technical work thereby shaping and giving effect to the TJRC's vision, functions and objectives; establishing a sound theoretical framework based on the Act and other relevant laws; servicing the Commission's Committees' expansive and varied knowledge needs by conducting research on all areas that touch on the TJRC's mandate; servicing the research needs of the Commission's constitutive departments; providing research assistance for senior staff and commissioners; providing or contributing advice on a range of issues of their expertise as required by the Commission; writing memos and communications requiring research; preparing, in conjunction with the Media and Outreach Unit, materials for outreach and public information purposes; rapporteuring at hearings; and any other relevant duties as may be required by the Commission.

Requirements for appointment

To be appointed, the candidates must satisfy the following requirements:

- Have a masters degree in human rights or other relevant area of law (1 position), economics (1 position) political science or history (1 position); gender studies (1 position);
- 3-5 years experience in an academic or policy research environment;
- An understanding of the work of the Truth, Justice and Reconciliation Commission;
- An understanding of transitional justice experiences elsewhere in the world or Africa would be an added advantage;
- Have a proven research record;
- Excellent skills in research, memo and report writing;
- Ability to work under instruction and collectively with others in conceptualizing and producing required research products.

VAN: 6/10/TJRC /RU/6

ASSISTANT RESEARCHERS (6 POSITIONS)

Duties and Responsibilities

The 6 assistant researchers will report to the Director of Research. The Commission is seeking researchers with proficiency in law (2) Political science (1) gender studies (1) and economics (2) The researchers will in addition to other tasks, service or assist Commission Members and colleagues in servicing trainings, conferences and committees, including preparation of background materials, summaries of issues and views of delegations, meeting reports, etc.; Prepare or assist with the preparation of seminars and symposia, lecture on various legal issues at such events.; Perform other duties as assigned including rapporteuring services.

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VAN: 6/10/TJRC /RU/6

ASSISTANT RESEARCHERS (cont.)

Requirements for Appointment

- Bachelor's degrees in law, political science, history, economics, sociology, gender studies or relevant social science;
- 1-2 years experience in an academic, policy research environment or legal practice;
- An understanding of the work of the Truth, Justice and Reconciliation Commission;
- An understanding of transitional justice experiences elsewhere in the world or Africa would be an added advantage;
- Have a proven research record;
- Excellent skills in research, memo and report writing;
- Ability to work under instruction, collectively with others in conceptualizing and producing required research products.

VAN: 7/10/TJRC /ID/2

DIRECTOR OF INVESTIGATIONS

Duties and Responsibilities

Under the overall supervision of the Secretary/CEO, the Director of Investigations will: plan, organize, conduct and manage investigations of human rights violations, including assassinations, massacres, illegal detentions, torture, disappearances, illegal and irregular land acquisitions, and other civil, political, economic, social and cultural rights violations; and alleged misconduct, malfeasance, mismanagement, fraud, corruption, waste of resources, abuse of authority and any and all violations that fall within the TJRC's mandate. The Director of Investigations will lead teams of investigators and coordinate investigative activities of team members; gather evidence; prepare evidence for hearings; obtain and review relevant documentation; conduct and coordinate interviews and the taking of statements; gather and analyze electronic and documentary evidence; determine whether matters involve potential fraud, corruption or other illegal conduct warranting referral to national authorities; conduct forensic investigations and gather evidence related to activities of individuals, state and non state actors; supervise the activities of staff performing forensic work; manage the forensic equipment and tools; and provide training related to the above areas.

Requirements for Appointment

- Advanced University degree (Master's degree or equivalent) in law, forensic science or related areas. A first level University degree in combination with qualifying experience in administrative investigations and forensic science may be accepted in lieu of an advanced University degree;
- A minimum of seven years of progressively responsible experience in professional investigatory work in law enforcement, government, national or international investigation agency, with practical experience in administrative forensic investigations is required. Managerial or supervisory experience is desirable. It is desirable that at least two years of this experience be at the international level;
- Knowledge and understanding in the field of corruption, fraud, administrative investigations and computer/IT forensic techniques and forensic tools;
- Familiarity with analysis techniques in forensic sciences; ability to conduct and supervise complex investigations; produce reports and review and edit the work of others; ability to gather evidence and interview subjects and witnesses, good research, analytical and problem-solving skills;
- Ability to apply sound judgment in the context of assignments given; and ability to analyze and synthesize documents, records and other evidence;
- Ability to communicate complex concepts orally; ability to prepare written reports that are clear, concise and meaningful; ability to gather and analyze electronic evidence; ability to organize complex and voluminous statements, sets of records and facts;
- Ability to provide strategic direction, to plan and establish priorities for investigations and forensic analysis;
- Track record of excellent management and technical leadership, knowledge in forensic techniques and procedures.

VAN: 8/10/TJRC/CS/2

DIRECTOR OF COMMUNICATIONS

Duties and Responsibilities

The Director of Communications is responsible to the Secretary/CEO and within limits of delegated authority by the Commission Members, will be responsible for ensuring the implementation of information campaigns to publicize the work of the TJRC including the drafting of information strategies, coordinating related activities, analyzing and reporting on impact, and taking appropriate follow-up action. To this end, he/she will assist the CEO in formulating and implementing TJRC communication strategies.

S/he will monitor and analyze current events, public opinion and media coverage, identify issues and trends, and advise management on appropriate action/responses. S/he will undertake activities to promote media coverage of priority issues and/or major events, including the development of a media strategy and action plan, the initiation of pro-active media outreach efforts, proposing/arranging press conferences/media coverage, dissemination of information materials from the Department of Public

Information, appropriate follow-up action and analysis and reporting on the impact of coverage. The Director of Communications will also produce or oversee production of communications products, including proposing topics, undertaking research, determining appropriate medium and target audience, preparing production plans, writing drafts, obtaining clearances, editing copy, coordinating design approval, finalizing texts and overseeing printing procedures and distribution. In addition, S/he will assist, including the preparation of work plans, budget proposals, management of financial and human resources, and drafting of reports. The incumbent will initiate and sustain professional relationships with key constituencies and act as focal point on specific issues, monitoring and reporting on developments, responding to inquiries, etc. S/he will give briefings and make presentations to the TJRC to various groups.

Requirements for Appointment

- Advanced university degree (Master's degree or equivalent) in communication, journalism, public relations or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- A minimum of Ten years of progressively responsible experience in public information, journalism, communications, or public relations required;
- Good research and analytical skills and ability to rapidly analyze and integrate diverse information from various sources; up-to-date knowledge of current topics and issues and ability to identify communications opportunities and risks in a changing and complex political environment;
- Ability to establish priorities and to plan, coordinate and monitor own work plan. Ability to interact effectively with a range of target audiences in clearly communicating information and to build and maintain successful and productive networks with key constituencies;
- Excellent drafting and editing skills in English;
- Good presentation and public speaking skills. Ability to apply technical expertise to resolve a range of issues/problems;
- Uses time efficiently, speaks and writes clearly and effectively. Listens to others, correctly interprets messages from others and responds appropriately.

VAN/10/TJRC/IU/2

INFORMATION AND DOCUMENTATION MANAGER

Duties and Responsibilities

The Director of Information Services will be responsible for setting up the Information and documentation Unit of the TJRC and will report to the Secretary /CEO under limited delegated authority of the Commission members. S/he will perform the following functions: Contribute to the formulation of overall policies, procedures, objectives and guidelines affecting the development and maintenance of a collection and delivery of information, including reports, witness statements; Cataloguing and Indexing, data entry and recording and systems management; implement new technologies in information management to ensure library staff and other staff throughout the Organisation have modern tools for efficient access to information; handle on-line access to research and other critical resources; implement and coordinate databases for management of library information services; promote and develop knowledge management system; develop internal and external bibliographic and other databases as well as additional files; in consultation with the ICT Unit advise other units and departments seeking expertise in information architecture and content organization including internet/intranet sites using in-depth understanding of institutional intranet and knowledge management activities; develop and coordinate reference services and tools to ensure adequate services and to maximize the utilization of collection of data and information; planning and organizing training for Commission members and staff with respect to utilization of the TJRC database and library services.

Requirements for Appointment

- Advanced university degree (Master's degree or equivalent) in library science, information science or related field. A first level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- A minimum of seven years of working experience in library work, information network administration or related area.

VAN/11/TJRC/LU/4

GENDER SPECIALIST

Duties and Responsibilities

Under the direct supervision of the Secretary /CEO the Gender Specialist will provide leadership and strategic direction of the Gender Unit.

Requirements for Appointment

- Advanced University Degree (Masters or equivalent) in one of the social sciences, preferably with specialization in women's and gender studies or a closely related field;
- Substantive experience working on gender issues;
- Knowledge of women's human rights;
- Five years experience working in field of gender and development or human rights, two of that should have been in a management position;
- Demonstrated strong oral and written communication skills in English and Kiswahili.

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VAN: 12/10/TJRC /LU/2

DIRECTOR, LEGAL SERVICES

Duties and Responsibilities

Reporting to the Commission Secretary /CEO under limited delegated authority of Commission members, the Director of Legal Services provides professional and high level legal advice and Special support to the Commission. She/he is responsible for overall support to the Gender, Victims and Witnesses and Minority groups teams and will handle a range of issues related to:

- Planning and organizing the work of the Legal Services Unit;
- Performing or overseeing analysis of constitutional, international, public, private, administrative, and criminal (substantive, procedural and comparative) law, including the interpretation and application of the Truth Justice & Reconciliation Act, legislative and other instruments governing activities and operations of the TJRC, in consultation with the Secretary/CEO;
- Conduct extensive legal research and analysis and prepare studies, comparative studies, briefs, reports and related correspondence as required by the Commission;
- Basic or extensive review of legal documents, instruments, and other related materials Assist the Research Department in the preparation of background papers, studies, reports, legal opinions, legislative texts and commentaries on those texts, materials in the fields of human rights, criminal law and international human rights law;
- Provide general legal advice on lawsuits filed against the Commission, including preparation or review of legal motions and other litigation-related submissions;
- Provision of legal advice on human resources matters;
- Review, advise on lawsuits filed against the Commission, legal motions/submissions;
- Provision of legal advice on human resources matters;
- Provide substantive input in the preparation of recommendations and reports for presentation to the Commission members.

Requirements for Appointment

To qualify for appointment to this position the candidate must have:

- An advanced University degree in Law;
- A minimum of 10 years experience at least three years of that experience should have been acquired in senior management position .Previous experience working within a legal department of a commission of Inquiry or a regional or international organisation will be an advantage;
- Proven experience in programme management and implementation, including strategic planning, budgets and personnel matters;
- Demonstrate excellent drafting skills in English and good interpersonal oral skills;
- Ability to understand complex legal concepts and be able to apply them practically and to explain them to others;
- Ability to establish priorities and to plan and develop clear goals that are consistent with agreed strategies in relation to the functions of the position;
- Monitor and adjust plans and actions as necessary. Identify priorities as assigned;

VAN: 13/10/TJRC /LU/4

LEGAL OFFICERS (2 POSITIONS)

The legal officers will report to the Director, Legal Services Unit The Commission is seeking lawyers with expertise in criminal law, land law and litigation.

Duties and Responsibilities

- Handle a range of issues related to criminal law, international law, human rights law including the interpretation and application of the TJRC Act, legislative and other instruments in force in the Republic Kenya during the period December 1963- February 2008, in consultation with the Director Legal Services;
- Conduct extensive legal research and analysis and prepare studies, briefs, reports and correspondence;
- Undertake extensive review of legal documents, instruments, or other material;
- Prepare or assist in the preparation of drafts of background papers, studies, reports, legislative texts and commentaries on those texts.; Prepare or assist in the preparation of legal opinions/advice on a wide range of published government and non-governmental reports, international human rights law issues law and practice, procedural issues arising during commission hearings.

Requirements for Appointment

For appointment to this position, a candidate must:

- Have an advanced Degree in Law from a recognized University;
- Be an advocate of the High Court of Kenya and in good standing with the Law Society of Kenya;
- Have demonstrated professional competence in either litigation, criminal law and land law;
- Have a thorough understanding of the Commission's mandate;

VAN: 14/10/TJRC /LU/4

HUMAN RIGHTS OFFICERS (2 POSITIONS)

Duties and Responsibilities

Under the supervision of the Director-Legal Services, the Human Rights Officer will be responsible for the following duties:

- Assist the commission in relation to their mandate as it relates to human rights concerns including minority rights;
- Provide support to all departments in drafting opinions and reports to the Commission members;
- Conduct research and analysis of human rights violations detailed in the TJRC Act and assess their impact;
- Write a variety of correspondence and reports, communications, briefings, statements, etc. in relation to specific human rights issues; represent the TJRC at working level meetings including with Government, United Nations bodies and agencies, national human rights institutions and non-governmental organizations; Liaise with stakeholders in relation to the specifically assigned mandate(s) of the TJRC;
- Define work plans for the area assigned in accordance with established terms of reference; ensure the provision of administrative support to Commission members; Perform other duties as required.

Requirements for Appointment

- Advanced University Degree preferably in law, political science, international relations or other disciplines related to human rights. A combination of relevant academic qualifications and qualifying experience may be accepted in lieu of the advanced university degree;
- At least 5 years of progressively responsible work experience at the national and international levels in the human rights or related field;
- Comprehensive and in-depth knowledge of and exposure to a range of issues related to human rights, in particular economic, social and cultural rights;
- Excellent knowledge of national, regional and international human rights instruments;
- Excellent communication skills both oral and written; ability to communicate complex human rights concepts and recommendations at senior levels in a clear and persuasive manner tailored to match different audiences.

VAN 15/10/LU/4

VICTIMS AND WITNESSES SUPPORT OFFICER

Duties and Responsibilities

Under the supervision of the Secretary /CEO, the Victims and Witnesses Support Officer will be responsible for the following duties:

- Provide support to witnesses and victims that come before the TJRC including legal psychological and other support as may be necessary;
- Interview, assess and identify the required psychological services to be provided to the witnesses, and victims;
- Provide individual/group counseling services to the witnesses, ensure a close follow up for traumatized and sexually abused witnesses and victims; refer them to the appropriate medical services for further management;
- Ensure a psychological support to the above mentioned group as long as possible and plan a follow-up program;
- Evaluate the mental and psychological status of Commission staff members who are working in stressful conditions and advise the management accordingly;
- Plan and carry out observations of the staff members and witnesses and keep records for appropriate recommendations and actions;
- Advise the TJRC on the psychological fitness/unfitness of witnesses to testify before the Commission;
- Establish and regularly update confidential database containing the psychological profiles of the witnesses and Commission staff members;
- Liaise with relevant stakeholder groups in determining how best to support vulnerable witnesses and victims;
- Define work plans for the area assigned in accordance with established terms of reference; ensure the provision of administrative support to Commission members; Perform other duties as required.

Requirements for Appointments

- Bachelors Degree in Psychological Counseling from a recognized Institution; and
- Have Post graduate Diploma in Trauma Counseling; a combination of relevant academic qualifications and qualifying experience may be accepted in lieu of the advanced university degree;
- Have worked as a Counselor for a minimum period of six (6) years in the Public Service, Private Sector or Non-Governmental Organisation (NGO);
- Be an active listener with excellent interpersonal and communication skills in both English and Kiswahili.

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VAN:16/10/ICT/2

DIRECTOR, ICT SERVICES

Reporting to the Secretary/CEO, under limited delegated authority of Commission members, the Director ICT services will be responsible for the following duties:

Duties and Responsibilities

- Manage and direct the information requirements of the TJRC, including all the information flows relating to the investigations, research, hearings, report writing and other functions of the Commission;
- Plans and directs major systems projects of significant importance to the institution, or major components of these complex systems which typically impact critical operations and large or multiple user groups in transient organisations;
- Provides expert advice on complex systems analysis and design; identifies the need for new systems (or modifications to existing systems) or respond to requests from users; develops plans for feasibility assessment, requirements specification, design, development and implementation, including project plans, schedules, time and cost estimates, metrics and performance measures;
- With the Director of Finance and Administration, develops cost proposals for contractual services, oversees the technical evaluation of proposals received and manages the contract services;
- Tracks and monitors project progress against plan, requirements, quality measures, standard processes; liaises with users on all aspects and during all phases of development and implementation;
- Provides professional leadership and work direction to assigned project team, and mentor and supervises the work of junior officers, contract staff, etc.
- Is actively involved in the execution of the most complex aspects of the project (e.g. systems analysis, development, programming, etc.); oversees development of document and database structures, ensuring that all design aspects are addressed and control and security mechanisms are established;
- Develops, implements, and monitors information standards and guidelines, including testing paradigms;
- Prepares technical and user documentation for entire systems and interdependent applications; prepares training materials and detailed technical presentations;
- Keeps abreast of developments in the field and determines the need for testing and evaluating new products and technologies; provides leadership on introducing technological changes; prepares various technical reports;
- Participate in planning and preparation of the budget and work plans Perform other duties as assigned by the Secretary/CEO.

Requirements for Appointment

- Advanced university degree (Master's degree or equivalent) in computer science, information systems, mathematics, statistics or related field. A first-level university degree in combination with qualifying experience may be accepted in lieu of the advanced university degree;
- A minimum of seven years of progressively responsible experience in planning, design, development, implementation and maintenance of ICT Systems in a large organisation;
- Knowledge of systems design, and development, management, implementation and maintenance of complex information systems;
- Ability to develop and oversee large centralized or decentralized institutional systems; conceptual and strategic analytical capacity to understand information system and business operational issues so as to thoroughly analyze and evaluate critical systems matters;
- Knowledge of a range of computer languages and development paradigms, knowledge of TJRC's organization's information infrastructure and IT strategy as it relates to user area(s);
- Demonstrated professional competence and mastery of messaging and collaboration systems; is conscientious and efficient in meeting commitments, observing deadlines and achieving results.

VAN 17/10/FA/7

CHIEF SECURITY AND LOGISTICS OFFICER

Duties and Responsibilities

The Chief Security Officer will be responsible to the Director, Finance and Administration for providing a safe and secure environment for employees and coordinating all security and Logistics requirements of the Commission.

Specific duties and responsibilities will entail: coordinating security services in the Commission; supervising security personnel in the Commission including personal body guards; maintaining records of acts of unlawful incidences in the Commission, devising and implementing security procedures and policies; investigating all security incidences and liaising with the Police and other security agencies on security matters; coordinating outsourced security services; carrying out inspection and assessing security threats. In addition, the officer will carry out security surveys and prepare security documents; and coordinate preparation and issuance of building access and entry passes.

Requirements for Appointment

For appointment to this grade, a candidate must:

- Have served for a minimum period of eight years, three of which must be at the level of Chief Inspector in the Police Service or equivalent grade in Military Service or other uniformed services;
- Have attended an approved Security Officer's course at the CID Training School or any other approved institution;
- Have a certificate of good conduct from the CID and a letter of discharge or recommendation from previous employer;
- Demonstrated outstanding professional competence in management of security matters.

REQUIREMENTS AND SKILLS FOR ALL POSITIONS

- Not have been involved, implicated or associated with human rights abuses, crimes, corruption, any other matter which is to be investigated under the TJRC Act; and
- Not be involved in active participation in affairs of any political party or other organizations whether registered or unregistered which propagates partisan views with respect not be involved in active participation in affairs of any political party or other organizations whether registered or unregistered but propagate partisan views with respect to the work of the Commission;
- Possess good interpersonal and communications skills; and be a team player with ability to multi-task and work with a diverse workforce; have initiative, creativity and be result oriented;
- Have a clear understanding of and commitment to the Commission's mandate;
- Be proficient in computer applications;
- Ability and willingness to work long hours and to deliver on assignments within short deadlines and willingness to perform other duties that may be assigned to her/him at the Commission;
- Willingness to travel with the Commission to all parts of Kenya;
- Aptitude to treat sensitive and confidential information appropriately;
- Takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work of the Investigations teams;
- Develops clear goals that are consistent with agreed strategies; identifies priority activities and assignments; adjusts priorities as required; allocates appropriate amount of time and resources for completing work; foresees risks and allows for contingencies when planning; monitors and adjusts plans and actions as necessary; uses time efficiently;
- Is able to work collaboratively with colleagues to achieve organizational goals; solicits input by genuinely valuing others' ideas and expertise; is willing to learn from others; places team agenda first.

IMPORTANT INFORMATION FOR ALL CANDIDATES

- DEADLINE FOR APPLICATIONS: **January 25 2010**
- DURATION OF APPOINTMENT: **24 Months OR to the termination of TJRC statutory mandate whichever is earlier** ■ DUTY STATION: **Nairobi - All positions entail travel outside of the duty station.**
- REMUNERATION: **Competitive compensation and benefits package is offered, subject to professional qualifications and experience and TJRC rates.**

Send applications to:

Recruitment Team
Truth Justice and Reconciliation Commission
Delta House, 3rd Floor, Chiromo Road, Westlands
PO BOX 14641-00800
Nairobi

- EMAIL APPLICATIONS QUOTING VACANCY TITLE AND NUMBER (VAN) ON SUBJECT LINE WITH NO ATTACHMENTS MAY BE SENT TO: tjrc@tjrkenya.org
- ALL APPLICATIONS MUST CONTAIN THE VACANCY ANNOUNCEMENT NUMBER (VAN) IN THE SUBJECT LINE OR ENVELOPE.
- APPLICANTS THAT DO NOT MEET THE MINIMUM REQUIREMENTS AS PERTAINS TO EDUCATION, WORK EXPERIENCE AND COMPETENCIES WILL NOT BE CONSIDERED.
- APPLICANTS ARE ENCOURAGED TO APPLY ONLINE WITH NO ATTACHMENTS. PLEASE PASTE RESUMES IN THE BODY OF EMAIL.
- ENGLISH AND KISWAHILI ARE THE WORKING LANGUAGES OF THE TJRC. FLUENCY IN ENGLISH (WRITTEN AND ORAL) IS REQUIRED. ■ KNOWLEDGE OF BRAILLE IS AN ADVANTAGE.
- THE TJRC IS AN EQUAL OPPORTUNITY EMPLOYER. HOWEVER, WOMEN AND MINORITIES ARE PARTICULARLY ENCOURAGED TO APPLY.
- CANVASSING WILL AUTOMATICALLY DISQUALIFY CANDIDATES. PLEASE DO NOT ADDRESS APPLICATIONS TO COMMISSIONERS. ■ ONLY CANDIDATES SHORTLISTED FOR INTERVIEWS WILL BE CONTACTED.