



Network of African National Human Rights Institutions
3rd Floor CVS PLAZA, Lenana Road, P.O. Box 74359 – 00200 Nairobi, Kenya
www.nanhri.org

Vacancy: Intern, Regional Mechanisms Program

Reports to: Programme Officer

Location: Head Office (NAIROBI), with occasional travels in the region

Duration: 3 months with a possibility of extension for another 3 months

Language: English, French will be an added advantage

Deadline: 23/06/23

Starting Date: As Soon as Possible

About the Recruiting Organisation

The Network of African National Human Rights Institutions (NANHRI) is the regional umbrella body that brings together 46 National Human Rights Institutions (NHRIs) in Africa. It is established with a mission to support the establishment and strengthening of NHRIs to effectively undertake their mandate in line with Paris Principles. Towards this, NANHRI provides support to African NHRIs through national, regional and international co-operation, with the goal of enhancing their effective delivery of their functions of human rights promotion, protection, monitoring and advocacy.

Summary of the Intern's responsibility

The main responsibility of the intern is to support the programme officer to ensure effective and timely implementation of the programme and activities relating to the cooperation with the African Union and African regional human rights mechanisms, aimed at enhancing implementation of human rights commitments in the continent. The Programme intern will also support the NANHRI Working Group on SDGs Agenda 2030 and Africa Agenda 2063 to ensure delivery of the Working Group's outputs. This role entails planning, implementation and monitoring of the programme initiatives to ensure the achievement of the intended results.

Main tasks and duties:

Main tasks and duties of the intern will be to support the following duties:

- Assisting in communicating the implementation of projects with NANHRI members and partners to ensure effective and efficient delivery of expected outputs;
- Supporting information sharing, discussions and joint decision making in working groups of members when relevant;
- Assisting to organize meetings, workshops and training events for members according to NANHRI's work plans and overall strategy, including handling of logistics in cooperation with the administration and finance officers;
- Assisting to undertake research (including legal briefs) on prevalent/emerging human rights issues in Africa;
- Taking minutes and preparing reports of NANHRI meetings and activities;
- Assisting to maintain databases and proper files of all NANHRI activities in the area of work assigned to the regional mechanisms program;
- Assisting in the formulation of project proposals and applications in support of the Secretariat's work;
- Participating in the organisation's strategic planning processes; and
- Supporting any other work on a case to case basis in line with NANHRI strategic objectives.

Qualifications

The programme intern should possess the following qualifications:

- Have recently graduated with a Bachelor's degree in law; social sciences, or international relations.
- Experience with web-based applications and websites is required;
- Experience of Microsoft Office tools (Word, Excel, PowerPoint, Outlook);
- A basic understanding of project conceptualisation, design, implementation and reporting;
- Knowledge and understanding of the role and functioning of National Human Rights Institutions (NHRIs);
- Demonstrable understanding of regional and international human rights mechanisms; and
- Proficiency in written and spoken English (ability to communicate in French will be an added advantage).

Conditions of the Internship:

- The intern will receive a modest stipend according to the NANHRI Internship Policy.
- The intern should have the right to work in Kenya;
- Interns are not staff members and may not represent NANHRI in any official capacity;

- The purpose of the Internship Program is not to lead to further employment with NANHRI; but rather to complement the intern’s capacity, knowledge, and experience. Therefore, there should be no expectation of employment at the end of an internship;
- The intern will be evaluated at the end of the contract and due recognition of work will be issued in writing.

In case an applicant is successfully selected, s/he will be requested to provide electronic versions of the following documents upon selection:

- Copy of the applicant’s most recent resume or curriculum vitae;
- Copy of the applicant’s LLB certificate and academic transcripts;
- Copy of the applicant’s passport/ National ID;

Application Procedure:

- To submit your application, send a cover letter along with a detailed Curriculum Vitae indicating the expected stipend and the contacts of 3 referees. Address your application to:

The Recruitment Committee,

Subject Line: “Application for Internship-Regional Mechanisms Program”

Send to: dnguti@nanhri.org cc dnyokabi@nanhri.org by latest **midnight Friday 23rd June 2023.**

NANHRI is committed to achieving workforce diversity. Individuals from vulnerable and disadvantaged groups are encouraged to apply. All applications will be treated with the strictest confidence. NANHRI does not tolerate sexual exploitation and abuse, any kind of harassment, including sexual harassment, and discrimination. All selected candidates will, therefore, undergo rigorous reference and background checks.

Only shortlisted candidates will be contacted.