

VACANCY ANNOUNCEMENT

Position: Community Paralegal Officer

Reporting to: Project Officer

Job Location: Mombasa, Kwale and Kilifi Counties (field-based position) 1 post per County

Duration: 12 Months

Haki Centre is a registered Non-governmental human rights organization working within the coast region of Kenya to promote social justice through human rights education & advocacy, peacebuilding, and legal empowerment. Our vision is to create an empowered peaceful society that upholds human rights. The organization is currently looking for talented and highly motivated individuals to fill the position of Community Paralegal Officer to be based in Kwale and Kilifi Counties.

BACKGROUND

Our citizenship program focuses on legal empowerment approach to pursue equal, full citizenship rights and an end to statelessness in Kenyan. Since 2013, we have recruited and trained community-based paralegal officers to create legal empowerment through legal awareness, client case work on the citizenship salesforce, as well as community skills building and mobilization for collective action. Paralegals create legal awareness through community sensitization forums, door-to-door outreach, and weekly rights-based radio talk shows among others. In some cases, Paralegals mobilize communities to initiate document application and provide frontline legal assistance to empower people to understand the process, requirements, and how to engage effectively with registration officials.

ROLES AND RESPONSIBILITIES

- Create legal empowerment in his/her community through approaches highlighted above.
- Ensure timely and accurate recording, review and follow up of case data on the citizenship salesforce.
- In collaboration with the Project Officer, provide mentoring and skills building to prospective community ambassadors focusing on the ladder of engagement.
- Identify, track, and ensure effective communication with community ambassadors.
- Ensure that empowered clients commit to “Pay it forward”.
- Submit reports for all activities undertaken.
- Ensure that monthly deliverables/targets stipulated in the KRAs are achieved.
- Develop monthly work plan and share with Project Officer for review.
- Develop and maintain project-relevant partnerships.
- Adhere to paralegal code of conduct and other relevant policies.
- Any other duty as assigned by the supervisors.

QUALIFICATIONS, SKILLS AND EXPERIENCE

- Kenyan Citizen of unquestionable integrity
- Degree or Diploma in Development Studies, Law or related discipline.
- Basic understanding of citizenship laws and ability to integrate legal knowledge in normal conversations.
- Comfort and skill in interacting with community, including through education and organizing efforts.
- Willingness and ability to learn and apply knowledge.
- Should demonstrate a high level of motivation and commitment to serve his/her community.
- Experience in dealing with state and non-state actors and ability to develop symbiotic project partnerships.
- Should exhibit good judgment in solving justice problems.

If you believe you are the person we are looking for, kindly send your cover letter and an updated CV to jobs@hakicentre.org using “Application for Community Paralegal Officer” as your subject line. You can also drop your application at our offices in Tudor- Msaada Avenue off Tom Mboya Road, opposite Taiba Apartments. All applications must be submitted by Tuesday 2nd November 2020.

Note to all Applicants

Haki Centre has a zero tolerance to Sexual Exploitation and Abuse of beneficiaries. Protection from Sexual Exploitation and Abuse (PSEA) is everyone’s responsibility and all staff are required to adhere to the Code of Conduct, that enshrines principles of PSEA, at all times (both during work hours and outside work hours). Familiarization with, and adherence to, the Code of Conduct is an essential requirement of all staff, in addition to related mandatory training. All staff must ensure that they understand and act in accordance with this clause.