



VACANCY ANNOUNCEMENT

Position: Paralegal Officers

Reporting to: Programs Coordinator

Job Location: Mombasa, Kwale and Kilifi Counties

Job Description

Haki Centre is a registered Non-Governmental Organization working to promote progressive realization of human rights, peace and security for development, and access to justice. The organization is currently looking for talented and dedicated paralegal officers to join our team.

Haki Centre is currently implementing “Access to Nationality and nationality documentation Project.” Which is implemented in the Coastal region of Kenya. The project is aimed at addressing discriminatory practices faced by the communities in their effort to access nationality documents.

The paralegal officers will be responsible for ensuring effective implementation of project activities as per the work plan. This will include community mobilization, sensitization, empowerment, leading of radio talk shows among others.

Responsibilities

1. Prepare and submit monthly work plan of field.
2. Undertake all the project activities as planned
3. Prepare monthly reports of all activities conducted.
4. Establish strong project networks for easier execution of strategies and activities.
5. Attend one project update meeting every month
6. Strictly observe the paralegal code of conduct at all times.

Qualifications

- Applicants must be Diploma or Degree holders in social work, community development, law or related field.
- Must have extensive knowledge and experience working with the community and report writing.
- Must be good at public speaking, making presentations and networking.
- Must have basic knowledge on law relating to nationality and citizenship rights.
- Must have excellent communication skills and a team player.
- Experience in community mobilization and education is an added advantage.
- Ability to work with little or no supervision.

All applications should be addressed to the Executive Director, through jobs@hakicentre.org or dropped physically at our offices located at Msaada Avenue off Tom Mboya Road- Tudor, Mombasa by 30th November 2020.