



JOB ADVERT!!

The DHR-CEG Group is looking for applicants to fill in the position of volunteers in the following categories:

1. **Secretary (5) – DHR-CEG /01/2026/ VOL.001**
2. **Ward Human Right Defenders (WHRD’S) (1 Per Ward)– DHR-CEG /01/2026/ VOL.002**
3. **Ward Civic Education (WCED’S) (1 Per Ward) – DHR-CEG/01/2026/ VOL.003**

1. Secretary

For appointment in the Position of secretary, applicants must be residing within the following counties: **Kisumu, Siaya, Kakamega, Vihiga & Nandi.**

Duties and Responsibilities;

1. Ensure general cleaning of the office and equipment.
2. Collect, dispatching, and deliver mail/letters.
3. Perform office and messenger duties.
4. Ensure safe custody of office facilities.
5. Maintain inventory of office and kitchen equipment.
6. Operate basic office equipment.
7. Arrange meeting venues.
8. Prepare and serve beverages.

Requirement

- i. Holder of Kenya Certificate of Secondary Education (KCSE) or equivalent qualification from a recognized institution.
- ii. Proficiency in computer applications.
- iii. Fulfill the requirements of Chapter 6 of the Constitution upon appointment.
- iv. Age: 23 – 40 years
- v. Availability: Monday to Friday, 8:00 AM – 4:00 PM

Remuneration: KSH 10,500 per month.

2. Ward Human Rights Defenders & Ward Civic Educators

Duties and Responsibilities

a) Ward Human Rights Defenders

- i. Document & monitor Human Rights Violation
- ii. Monitor state & non-state actors
- iii. Provide referral support to victims
- iv. Collect evidence
- v. Provide legal information – Rights & Remedies
- vi. Assist victims to draft complaints



- vii. Monitor trials in court
- viii. Advocacy & public Education
- ix. Protect & record early warnings

b) Ward Civic Educators

- i. Explain laws & policies
- ii. Provide Voter education.
- iii. Train citizens on the Rights and Responsibilities
- iv. Monitoring and reporting on Civic Education Gaps

Requirement

- i. Focal person residing in the county assembly ward applying for and familiar with it.
- ii. O - level and above
- iii. Willing to defend human rights in the respective county assembly ward.
- iv. Impartial & resilience
- v. Human rights knowledge is added advantage.
- vi. Documenting/ Reporting skills
- vii. Fluent in local dialect.
- viii. Available 3 working days in a week (8am-4pm)
- ix. Age: 23 – 40 years.

Remuneration: KSH 1,500 on engagement.

Application procedure:

Applicant to fill the Volunteer application form on the organization website (www.dhrceg.org) which includes uploading of the C.V and testimonials.

Deadline of Application.

12th June 2026, 5:00 pm; late submissions will not be accepted.

For mre information and clarification call +254741883413 or +254729527448.

N/B

- 1. Application is purely free, NO fees are charged by the organization.**
- 2. Youth, women and PLWD's are highly encouraged to apply.**

