



KENYA TRADE NETWORK AGENCY – KENTRADE

VACANCY ANNOUNCEMENT

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury whose mandate is to implement, operationalize and manage the Kenya National Electronic Single Window System (KNESWS) as well as Trade Facilitation.

To fulfil our mandate, we wish to engage suitably qualified candidates who meet the requirements of Chapter 6 of the Kenya Constitution for the following positions;

1. PROCUREMENT ASSISTANT ON TEMPORARY TERMS ONE (1) POSITION

Job Title: Procurement Assistant

Reports to: Procurement Manager

Duration: Six (6) months (renewable once)

Purpose for the Job

To provide support in sourcing and procuring goods and services for the Agency in a timely and cost-effective manner while ensuring compliance to laid down procurement policies and procedure.

Duties & Responsibilities

1. Receive and Issue goods;

2. Update the stores records both manually and on the IFMIS/ERP;
3. Participate in quotation opening;
4. Participate in evaluation of quotations as appointed;
5. Secretary to Inspection and Acceptance Committees for all procurements below Kshs. 500,000.00;
6. Purchase all low value items using cash imprest;
7. Consolidate items for disposal;
8. Carry out stock taking at the end of every financial year;
9. Ensure that procurement documents are properly filed and records kept as required;
10. Forward supplier Invoices to Finance Department for payment, and follow up of the same;
11. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

1. A Bachelor's Degree in Purchasing and Supplies from a reputable institution; or
A Bachelor's Degree with a diploma in Purchasing and Supplies from a reputable institution;
2. Must be a member of KISM or CIPS;
3. Must have knowledge of the Laws and Regulations governing Public Procurement processes in Kenya;
4. Must be Computer literate;
5. Must be able to work with and provide professional guidance to procurement committees;
6. Minimum one (1) year experience in procurement in a public-sector organization.

2. DRIVER ON TEMPORARY TERMS ONE (1) POSITION

Job Title:	Driver
Reports to:	Manager HR & Administration
Duration:	Six (6) months (renewable once)

Purpose for the Job

To provide effective transport facilitation to the Agency staff and Visitors for official purposes in order to attain the objectives of the organization.

Duties & Responsibilities

1. Driving the assigned vehicle as authorized;
2. Carrying out routine checks on the vehicle's cooling, oil, electrical, tyre pressure and brake systems, and Detecting and reporting malfunctioning of the vehicle systems;
3. Maintenance of work ticket(s) for vehicle(s) assigned;
4. Ensuring security and safety of the vehicle on and off the road and Overseeing safety of the passengers and/or goods therein;
5. To ensure cleanliness of assigned vehicle at all times when in use or otherwise and that the vehicle is in good condition before and after use;
6. To carry out periodic checks on the assigned vehicle to determine maintenance needs and report accordingly and on time;
7. To drive carefully at all times and ensure safety of the passengers, other road users, and the assigned vehicle;
8. To keep up to date vehicle mileage log and ensure the work ticket is effectively maintained;
9. To ensure all vehicle reports are done on a monthly basis and submitted on or before the scheduled date;
10. Adherence to the provisions of the Highway Code and the Government Vehicle Check Unit requirements;

- 11.To assist in other duties in the office as assigned by the immediate supervisor when not undertaking transport facilitation;
- 12.Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Minimum Academic, Professional Qualifications and Experience

1. KCSE level Education plus with Grade C Plain average.
2. Valid Driving license
3. Suitability Driving Test grade 3
4. At least two (2) Years' driving experience in a similar environment.

Qualified and Interested candidates are requested to submit their applications, Curriculum Vitae, copies of certificates & testimonials, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates previous work experience. Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **October 19, 2017**.

**The Chief Executive Officer
Kenya Trade Network Agency
1st Floor, Embankment Plaza
Longonot Rd - Upperhill
P.O. Box 36943-00200
NAIROBI**

vacancies@kentrade.go.ke

KENTRADE is an Equal Opportunity Employer - women and persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and only shortlisted candidates shall be contacted.