



KENYA TRADE NETWORK AGENCY

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;

CORPORATION SECRETARY AND HEAD OF LEGAL AFFAIRS (CS&HLA)

Job Title: Corporation Secretary and Head of Legal Affairs

Reports to: Chief Executive Officer

Purpose for the Job

To provide advice to the Board of Directors and the Agency on all legal and governance matters.

Duties & Responsibilities

Corporate Secretarial

1. Providing guidance to the Board and Board members individually on their duties, responsibilities and powers and how these should be exercised in the best interests of the organization;
2. Ensuring that board procedures are followed and reviewed regularly, and that the Board complies with the Law, rules and regulations;
3. Assisting the Chairperson in organizing Board activities, including providing The Code of Governance for State Corporations information, preparing agenda, issuing notices and preparing for meetings, board evaluations and board development programs;
4. Providing secretarial services to the Board including ensuring that the Annual Board Work Plan is prepared and adhered to, circulating board papers in advance of the meeting, keeping a record of attendance at meetings.
5. Coordinate Board inductions and training, Board evaluations, implementation of Board Code of conduct & Ethics.

6. Ensuring that the minutes of the Board and Board committees are promptly prepared, circulated and ensure safe custody of minutes and all Board documents;
7. Keeping the Board abreast of current governance initiatives and best practice;
8. Coordinating the governance audit process;
9. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Legal Affairs

1. Overseeing the legal function and providing well researched legal advice and opinion, legal interpretation on various matters and handling legislation and litigation matters relating to KenTrade;
2. Ensuring compliance with laws, rules and regulations by the Board and Management through legal audits;
3. Preparing and coordinating the implementation of intellectual property (patents, trademarks, innovations) rights policy and guidelines for the products and services at KenTrade;
4. Legal administration of KenTrade Contracts including insurance for purposes of interpretation, arbitration, termination, performance bonds etc
5. Draft, participate in negotiations of and execute (as required) legal Agreements, Memorandum of understanding and Memorandum of Collaborations and Addendums;
6. Plan, budget and coordinate all the functions of the department e.g. Annual Performance Contracts, appraisal of the departments staff, preparation of the department's annual budgets, procurement plan and renewal of directors medical cover;
7. Represent the Agency in legal suits in liaison with outsourced legal service providers;
8. Monitor changes in corporate governance, relevant legislations and the regulatory environment and take appropriate action;
9. Keeping safe custody of the official seal, Contracts, legal Records and all other legal documents;
10. 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, Experience& requirements

- i. Bachelor's Degree in Law from a recognized university;
- ii. Master's degree in Law, Public Policy or a Social Science from a recognized university;
- iii. Certified Public Secretary (CPS) Kenya
- iv. Member of the Institute of the Certified Public Secretaries Kenya (ICPSK) of good standing
- v. Diploma from the Council of Legal Education (Admission to the Bar);

- vi. A current practicing certificate as an advocate of the High Court of Kenya;
- vii. At least eight (8) years' experience in Legal/Corporate secretarial practice(4) four of which should be at a senior level in a reputable organization;
- viii. Work experience in a public sector desirable.
- ix. Meet the requirements of Chapter 6 of the Constitution on Leadership & Integrity
- x. Demonstrated use of computer applications
- xi. Arbitration Skills
- xii. Excellent communication and interpersonal skills (written & oral)

How to apply

Qualified and Interested candidates are requested to submit their applications, Curriculum Vitae that contains details of qualifications, experience, present position and current remuneration (enclose copy of latest pays lip), copies of certificates &relevant 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.

Candidates interested in this position are also expected to fulfil the requirements of Chapter Six of the Constitution of Kenya. Specifically, they must obtain and submit with their application copies of the following documents;

- i. Certificate of Good Conduct from the Directorate of Criminal investigations (CID)
- ii. Clearance Certificate from Higher Education Loans Board (HELB)
- iii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iv. Clearance from the Ethics & Anti-corruption Authority (EACC)
- v. Clearance from Credit Reference Bureau (CRB)

Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **Friday April 7,2017**.

**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.

Only shortlisted candidates shall be contacted and any form of canvassing shall lead to automatic disqualification.