



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 a suitably qualified candidate who meets the requirements of Chapter 6 of the Kenya Constitution for the following position;

HR & ADMINISTRATION ASSISTANT ON TEMPORARY TERMS - ONE (1) POSITION

Job Title: HR & Administration Assistant

Reports to: Manager HR & Administration

Duration: Three (3) months (Renewable once)

Purpose of the Job

To provide support and assistance to the Human Resource and administration functions such as training, recruitment, performance management and general clerical activities in the department.

Duties & Responsibilities

1. Draft routine HR & Administration memos, letters, emails, reports and minutes;
2. Maintain staff files and assist in entry of staff information into the HRMIS;
3. Assist in the coordination of HR & Administration activities such as recruitment, induction, staff welfare, performance management, recruitment process etc;
4. Assist in payroll processing, leave administration, time and attendance;
5. Monitor staff attendance and compile monthly attendance reports;

6. Records filing, dispatching letters, photocopying e.t.c;
7. Office equipment repairs and maintenance;
8. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Academic and Professional Qualifications

- Bachelor's degree in Human Resource Management or a Bachelor's degree in social sciences, Business Management with a Diploma in Human Resource Management.

Professional Work Experience

- At least six (6) months' to one (1) year relevant experience in a busy environment preferably in the public sector.

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 **Friday 21, April 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.