



## **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 (Kenya TradeNet System) 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;

#### **I. INTERNAL AUDITOR - Grade KTNA 7 (1 Post)**

**Job Title:** Internal Auditor

**Reports to:** Manager, Internal Audit

#### **Purpose for the Job**

To assist in performing the internal audit functions

#### **Duties and Responsibilities**

1. Assist the Manager, Internal Audit in the preparation of the Annual Internal Audit Plan for the Agency. This will include participation in preliminary review of all areas of the organization to establish a risk based work plan of action at the beginning of each financial year;
2. Implement the approved work plan, directly undertaking activities which include audit and compliance reviews;
3. Assist in preparation of documentation for the Audit and Risk Committee of the Board;
4. Conduct research and recommend to the Manager the compliance and risk aspects of various activities in KenTrade;

5. Conduct audit field work including financial audits, systems audits and information systems audits as required within the Agency;
6. Prepare reports on audit findings for review by the Manager/Supervisor;
7. Ensure departmental compliance to Internal Audit Policies.
8. Assist and represent the Manager Internal Audit in various forums and engagements as directed and/or required;
9. Undertaking 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 & requirements**

- i. A Bachelor's degree in Finance, Accounting, Information Systems or any other relevant degree or its equivalent from a recognized Institution;
- ii. Be a Certified Public Accountant of Kenya CPA(K)
- iii. Certification(s) and experience in information systems audit will be an added advantage
- iv. Certificate in computer applications
- v. Meets the provision of Chapter Six of the Constitution

## **2. WEBMASTER - Grade KTNA 7 (1 Post)**

**Job Title:** Webmaster

**Reports to:** Manager, Innovations and Solutions Development

### **Purpose for the Job**

Ensure that the servers hosting site content are running at expected uptime and performance, designing the website, generating and revising web pages, testing, replying to user comments, examining traffic through the site and ensuring KenTrade's web presence on social media.

### **Duties and responsibilities**

1. Maintain KenTrade's web presence by posting new content in a timely manner and archiving outdated content and the intranet;
2. Make periodic improvements to KenTrade's website and the intranet as required by the Agency;

3. Work closely with KenTrade's head of Communications to determine and upload suitable content for KenTrade's website;
4. Track site usage statistics including monitoring and analyzing performance;
5. Develop and maintain new online resources, frequently asked questions and database;
6. Test the website across browsers, operating systems, devices and take appropriate remedial action for deviations noticed;
7. Ensure consistent look and feel across the website by promoting uniform font, formatting, icons, images and layout, and creating appropriate templates to assist content authors;
8. Identify, diagnose and fix website problems including broken links, typographical errors and formatting inconsistencies;
9. Optimize loading speeds and capacity of the website and intranet;
10. Propose and oversee the implementation of security measures to safeguard KenTrade's website;
11. Designing and building appropriate intranet applications;
12. Address user complaints on the website and intranet;
13. Undertaking 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 & requirements**

- i. Bachelor's Degree in Graphic design, Information Technology, Computer Science, Business IT or related from a recognized Institution
- ii. Certificate in Computer Applications
- iii. Certification in web programming and design
- iv. Knowledge in search engine optimization and Internet Marketing
- v. Meets provision of chapter six of the Constitution
- vi. 3 years minimum proven work experience as a web master or web developer
- vii. Proficient in HTML/CSS, XML, knowledge of SQL and JavaScript is preferred

### **3. PRODUCT AND APPLICATION DEVELOPMENT OFFICER – Grade KTNA 7 (one post)**

**Job Title:** Product and application development officer

**Reports to:** Manager, Innovations and solutions development

**Purpose for the Job**

To Analyze the needs, undertake the design, development and testing of new or existing programs and applications.

### **Duties and responsibilities**

1. Compiling and writing documentation for program development and subsequent revisions, inserting comments in the coded instructions so that others can understand the program.
2. Testing of all developed applications.
3. Writing, updating and maintaining computer programs or software packages to handle specific jobs, such as storing and retrieving data, or controlling other equipment.
4. Maintenance of applications, repair or expansion of existing programs to increase operating efficiency or adapt to new requirements.
5. Writing, analyzing, reviewing and rewriting programs, using workflow charts and diagrams, and applying knowledge of computer capabilities, subject matter and symbolic logic.
6. Writing or contributing to instructions or manuals to guide end users.
7. Providing program support for computer operators or system analysts to define and resolve problems in running computer programs.
8. Training end users.
9. Undertaking such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

### **Minimum Qualifications & requirements**

- i. Bachelor's Degree in Software programming, Computer Science, Information Technology, Business IT or related form a recognized institution
- ii. Certificate in Computer Application
- iii. Meets provision of chapter six of the Constitution
- iv. 3 years minimum work experience in software development
- v. Proficiency in Java or equivalent object oriented language (C#, C++, PHP, Python)
- vi. Familiarity with automated testing frameworks
- vii. Passionate about writing quality code in a team environment following best practice design patterns.

## **HOW TO APPLY**

Qualified and Interested candidates are requested to submit their **applications, Curriculum Vitae that contains details of qualifications, experience, 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.

Interested Candidates 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 a 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 **June 26, 2018**.

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

**[vacancies@kentrade.go.ke](mailto: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.*