



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

LEGAL ASSISTANT ON TEMPORARY TERMS ONE (I) POSITION

Job Title: Legal Assistant
Reports to: Corporation Secretary & Legal Affairs Manager
Duration: Six (6) months (renewable once)

Purpose for the Job

To provide support to the Legal Department functions and general clerical activities in the department.

Duties & Responsibilities

Duties and responsibilities at this level will entail:-

1. Drafting of court pleadings;
2. Responding to correspondences and issues arising out of court matters;
3. Preparation of and review of contracts for procurements entered into;
4. Assist the corporation secretary in preparing board papers including photocopying binding and circulation;
5. Prepare reports on litigation matters;
6. Drafting legal opinions;
7. Ensure that insurance policies and performance bonds for contractors are always up to date;
8. To inform contractors to renew performance bonds and insurance;

Minimum Academic, Professional Qualifications and Experience

1. Bachelor's Degree in Law (LLB);
2. Postgraduate diploma in Law;
3. At least six (6) month's experience in a busy legal environment preferably in the public sector.
4. Certificate in computer application;

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 **copy of Certificate of Good Conduct from the Directorate of Criminal investigations (CID)**.

Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **September 21, 2018**.

**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.