



## **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;

#### **HR & ADMINISTRATION ASSISTANT ON TEMPORARY TERMS ONE (I) POST**

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

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

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

#### **Duties & Responsibilities**

Duties and responsibilities at this level will entail:-

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 of letters, photocopying etc;
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.

## **Minimum Academic, Professional Qualifications and Experience**

1. Bachelor's degree in Human Resource Management or a Bachelor's degree in social sciences, Business Management with a Diploma in Human Resource Management.
2. At least six (6) months relevant experience in a busy environment preferably in the public sector.

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 **October 08, 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.*