



KENYA TRADE NETWORK AGENCY – KENTRADE

ANNOUNCEMENT OF VACANCIES (TEMPORARY POSITIONS)

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 **temporary** positions;

I. LEGAL ASSISTANT

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

Purpose for the Job

The Legal Services is responsible for playing an advisory role to the Management and Board on legal issues. The Legal Assistant shall assist the Department in ensuring that the Agency's legal obligations are met in accordance with its mandate.

Duties and Responsibilities

- i. Receiving sermons for litigation matters and opening court files and updating of the court diary;
- ii. Managing bring ups on all legal matters and prepare reports on litigation matters;
- iii. Assist in reviewing and drafting of court pleadings;
- iv. Responding to correspondences and issues arising out of court matters;
- v. Sensitize staff on emerging laws impacting on the Agency and support the Department in drafting Legal Opinions on legal matters;

- vi. Drafting and/or review of contracts of contracts and updating of the contracts register;
- vii. Assist the corporation secretary in preparing board meetings including, finalization of board memo's, maintaining the board registers and circulation board documents;
- viii. Assist in attending to claimants and external advocates queries;
- ix. Following up payments of judgments award, claimant lawyers and claimant from finance;
- x. Ensure that insurance policies and performance bonds for contractors are always up to date;
- xi. 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

- i. Bachelor's Degree in Law (LLB) and postgraduate diploma in Law
- ii. Membership of good standing to a relevant professional body;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. Meets the provisions of Chapter Six of the Constitution.

2. HUMAN RESOURCE & ADMINISTRATION ASSISTANT

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

- i. Draft routine HR & Administration correspondences and minutes;
- ii. Update staff files/records and assist in entry of staff information into the HRMIS;

- iii. Assist in the implementation of HR & Administration activities such as recruitment, induction, staff welfare, performance management, recruitment process etc;
- iv. Assist in payroll processing, leave administration, time and attendance;
- v. Monitor staff attendance and compile monthly attendance reports;
- vi. Records filing, dispatching of letters, photocopying of documents etc;
- vii. Planning of office equipment repairs and maintenance;
- viii. 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

- i. Bachelor's Degree in Human Resource Management or a Bachelor's degree in social sciences, Business Management with a Diploma in Human Resource Management;
- ii. Membership of good standing to a relevant professional body;
- iii. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- iv. Meets the provisions of Chapter Six of the Constitution.

HOW TO APPLY

Qualified and interested candidates are requested to submit their applications, curriculum vitae that contains details of qualifications, experience, copies of all 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.

Applicants must specifically obtain and submit with their applications, copy of Certificate of Good Conduct from the Directorate of Criminal investigations (CID).

Shortlisted candidates shall be required to obtain and submit copies of the following documents;

- i. Clearance Certificate from Higher Education Loans Board (HELB)
- ii. Tax Compliance Certificate from Kenya Revenue Authority (KRA)
- iii. Clearance from the Ethics & Anti-corruption Authority (EACC)
- iv. 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 **January 08, 2020**.

**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.