



KENYA TRADE NETWORK AGENCY – KENTRADE

ANNOUNCEMENT OF VACANCIES

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. MANAGER IT & INFRASTRUCTURE (Grade KTNA 3)

Job Title: Manager IT & Infrastructure

Reports to: Director IT Infrastructure Innovations & Security

Purpose for the Job

To plan, organize and manage staff and overall operations to ensure stable operations of the KenTrade's ICT infrastructure. This includes developing; maintaining, supporting and optimizing key functional areas particularly computing and storage infrastructure, network infrastructure, data and telecommunication system.

Duties and Responsibilities

- i. Manage and establish priorities for maintenance, design, development and analysis of entire infrastructure systems inclusive of LANs, WANs, internet, security and wireless implementations;
- ii. Define and manage the IT Disaster Recovery Structures for the organization;
- iii. Ensure effective IT assets management inclusive of component inventory maintenance and associated documentation;
- iv. Perform feasibility studies for different upgrade projects, conversions and improvements;

- v. Develop, implement, and maintain policies, procedures, and associated training plans for network resource administration and appropriate use;
- vi. Establish service level agreements with service providers;
- vii. Prepare specifications for bid proposals, contracts, scope of work reports, and other documentation for IT and infrastructure projects and associated efforts;
- viii. Perform cost-benefit and return on investment analysis for proposed IT and infrastructure to aid management in making implementation decisions;
- ix. Manage and ensure optimal operation of all network hardware and equipment, including routers, switches, hubs, UPSs, servers e.t.c;
- x. Establish and maintain regular written and in-person communications with the organization's executives, decision-makers, department heads, end user and contractors and vendors;
- xi. Coaching and mentorship of junior members of the team;
- xii. 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. Master's degree in Information Sciences, Information Systems, Information Technology, Computer Science, Business Management or related from a recognized institution;
- ii. Bachelor's Degree in Information Sciences, Information Systems, Information Technology, Computer Science or related from a recognized institution;
- iii. Certification in CISA, ITIL, and Project Management Certification e.g. PRINCE2
- iv. Leadership Course lasting not less than 4 weeks;
- v. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- vi. Membership of good standing to a relevant professional body;
- vii. Relevant work experience of not less than nine (9) years, four (4) of which should be in a Management position;
- viii. Meets provisions of Chapter Six of the Constitution.

2. SENIOR SUPPLY CHAIN MANAGEMENT OFFICER (Grade KTNA 6)

Job Title: Supply Chain Management Officer

Reports to: Manager Supply Chain Management

Purpose for the Job

The Supply Chain Management department is responsible for the overall coordination and management of the Supply Chain Management function, advising the Agency on Procurement laws and Regulations, overseeing the Procurement process and providing guidance on disposal of assets.

Duties and responsibilities

- i. Compiling supply chain management data and preparation of relevant reports;
- ii. Providing secretariat services to procurement committees;
- iii. Preparation of tender documents;
- iv. Preparing procurement estimates of expenditure;
- v. Coordinating the disposal of assets process;
- vi. Carrying out internal monitoring & evaluation of provision of procured services/works and also inspection and acceptance of goods supplied;
- vii. Overseeing the stock taking exercises;
- viii. Supervising stores/inventory management;
- ix. 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. Experience of not less than three (3) years as Supply Chain Management Officer or a comparable position in the public service;
- ii. Bachelor's degree in any of the following disciplines: - Supply Chain Management and Logistics, Commerce/Business Administration (Supplies Management option) or equivalent from a recognized institution;
- iii. Diploma in supplies and purchasing from a recognized institution;
- iv. Supervisory course lasting not less than two (2) weeks from a recognized institution;
- v. Membership of good standing to a relevant professional body;
- vi. Certificate in Computer Applications/ Proof of proficiency in computer applications;

vii. Meets the provisions of Chapter Six of the Constitution.

3. SYSTEM ADMINISTRATOR (Grade KTNA 7)

Job Title: System Administrator

Reports to: Assistant Manager Infrastructure and Service Management

Purpose for the Job

The System Administrator (SA) is responsible for installation / configuration, operationalization, maintenance, performance, security and availability of systems hardware, software and related application components. The role involves the design, implementation and maintenance of systems as well as providing 24/7 support to users, partner agencies and clients.

Duties and responsibilities

- i. Creating user profiles, passwords and grant access rights to staff;
- ii. Analyzing system logs to identify potential issues for resolution;
- iii. Troubleshooting any reported system problems;
- iv. Responsible for system performance monitoring and tuning;
- v. Installation, configuration and optimization of operating systems;
- vi. Applying OS patches and upgrades on a regular basis, and upgrade administrative tools and utilities;
- vii. Developing, testing, documenting, implementing and enhancing of backup and recovery procedures as well as application of change-management procedures and activities;
- viii. Designing, setup and configuring of complex Multi-Server environments;
- ix. Create and maintain comprehensive documentation for all implemented systems;
- x. Research and recommend innovative, and where possible automated approaches for system administration tasks;
- 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 Information Technology, Computer Science or related field from a recognized institution;

- ii. Microsoft Certified Solutions Architect (MCSA) or Microsoft Certified IT Professional Certification
- iii. Minimum of 3 years' experience in system administration will be an added advantage;
- iv. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- v. Meets provision of chapter six of the Constitution

4. SYSTEM ANALYST (Grade KTNA 7)

Job Title: System Analyst

Reports to: Assistant Manager Application & Solutions Development

Purpose for the Job

Responsible for ensuring that information systems requirements and processes are gathered, analyzed, designed and implemented thereby ensuring the organization operates more efficiently and effectively.

Duties and responsibilities

- i. Analyzing KenTrade's and stakeholders' existing systems to identify opportunities that can improve efficiency of business processes;
- ii. Translating business requirements of internal and external stakeholders into highly specified project briefs;
- iii. Specifications of systems requirements and information systems design;
- iv. Identifying options for potential solutions and assessing them for both technical and business suitability;
- v. Drawing up specific proposals for modifying or replacing existing systems;
- vi. Ensuring technical compatibility and user satisfaction;
- vii. Undertaking system reviews to ensure continued value to business;
- viii. Training end users on new systems/system enhancements;
- ix. 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 Computer Science or Information Technology, Business IT or related field from a recognized institution;

- ii. Project Management Professional (PMP) or Prince2 Certification;
- iii. System analysis and design Certification;
- iv. Certificate in Computer Applications/ Proof of proficiency in computer applications;
- v. At least 3 years' experience in systems analysis will be an added advantage;
- vi. Meets 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.

In addition, interested candidates **must specifically 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** form from the Ethics & Anti-corruption Authority (EACC)
- v. **Clearance** certificate from a Credit Reference Bureau (CRB)

Please note that applications **without ALL the Chapter 6 requirements SHALL NOT be considered.**

Applications should be addressed as detailed below and be sent by post, hand delivery or email so as to be received not later than **December 23, 2019.**

**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.*