



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 TRADENET & VALUE ADD SERVICES (GRADE KTNA 3)

Job Title: Manager TradeNet & Value Add Services (KTNA 3)

Reports to: Director Trade Facilitation

Purpose for the Job

The purpose of the job is to manage: -

- i. The operations of the TradeNet System (Kenya Electronic Single Window System) as a Trade Facilitation tool and to continuously thereafter maintain and expand the use of the SWS in the country through bringing more stakeholders into use of the system;
- ii. The operations of the Kenya Trade Information Portal (E-Trade portal);
- iii. The operations of the various Value Add systems that will be implemented by the Agency.

Duties and Responsibilities

- i. Overseeing and coordinating the operations of the electronic single window system in Kenya and ensure the business processes meet international practices

- including the linkage between the external stakeholder systems and the single window system;
- ii. Overseeing and coordinating the operations of the Kenya Trade Information Portal and ensure the system is optimally maintained. Ensure the procedures and content is up to date and meets user needs;
 - iii. Overseeing and coordinating the operations of Value add systems implemented by Kentrade and that these operate optimally as envisaged;
 - iv. Act as the key liaison to ensure the support of users of the systems for external clients;
 - v. Liaise with government agencies using the various Agency systems to ensure content is available and systems data is retained as up to date;
 - vi. Ensure the optimal support of system users as second line support for issues raised by the Contact Centre;
 - vii. Overseeing and coordinating the development and monitoring of the annual operating and capital budgets for the operations division;
 - viii. Providing overall leadership and drive towards a culture of innovation and creativity in seeking ICT solutions to organizational challenges and in business processes to facilitate efficient and effective trade transactions;
 - ix. Oversee the contract management and liaison with vendors for the single window and other projects;
 - x. Preparation of Board Papers on trade facilitation, matters and attending board meetings;
 - xi. Responsible for the operations of all Trade systems in the agency;
 - xii. Ensure continuous review of the business to ensure use of the single window system and other value add systems as trade tools.
 - xiii. 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 a social sciences or any relevant field;
- ii. Bachelor's Degree in a social sciences or any relevant field;
- iii. A post graduate diploma in ICT, shipping, clearing & forwarding, supply logistics;
- iv. Certificate in computer applications;
- v. Experience in trade facilitation, transport logistics, Economics;
- vi. Knowledge of international conventions/agreements such as World Trade Organisation, EAC Protocols, etc;
- vii. Leadership Development Programme lasting not less than 4 weeks;
- viii. Membership to a relevant professional body;
- ix. Experience of not less than nine (9) years, four (4) of which should be in a management position;
- x. Meets provision of chapter six of the Constitution

2. MANAGER MARKETING AND COMMUNICATION (GRADE KTNA 3)

Job Title: Manager Marketing & Communication (KTNA 3)

Reports to: Director Strategy Compliance & Business Development

Purpose for the Job

To identify business opportunities for Kentrade and continuously engage customers in identification and development of new brands and revenue streams

Duties and responsibilities

- i. Prepare and oversee the implementation of the Agency's Communication strategy;
- ii. Carrying out all marketing, communication, branding and advertising activities as per policy and Plans;
- iii. Execution of the media relations plans in line with the KenTrade's strategic interests;
- iv. Identifying and implementing common themes and products to communicate KenTrade's agenda for use in print and electronic media channels including publications such as newsletters and journal articles;
- v. Manage the application of various corporate communication channels including website, intranet and social media (facebook, twitter, Instagram etc);
- vi. Content Management for the Agency's website, Intranet and social media platforms.
- vii. Corporate events management and coordination of all stakeholder engagement activities ;
- viii. Develop and implement a marketing strategy for the Agency;
- ix. Preparing annual marketing plan and budget for Kentrade;
- x. Identify and develop business opportunities leveraging on the already rolled out TradeNet;
- xi. Prepare business models for the Marketing and Business Development function;
- xii. Implement the CSR policy and coordination of CSR activities;

- xiii. 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 Business Management, Marketing, Public Relations, Communications or Commerce;
- ii. Bachelor's Degree in Business Management, Marketing, Public Relations, Communications or Commerce;
- iii. Leadership Development Programme lasting not less than 4 weeks;
- iv. Certificate in computer applications;
- v. Membership to a relevant professional body;
- vi. Experience of not less than 8 years, three of which should be in a management position;
- vii. Meets the provision of chapter six of the Constitution.

3. MANAGER PROJECTS (GRADE KTNA 3)

Job Title: Manager Projects (KTNA 3)

Reports to: Director Strategy Compliance & Business Development

Purpose for the Job

To manage the Agency's programmes and/or projects to ensure that all projects and technology development initiatives are fully documented and have positive financial and operational results for KenTrade.

Duties and responsibilities

- i. Develop and maintain project management processes, standards and methodologies
- ii. Undertake project and portfolio management
- iii. Provide project administration support including business case development, planning, budgeting and risk management;
- iv. Consistently review ongoing projects to ensure they are meeting baselines or standards set for them;
- v. Provide direct project management oversight for project assignments as required;

- vi. Arrange and coordinate project management training and professional development for project teams;
- vii. Manage contracts for various projects and provide regular project status reports for Management;
- viii. Ensure quality assurance for all projects.
- ix. Conduct post - implementation reviews for projects including documentation of lessons learned;
- x. Manage change initiatives to ensure ownership and buy in of the various projects;
- xi. Carry out Business Process Re-engineering (BPR) for different projects and processes
- xii. Monitoring the systems requirement lifecycle to ensure that the delivered solutions meets business needs.
- xiii. 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 Technology, Computer Science, Project Management, Business Administration, Economics, Social Sciences or related field from a recognized institution;
- ii. Bachelor's Degree in Information Technology, Project Management, Business Administration, Economics, Social Sciences or related field from a recognized institution;
- iii. Leadership Development Programme lasting not less than 4 weeks;
- iv. PRINCE 2 or any other leading Project Management Certification;
- v. Certificate in computer application;
- vi. Membership to a relevant professional body;
- vii. Experience of not less than 8 years, three (3) of which should be in a management position;
- viii. Meets the provision of chapter six of the Constitution.

4. ASSISTANT MANAGER LEGAL AFFAIRS (GRADE KTNA 4)

Job Title: Assistant Manager Legal Affairs (KTNA 4)

Reports to: Corporation Secretary & Legal Affairs Manager

Purpose for the Job

- i. Provide advisory to Management and Board on legal issues.
- ii. Ensure that the Agency's legal obligations are met in accordance with its mandate.

Duties and responsibilities

- i. Deputize the Corporation Secretary and Legal Affairs Manager in managing the department and supervise other staff in the department;
- ii. Drafting, review and provision of legal advice on relevant matters and related documentations as required;
- iii. Review ongoing legal cases and advice management accordingly;
- iv. Liaise with relevant departments to identify legal risks and ensure that appropriate action has been taken to address the risks;
- v. Provide legal protection and risk management advice to management especially on contract management;
- vi. Handle all commercial claims against the Agency and protect the interest of the Agency;
- vii. Monitor progress of ongoing litigation and liaise with and manage external lawyers;
- viii. Continuously monitor compliance with statutory obligations and advise management accordingly;
- ix. Prepare the annual Board Calendar and disseminate to Management staff;
- x. Follow up with Management to ensure all Board papers are ready and disseminated on time;
- xi. Collate and analyze data related to the Board and Board activities;
- xii. Liaise with relevant authority for evaluation of the Board;
- xiii. Ensure compliance with Mwongozo Guidelines on Board affairs;
- xiv. 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 a relevant field from a reputable institution;
- ii. Bachelor's degree in Law or equivalent degree from a reputable institution;
- iii. Post graduate diploma in Law from the Kenya School of Law or such similar qualification from a reputable institution;

- iv. An advocate of the High Court of Kenya and a member of the Law Society of Kenya;
- v. Attended a senior management course lasting not less than two (2) weeks;
- vi. Certificate in Computer applications;
- vii. Working experience of not less than eight years (8), three (3) of which must have been at Principal Legal Officer level in the Agency or in a comparable position in the Public service or in other reputable organization;
- viii. Meets the provision of chapter six of the Constitution.

5. ASSISTANT MANAGER DATA AND SYSTEMS MANAGEMENT (GRADE KTNA 4)

Job Title: Assistant Manager Data Centre & Systems
Management (KTNA 4)

Reports to: Manager Information Technology and Infrastructure
(MITI)

Purpose for the Job

The purpose of this job is to ensure effective provisioning, installation/ configuration, operation and maintenance of systems, hardware and software and related infrastructure.

Duties and responsibilities

- i. Put in place Data Centre standards and ensure compliance;
- ii. Manage access rights to Data Centre Resources;
- iii. Ensure knowledge transfer from vendors to relevant staff including documentation of system configurations;
- iv. Prepare plans for development, installation and maintenance of Data Centers according to current and future requirements;
- v. Monitor systems and analyze logs to identify and address issues affecting optimal performance of Data Centre Systems;
- vi. Undertake research to design new or improve on existing data centre resources;
- vii. Coordinate with various departments/stakeholders to implement and manage integration of systems into the Agency's Infrastructure;

- viii. Plan for and implement system updates and capacity changes;
- ix. Maintain expert knowledge on all applications and critical systems.
- x. 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 Technology, Computer Science, Business Management or related from a recognized institution;
- ii. Bachelor's degree in Information Technology, Computer Science or related from a recognized institution;
- iii. MCSA, MCITP certification will be an added advantage;
- iv. Senior Management Course lasting not less than two (2) weeks;
- v. Relevant experience of not less than 8 years;
- vi. Membership to a relevant professional body;
- vii. Meets provision 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 **March 23, 2020**.

**The Chief Executive Officer
Kenya Trade Network Agency
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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.