



## 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 (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 position of **Office Assistant** on **temporary terms** as follows;

**Job Title:** Office Assistant (2 posts)

**Reports to:** Human Resource officer

**Duty Station:** Nairobi

### Job purpose

The purpose of the job is to provide support services such as preparing office refreshments, delivery of mail, photocopying documents and any other assigned duties by the supervisor.

### Duties and Responsibilities

- i. Preparing and serving tea.
- ii. Clearing and cleaning utensils.
- iii. Ensure beverages are distributed in offices.
- iv. Ensure visitors and meetings are hosted adequately.
- v. Maintain cleanliness in the kitchen.
- vi. Preparation of shopping list for beverages.
- vii. Ensure office beverages are purchased on time.
- viii. Custodian of kitchen equipment and their maintenance.
- ix. Deliver mail, parcels, and cheques to various destinations.

- x. Making telephone, electricity and water bill payments at the relevant offices.
- xi. Post office-picking and dropping of mail.
- xii. Making photocopy of office documents as required.
- xiii. Purchase of office consumables as needed.
- xiv. Other office duties as assigned.

### **Minimum Academic and Professional Qualifications**

- i. Must have Kenyan certificate of secondary Education (KCSE) mean grade C- (C minus);
- ii. Certificate in computer application from a recognized institution; and
- iii. Meets the provisions of a Chapter Six of the constitution.

### **HOW TO APPLY**

- A. Qualified and interested candidates are requested to submit their application letter, curriculum vitae (that contains details of qualifications, work experience, email and telephone contacts including names, telephone and email contacts of three (3) referees who must be familiar with the candidates' previous work experience) and copies of all certificates & relevant testimonials.
- B. Shortlisted candidates shall be required to obtain and submit **valid** copies of the following documents at the interviews;
  - i. Certificate of Good Conduct from the Directorate of Criminal investigations (CID)
  - ii. **Clearance** Certificate from the 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 recognized Credit Reference Bureau (CRB)
- C. Visit: <https://portal.kentrade.go.ke/recruitment>
  - i. Create a user account
  - ii. Create your profile – *Edit your profile if you already have an account.*

- *The information on the profile is split into tabs that the user must fill out before submitting a job application which includes the following;*
  - i. Biodata - General Contact information about the applicant
  - ii. Academic qualifications - with the certificates attached;
  - iii. Professional qualifications - with the certificates attached;
  - iv. Employment history – Record of previous employers
  - v. Referees
  - vi. Attach application letter, CV
  - vii. Input current and expected salary;
  - viii. Submit application;
  - ix. Click **My Applications** to check or confirm if your application has been successfully submitted;

**All applications must be received not later than February 27, 2022.**

**KenTrade values diversity therefore women and Persons With Disability (PWD) are strongly encouraged to apply.**