



CAREER OPPORTUNITIES.

I. Director, Strategy Compliance and Business Development, KTNA 2

Job Title:	Director Strategy Compliance and Business Development - KTNA 2
Reports to:	Chief Executive Officer
Duty Station:	Nairobi

Purpose for the Job

Provide strategic leadership to enhance the Agency's ability to achieve its strategic goals and translate the Corporate Strategy into a set of measurable annual targets.

The role spearheads development and negotiation of the Agency's Performance Contract and alignment of the entire organization in pursuit of the targets. The role is also responsible for marketing and communications and ensuring all internal and external projects are managed to incorporate best practice and ensure appropriate standards.

Duties and Responsibilities

- i. Coordinate the development and implementation of strategic initiatives that ensure quality compliance.
- ii. Building a sustainable positive work environment and culture that promotes performance accountability and success in all departments.
- iii. Coordinate and ensure sustainability and continuous improvement of the Agency's quality management system.

- iv. Ensure change management programs are implemented effectively and efficiently for quick adoption of initiatives.
- v. Oversee the effective implementation of Projects within the Agency by overseeing the operations of project management at the Agency.
- vi. Oversees the monitoring and Evaluation of various projects and activities at the Agency.
- vii. Oversee the Business Development roles at the Agency.
- viii. Provide strategic leadership to the Agency's marketing and communication functions, creating a culture of effective and efficient marketing and communication.
- ix. Coordinate and ensure understanding of the Company's communication strategy and the protection of the KenTrade brand among its critical stakeholders.
- x. Direct the maintenance of the Agency's Quality Management System.
- xi. Pursue resource mobilization efforts from Development Partners.
- xii. Guide collaborations between the Agency and other organizations.
- xiii. Develop the Agency capacity for collation and dissemination of trade statistics.
- xiv. Oversees risk and compliance roles at the Agency in line with best practice and in compliance with the various legal and statutory requirements.
- xv. Guide the maintenance of the Business Continuity Planning at the Agency.
- xvi. Provides periodic updates to the Board on the Performance Contract and Strategic Plan implementation;
- xvii. 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 Administration, Economics, Strategy, Computer Science, Information Systems or related field from a recognized institution;
- ii. Bachelor's degree Business Administration, Economics, Strategy, Computer Science, Information Systems or related field from a recognized institution;
- iii. Leadership Programme lasting not less than 4 weeks;
- iv. Membership to a relevant professional body

- v. Experience of not less than twelve (12) years, seven (7) of which should be in a senior management position;
- vi. Must meet the provisions of Chapter Six of the Constitution.

2. Manager Strategy Compliance and Statistics – KTNA 3

Job Title: Manager Strategy Compliance and Statistics – KTNA 3

Reports to: Director, Strategy Compliance and Business Development

Duty Station: Nairobi

Purpose for the Job

To oversee the effective development and implementation of the organization's strategic planning processes and the corporate performance contracting process as well as the performance contract monitoring and compliance for the organization.

Duties and Responsibilities

- i. Develop the Agency's strategic plan;
- ii. Co-ordinate the strategic plan implementation, monitoring, and review;
- iii. Lead the annual performance contracting process by designing the agency's annual work plan as derived from the strategic plan, the vision 2030 development plan and the performance contracting guidelines;
- iv. Oversee effective cascading of the corporate annual work plan and performance contract of the respective directorates and departments;
- v. Lead the design and implementation of a monitoring and evaluation framework of the Agency in liaison with other directorates/departments;
- vi. Oversee effective periodic monitoring, evaluation and reporting of the Agencies activities as outlined in the strategic plan, annual work plan and performance contract;
- vii. Oversee the Identification of strategic opportunities and risks and advising management on the appropriate course of action;
- viii. Liaising with other departments to develop or review various strategies to support programmes/projects at the Agency;

- ix. Developing and implementing appropriate and strategic networks, collaboration, linkages and partnerships with the stakeholders nationally and internationally to support KenTrade in liaison with other departments;
- x. Supervise the development of reports relating to trade and logistics statistical reports to inform Management decisions;
- xi. Ensure that the Agency's operations are in compliance with the appropriate laws, policies and procedures;
- xii. Oversee the development and maintenance of quality management system in the Agency;
- 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 Economics, Strategic Management, Business Administration/Management from a recognized institution;
- ii. Bachelor's Degree in Social Sciences, Economics, Business Management, Commerce or related field from a recognized institution;
- iii. Leadership management course lasting not less than four (4) weeks from a recognized institution;
- iv. Membership to a relevant professional body;
- v. Experience of not less than nine (9) years, four (4) of which should be in a management position;
- vi. Professional certification in economics, strategic management or any relevant certification
- vii. Must meet the provisions of Chapter Six of the Constitution.

3. Assistant Manager Projects and Business Process Re - Engineering – KTNA 4

Job Title: Assistant Manager Projects and BPR

Reports to: Manager Projects

Duty Station: Nairobi

Purpose for the Job

Responsible for collaborating with project managers, business representatives, end-users, and technical teams to deliver systems that support effective and efficient business processes and align with Agency's Strategy. The role entails leading Business Analysts to effectively elicit requirements and model business processes that deliver value to the stakeholders.

Duties and Responsibilities Duties and responsibilities

- i. Lead the production of all business process analysis deliverables (i.e., requirements, business processes, customer journeys etc.); ensuring they meet the required standards;
- ii. Lead the facilitation of key workshops with the business and technology stakeholders and ensuring the right outcomes are achieved;
- iii. Manage key stakeholder relationships regarding business process re-engineering activities;
- iv. Streamline business processes by re-engineering, documenting, and providing subject matter expertise;
- v. Ensure the right level of support is available for the business analysts and any conflicts are quickly resolved;
- vi. Define the high-level scope for proposed initiatives; including capabilities/functional features to be delivered;
- vii. Carry out interviews with the internal and external stakeholders and determine areas that need to be addressed in line with the changing business environment;
- viii. Oversee weekly project progress meetings and/or reporting;
- ix. Organizing and leading workshops for idea generation and content for solutions to projects;
- x. Participation on project board meetings, Steering and Governance groups as required;
- xi. Communicate effectively with internal and external stakeholders by describing the relevance of process analysis being provided;
- xii. Prepare final reports at the end of every business analysis exercise undertaken by the team indicating what steps of improvement were taken as a result of the analysis;
- xiii. Oversee the quality assurance team to monitor the systems requirement lifecycle to ensure that the delivered solutions meet business needs;

- xiv. Liaise with system analysts for the necessary support;
- xv. Mentor and instill business process re-engineering and continuous improvement best practices;
- xvi. 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 Information Technology, Computer Science, Business Administration or related field from a recognized institution;
- ii. Bachelor's Degree in Information Technology, Computer Science, Business Administration or related field from a recognized institution;
- iii. Supervisory Course lasting not less than 2 weeks;
- iv. Certification in Project Management such as PMP, Prince2 or Post Graduate Diploma in Project or CISA;
- v. Experience of not less than 8 years;
- vi. Must meet the provisions of Chapter Six of the Constitution.

4. Assistant Manager Change Management - KTNA 4

Job Title: Assistant Manager Change Management - KTNA 4

Reports to: Manager Projects

Duty Station: Nairobi

Purpose for the Job

Responsible for leading change management initiatives by creating and implementing strategies and plans that maximize adoption and ownership of changes and new initiatives at the Agency and among stakeholders. The role is also responsible for supporting project teams in integrating change management activities into their project plans.

The role entails leading change management initiatives for the Kenya TradeNet system project and other projects carried out by the Agency.

Duties and Responsibilities

- i. Develop a change management strategy based on situational awareness of the details of the change and the stakeholders being impacted by the change;
- ii. Identify anticipated points of resistance and develop specific plans to mitigate or address the concerns;
- iii. Conduct impact analyses, assess change readiness, and identify key stakeholders;
- iv. Create actionable deliverables for the five change management levers: communications plan, sponsor roadmap, coaching plan, training plan, resistance management plan;
- v. Coordinate stakeholder engagement activities such as Change Agent Networks (CANs) and “Adopt-a-Stakeholder” initiatives;
- vi. Conduct surveys to collect feedback from stakeholders on change initiatives;
- vii. Create and manage measurements systems to track adoption and utilization of stakeholder changes;
- viii. Work with project teams to integrate change management activities into the overall project plans;
- ix. Engage senior management in change management activities;
- x. Coordinate efforts with other specialists from stakeholder organizations to ensure stakeholder adoption;
- xi. Consult and coach process owners and project implementation teams on change management;
- xii. Coordinate stakeholder sensitizations for new product and change initiatives.
- xiii. Maintaining a database of all stakeholders;
- 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 Social Sciences, Human Resource Management, Business Management, Information Technology or related field from a reputable institution;

- ii. Bachelor's Degree in Social Sciences, Human Resource Management, Business Management, Information Technology or related filed from a reputable institution;
- iii. Membership to a relevant professional body;
- iv. A supervisory Course lasting not less than 2 weeks;
- v. Experience of not less than 8 years;
- vi. Must meet the provisions of Chapter Six of the Constitution.

5. Assistant Manager Applications - KTNA 4

Job Title: Assistant Manager Applications

Reports to: Manager Innovations and Solutions Development

Duty Station: Nairobi

Purpose for the Job

The jobholder is responsible for planning, coordinating and supervising all activities related to the design, development/acquisition and implementation of KenTrade's Information Systems and software applications.

Duties and Responsibilities Duties and responsibilities

- i. Formulate policies, standards and procedures relating to development, acquisition and maintenance of software applications;
- ii. Coordinate the collection of information to analyze and evaluate existing or proposed systems;
- iii. Analyze options for potential solutions and assess them for both technical and business suitability;
- iv. Validate adherence to standards and procedures in the software development lifecycle to minimize disruptions to business operations;
- v. Oversee translation of customer requirements into detailed project plans that meet budgets and deadlines;
- vi. Coordinate system design, coding, testing, development, deployment, and maintenance;
- vii. Recommend training initiatives for users of newly deployed systems;
- viii. Evaluate budget and monitor software applications expenses;

- ix. Spearhead tracking of KenTrade's Software Application assets and License renewal records;
- x. Verify training needs for the divisional staff;
- xi. Oversee staff recruitment within the Division;
- xii. Present procurement needs of the Division;
- xiii. Coordinate periodic performance appraisal of ISD staff;
- 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 Computer Science, Information Technology, Information Systems, Business Management or related field from a recognized institution;
- ii. Bachelor's Degree in Computer Science, Information technology, Information Systems or related field from a recognized Institution;
- iii. Certification in Project Management such as PMP, Prince2 or Post Graduate Diploma in Project Management, CISA/CISM;
- iv. Membership to a relevant professional body;
- v. A supervisory Course lasting not less than 2 weeks;
- vi. Experience of not less than eight (8) years;
- vii. Must meet the provisions of Chapter Six of the Constitution;

6. Assistant Manager Infrastructure and Service Management - KTNA 4

Job Title: Assistant Manager Infrastructure and Service Management

Reports to: Manager IT Infrastructure

Duty Station: Nairobi

Purpose for the Job

Provides leadership, coordination and guidance on Information Technology and Infrastructure by overseeing the planning, design, deployment and operation of complex diverse Technology infrastructure and related services that include

servers, storage, network, databases, cloud, end point devices, data centers and security solutions that support mission critical business services for the Agency.

Duties and Responsibilities Duties and responsibilities

- i. Ensuring implementation of Policies and Procedures relating to the IT Infrastructure and Service Management function of the Agency;
- ii. IT service management per ITIL v4 framework;
- iii. Overseeing the design, setup and configuration of complex switching environments, wireless networks (that support secured access and the ability to support voice and video applications) and Firewalls, VPN Concentrators and security appliances for access to vital mission critical applications;
- iv. Ensuring network security is maintained through proper configuration;
- v. Ensuring maintenance of the LAN, both wired and wireless, and its associated components (switches, structured cabling, power provisioning, etc.) inclusive of performance, security, throughput and upgrades;
- vi. Overseeing the planning and implementation of multi user environments, including IP address schemes;
- vii. Overseeing provision of technical assistance and support to internal staff, vendors, and partner agencies;
- viii. Ensuring comprehensive documentation is maintained for implemented networks;
- ix. Ensuring that all work and changes to infrastructure components are performed in such a way as to minimize disruptions to existing ICT services;
- x. Ensuring To keep track of KenTrade's infrastructure assets and ensure that the infrastructure and data is kept secure at all times;
- xi. Ensuring that technology is used, managed and supported in adherence with KenTrade's standards, policies and procedures;
- 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 ICT, Computer Science, Electrical Engineering, Business Management or related from a recognized institution;

- ii. Bachelor's degree in ICT, Computer Science, Electrical Engineering or related from a recognized institution;
- iii. Professional certification in CCNA/CCNP, CISA/ITIL;
- iv. Membership to a relevant professional body;
- v. A supervisory Course lasting not less than 2 weeks;
- vi. Experience of not less than 8 years;
- vii. Must meet the provisions of Chapter Six of the Constitution.

7. Information Security Officer – KTNA 7 (Re - advertisement)

Job Title: Senior Information Security Officer

Reports to: Assistant Manager, IT Security

Duty Station: Nairobi

Purpose for the Job

- i. Protecting KenTrade's data and infrastructure from external or internal threats; and ensuring compliance with statutory and regulatory requirements regarding information access, security and privacy;
- ii. Continuously carrying out information risk assessment to ensure KenTrade's information security risks are brought under explicit management control.

Duties and Responsibilities

- i. Spearhead the implementation of a comprehensive information security and Data privacy program for KenTrade;
- ii. Spearhead the implementation of and review of KenTrade's ICT security policies, standards, procedures and guidelines;
- iii. Lead in the design, implementation, operation and maintenance of the information security management system based on the ISO/IEC 27000 series standards, including certification against ISO/IEC 27001;
- iv. Lead in the activities relating to contingency planning, business continuity management and IT disaster recovery in conjunction with relevant functions and third parties;

- v. Lead the implementation of an ongoing risk assessment program targeting information security matters;
- vi. Collect and summarize security events and data including preparing security reports and eventual remedies to be taken;
- vii. Administer ICT security tools, maintain security escalation and contact lists and security logs;
- viii. Offer internal management consultancy advise and practical assistance on information security risk and control matters throughout the organization;
- ix. Carry out information security awareness, training and educational activities;
- x. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job.

Minimum Academic, Professional Qualifications and Experience

- i. Bachelor's degree in Information Technology, Computer Science or related from a recognized institution;
- ii. Professional qualifications in CISSM/CISA/CEH/ Operating System based Certification, Security+;
- iii. Experience in Information Security Administration, IT Security compliance or IT security audit shall be an added advantage;
- iv. Meets provision of chapter six of the Constitution.

8. Product and Applications Development Officer – KTNA 7 (Two post) - (Re - advertisement)

Job Title: Product and Applications Development Officer – KTNA 7

Reports to: Assistant Manager Applications

Duty Station: Nairobi

Purpose for the Job

The purpose of the job is gathering user requirements, analyzing, designing, developing and implementing business applications and the maintenance of

existing solutions as well as innovations for efficiency and enhanced service delivery

Duties and Responsibilities

- i. Develop prototypes for required solutions;
- ii. Develop code, update and maintain software solutions, packages or reports to fulfil user requirements;
- iii. Maintain applications, debug or enhance existing programs to increase operating efficiency or adapt to new requirements;
- iv. Conduct unit and integration tests for solutions developed;
- v. Draft, contribute to instructions or manuals to guide end users;
- vi. Spearhead application changes with version control and making sure that release management is kept;
- vii. Coordinate specialist trainings that relate to supported applications and areas, study operations and user manuals, request specialist trainings;
- viii. Team up with legal and project managers to shape software contracts ensuring contracts address architecture and economic value goals of software systems;
- ix. Supervise the configuration and deployment of software solutions;
- x. Implement program support for computer operators or system analysts to define and resolve problems in running computer programs;
- xi. Spearhead such other duties as may be reasonably required and which are consistent with the level of responsibility of this job;
- 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. Degree in Computer Science, Information Technology or equivalent qualification from a recognized institution;
- ii. Experience in applications development and database operations shall be an added advantage;
- iii. Meets provision of 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 **Monday April 04, 2022.**

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