



KENYA TRADE NETWORK AGENCY – KENTRADE

APPRENTICESHIP/INTERNSHIP/ATTACHMENT OPPORTUNITIES

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury whose mandate is to implement, operationalize and manage the Kenya TradeNet System and Trade Facilitation.

The Agency is committed to supporting the empowerment of the youth, in line with Government's youth initiative, by providing opportunities to young graduates to help them gain knowledge and skills in their respective professional calling through short-term internship programs.

We currently have limited Apprentice/Internship/attachment opportunities in the following disciplines:

I. PROJECTS DEPARTMENT (2)

Job Title : Interns
Station : Nairobi
Reports to : Manager Projects

Duties and Responsibilities

- i. Attend and participate in Project and Operations meetings to gain in-depth understanding of the Organization's operations and projects.
- ii. Assist in scheduling and coordination of Project and Operations meetings by writing and distributing minutes.
- iii. Ensure weekly project status updates are received at the Projects meeting.
- iv. Maintaining an issue log of issues raised and action taken in Project and Operations meetings.

- v. Assist in drafting reports and proper record keeping as envisaged in the ISO standards.
- vi. Assist with any Project deliverables as advised by Manager Projects.
- vii. Liaise with Communications office by highlighting any news worthy stories from the Department for the weekly newsletter.
- viii. Assist in coordination and scheduling of activities within the Department as advised by the Manager Projects.
- ix. Perform any other duty that may be assigned in support of the Projects Department.

Academic/Professional Requirements

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Bachelor's Degree in Project Management, Information Technology, Economics, Business Administration, Computer Science, Social Sciences or related field from an accredited Institution and be in possession of the relevant certificate.
- iv. Be Computer Literate and have strong communication skills

2. HR & ADMINISTRATION DEPARTMENT (HOSPITALITY/ CATERING) (2)

Job Title: Interns
Station: Nairobi
Reports to: Manager HR & Administration

Duties and Responsibilities

- i. Assist in preparing shopping list and shopping to ensure constant availability of kitchen supplies;
- ii. Ensuring availability of drinking water in all offices;
- iii. Maintain cleanliness at the work area (kitchen);
- iv. Preparation and serving of tea to staff at designated tea breaks;
- v. Delivery of mails and packages to various staff/action officers;

Academic/Professional Requirements

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma/ Bachelor's degree in Hospitality/Hotel Management/Catering from an accredited Institution and be in possession of the relevant certificate.
- iv. Be Computer Literate and have strong communication skills

3. HR & ADMINISTRATION DEPARTMENT (3)

Job Title : Interns
Station : Nairobi
Reports to : Manager HR & Administration

Duties and Responsibilities

- i. Drafting simple routine correspondence;
- ii. Creation and updating of employee records and files and maintenance of the same;
- iii. Assist in the recruitment process i.e registering of applications, screening, longlisting e.t.c;
- iv. Assist in the coordination of staff and stakeholder trainings;
- v. Assist in making arrangements for various HR activities such as job interviews, performance reviews/appraisals, staff trainings and staff meetings;
- vi. Assist in dispatching of letters to relevant action officers;
- vii. Assist in maintaining a healthy work culture especially among the Interns.

Academic/Professional Requirements

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma/ Bachelor's degree in Human Resource/Business Management/Administration or any other related field from an accredited Institution and be in possession of the relevant certificate.
- iv. Be Computer Literate and have strong communication skills

4. HR & ADMINISTRATION DEPARTMENT- REGISTRY (I)

Job Title : Intern
Station : Nairobi
Reports to : Manager HR & Administration

Duties and Responsibilities

Duties and responsibilities will entail:-

- i. To assist in ensuring that the letters are appropriately filed and marked to action officers;
- ii. To assist in controlling and opening of files and updating the file index;
- iii. Ensuring security of information/files in the registry;
- iv. Assist in Up-dating and maintaining up-to-date file movement records and ascertaining the general cleanliness of the registry.
- v. Assist in Processing incoming and outgoing mail as appropriate
- vi. Implementing the Records Management policy and procedures
- vii. Assist in coordinating the off-site/archiving document storage and retrieval

Academic/Professional Requirements

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated Diploma in Records Management or other relevant Diploma from an accredited Institution or recognized institution within the last five (5) years and be in possession of the relevant transcripts or certificate.
- iv. Be Computer Literate and have strong communication skills

5. SUPPLY CHAIN MANAGEMENT DEPARTMENT (I)

Job Title : Intern
Station : Nairobi
Reports to : Manager Supply Chain Management

Duties and Responsibilities

- i. Assist in updating the stores records.
- ii. Prepare procurement reports under the guidance of the SCA.
- iii. Filling of procurement documents.
- iv. Participate in tender and quotation opening as observers.
- v. Forward supplier Invoices to Finance Department for payment.
- vi. Any other duties as assigned.

Academic/professional requirements

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma or Bachelor's Degree in Purchasing and Supplies or related field from a reputable institution.
- iv. Be Computer Literate and have strong communication skills.

6. MARKETING AND COMMUNICATIONS DEPARTMENT (2)

Job Title : Interns
Station : Nairobi
Reports to : Manager Marketing and Communications

1. Purpose of the Job

The purpose of the job is to assist the Marketing and Communication team in the day-to-day marketing and communication activities including, but not limited to: carrying out promotions, media relations, social media activities, editing, content development and managing events.

2. Duties and Responsibilities

The intern shall work under the supervision and guidance of a senior office but will report to the Manager Marketing and Communications to perform the following duties;

- i. Assist in the creation and carrying out all marketing, communication, branding and promotional activities,
- ii. Assist in editing of marketing and communication content
- iii. Assist in tracking and reviewing Marketing and Communication initiatives and make recommendations
- iv. Assist in the developing of new social media campaigns, considering planned promotional activities.
- v. Monitor social channels and respond to feedback, questions, and concerns
- vi. Assist in planning and hosting marketing events

3. Academic Qualifications & Requirements:

- i. A graduate in or currently enrolled undergraduate student studying sales, marketing or communications
- ii. Should be available full time for the duration of the program (6 months);
- iii. Strong work ethic
- iv. Flexible work schedule
- v. Willingness to learn on the job and share experiences with other members of the team
- vi. Good written and verbal communication and editing skills
- vii. Self-motivated, detail-oriented with good written, verbal & organizational skills
- viii. Good computer skills with experience in social media & Microsoft Office
- ix. Ability to work under minimum supervision and with others
- x. Ability to work well under pressure and meet deadlines

7. LEGAL DEPARTMENT (I)

Job Title: Station: Reports to: Intern/Attaché Nairobi

Corporation Secretary and Legal Affairs Manager

Duties and Responsibilities

- i. Drafting and reviewing legal documents and contracts
- ii. Drafting status reports on court matters affecting the Corporation.
- iii. Researching and drafting legal Opinions on the interpretation, impact and effect of the relevant laws and general conditions affecting various areas of the KenTrade's operations.
- iv. Compilation of legal documents for pre-trial conferencing

- v. Regular errands to public registries, courts and other relevant areas as directed.
- vi. Facilitate preparations and attendance of witnesses
- vii. Receiving correspondence and facilitating timely dispatch of correspondence
- viii. Perform any other duties that may be assigned by the Corporation Secretary and Legal Affairs Manager.

Academic/Professional Requirement

- i. Should be a Kenyan Citizen aged between 20 and 35 years;
- ii. Should be available full time for the duration of the program (6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma or Degree in law from a recognized university.
- iv. Should have good interpersonal skills.
- v. Should possess excellent communication and written skills.
- vi. Should have good organizational skills.
- vii. Proficiency in computer (Microsoft Word, Excel and PowerPoint etc.)

How to apply

Interested and eligible candidates should submit their applications through the link <https://forms.office.com/r/wV3cFXj50H>. The advert will close on receipt of 100 applications on or before **September 02, 2022**.

KenTrade is an Equal Opportunity Employer – Persons with disability are encouraged to apply.

Any form of canvassing shall lead to automatic disqualification and ONLY shortlisted candidates will be contacted. The Agency does not charge any fee for this process.