



CAREER 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 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 also meet the requirements of Chapter 6 of the Kenya Constitution for the following positions;

I. Assistant Manager Projects and Business Process Re - Engineering – KTNA 4 (Re-advertisement)

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.

2. Database Administrator - KTNA 7

Job Title: Database Administrator

Reports to: Manager IT Infrastructure

Duty Station: Nairobi

Purpose for the Job

Responsible for the performance, integrity and security of the databases. Additional role requirements include planning, development and troubleshooting of database solutions.

Duties and Responsibilities Duties and responsibilities

- i. Planning and implementing databases;
- ii. Establishing the needs of users and monitoring user access and security, controlling access permissions and privileges;
- iii. Controlling access permissions and privileges of Agency databases;
- iv. Monitoring performance and managing parameters to provide fast query response to front end users;
- v. Database design;
- vi. Writing database documentation, including data standards, procedures and definitions for the data dictionary (metadata – data about data);
- vii. Testing back-up and recovery, ensuring that storage, archiving, backup and recovery procedures are functioning correctly;
- viii. Ensure database integrity and security;
- 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 Qualification and Experience

- i. Bachelor's Degree Information Technology, Computer Science, or related from a recognized institution;
- ii. Oracle Certified Professional (OCP) certification;
- iii. Relevant experience of atleast one (1) year shall be an added advantage;

iv. Must meet the provisions of Chapter Six of the Constitution

3. Driver - KTNA II

Job Title: Driver

Reports to: Administration Officer

Duty Station: Nairobi

Purpose for the Job

To drive Agency vehicles and transport authorized personnel for official purposes, and any other errands assigned from time to time.

Duties and Responsibilities Duties and responsibilities

- i. Carrying out routine checks on vehicle's cooling, oil, electrical and brake systems and tyre pressure;
- ii. Detecting and reporting vehicle defects on time; ensuring vehicle cleanliness;
- iii. Driving the vehicle as authorized and safe transportation of persons and assets as assigned;
- iv. Ensuring security and safety of the vehicle while on and off the road, passengers and goods therein;
- v. Maintaining daily motor vehicle work tickets and entry of journey logs as required;
- vi. Ensuring routine service and maintenance of the vehicle;
- vii. Timely reporting of any accidents and follow up of police abstract and related documents;
- viii. Undertake vehicle inspection and keeping up-to-date inspection reports;
- 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 Qualification and Experience

- i. Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'C-' (C minus) or its equivalent;
- ii. Certificate in Computer Applications/proof of proficiency in computer applications;
- iii. Relevant experience of not less than three (3) years;

- iv. Valid Class BCE Driving License free from any endorsement;
- v. Occupational Trade Test Grade III for drivers;
- vi. Must meet the provisions 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 February 20, 2023.**

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