



KENYA TRADE NETWORK AGENCY – KENTRADE

INTERNSHIP 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. HR & ADMINISTRATION DEPARTMENT- REGISTRY (I)

Job Title	:	Apprentice/ Intern/Attaché
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 (3-6 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

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

Job Title	:	Apprentice/ Intern/Attaché
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 ((3-6 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 (2)

Job Title : Apprentice/ Intern/Attaché
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 (3-6 months 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. FINANCE DEPARTMENT (1)

Job Title : Apprentice/ Intern/Attaché
Station : Nairobi
Reports to : Manager Finance

Duties and responsibilities

- i. preparing vouchers and committal documents in accordance with laid down rules and regulations;

- ii. capturing primary data in manual and computerized records;
- iii. Filing accounting documents;
- iv. Preparing simple financial reports such as bank reconciliations and on-demand reports;
- v. Preparing invoices;
- vi. Ensuring safe custody of accountable documents and
- vii. Maintaining primary records such as cashbooks, ledgers and registers.
- viii. Post invoices, payments expense accruals and other expenditure journals into the accounting system
- ix. Make postings to the Accounting System for Accounts receivables and reconciliations of receivables to the general Ledger.
- x. Prepare adequate supporting Schedules in support of Revenue account balances in the Financial Statements on weekly, monthly, quarterly and annual basis
- xi. General office duties as assigned by the supervisor/senior officers/management of the 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 (3-6 months months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma or Bachelors' degree in Commerce, Business Administration, Business Management, CPA (ongoing/Finalist), ACCA or any other equivalent qualification from a recognized institution;
- iv. Be Computer Literate and have strong communication skills.

5. MARKETING AND COMMUNICATIONS DEPARTMENT (2)

Job Title : Apprentice/ Intern/Attaché
Station : Nairobi
Reports to: Manager Marketing and Communications

Duties and Responsibilities

- 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

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 (3-6 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

6. TRADE FACILITATION & VALUE ADD SERVICES DEPARTMENT (I)

Job Title : Apprentice/ Intern/Attaché
Station : Nairobi
Reports to : Manager Trade Facilitation and Value Add Services

Duties and Responsibilities

- i. Participate in departmental internal operations meeting and stakeholder engagement meetings
- ii. Take/prepare minutes of the meetings
- iii. Receive Clients queries and respond to them accordingly
- iv. Escalate customer queries to Permits and/or Customs and Shipping officers where necessary

- v. Ensure Permits/licenses applied through Kenya TradeNet System are processed timely in line agreed standards and meets customer expectations
- vi. Regularly provide reports and statistics on permits/licenses
- vii. Work with Call Centre Assistants and Customer Care Officers to address customer complaints and inquiries relating to shipping & Customs as they arise
- viii. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

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 (3-6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma or Bachelor's Degree in Business, Economics, shipping, transport logistics, ICT or related field from an accredited Institution.
- iv. Be Computer Literate and have strong communication skills
- v. Good Customer Service Skills.
- vi. Writing and Editing Skills to aid in writing and updating manuals

7. IT & INFRASTRUCTURE DEPARTMENT (3)

Job Title : Apprentice/ Intern/Attaché
Station : Nairobi
Reports to : Manager IT and Infrastructure

Duties and Responsibilities

- i. Responding to ICT help-desk and user support queries via chat, email, or phone
- ii. Ensuring proper logging, tracking, reporting and closure of all issues raised to the ICT help-desk
- iii. Training other staff members on troubleshooting and diagnosing ICT related problems

- iv. Writing, editing, and revising training manuals for new and updated software and hardware
- v. Providing ICT related technical assistance for questions and problems
- vi. Resolving problems with ICT related networks, telephony and other computer systems
- vii. Diagnosing ICT hardware and software system errors and other issues
- viii. Following up with staff to ensure full resolution of issues
- ix. Requesting feedback and/or monitoring calls and other methods of correspondence to improve training methods
- x. Running reports to analyze common complaints and problems
- xi. Installing or changing user computer software to fix issues
- xii. Accessing hardware or software for staff to make changes and fix problems
- xiii. Any other duty that is commensurate with the role and responsibilities for the position of Internship in the ITI Department.

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 (3-6 months);
- iii. Should be a continuing student or have graduated within the last five (5) years with Diploma/Bachelor's Degree in ICT, Computer Science or Computer Engineering, from a recognized institution.
- iv. Should have excellent computer skills and the ability to troubleshoot and diagnose PC, LAN, Printer and IT Hardware problems.
- v. Should be familiar with both PC and Mac Hardware and Software.
- vi. Should have education experience with LAN Network Repairs and Analysis.
- vii. Should possess good customer service skills.
- viii. Ability to Communicate Effectively to help customers fix their issues and feel satisfied with the experience.
- ix. Writing and Editing Skills to aid in writing and updating manuals.
- x. Education experience in Computer Repairs and how to Troubleshoot Problems Specific Knowledge of other required Computer Systems for different work environments.

How to apply

Interested and eligible candidates should submit their applications through the link <https://forms.office.com/r/4t27Mr77ib>

The advert will close on or before **March 17,2023.**

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

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

Only Shortlisted Candidates shall be contacted.