



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 also meet the requirements of Chapter 6 of the Kenya Constitution for the following position of **Office Assistant (two posts)** on temporary terms.

Job Title: Office Assistant (Temporary terms)

Reports to: Assistant Manager Administration & Facilities Management

Duty Station: Nairobi

Purpose for the Job

To perform diverse assignments such as preparing and serving tea to staff on time and ensuring that food or snacks orders are delivered and timely served, mail delivery and maintaining office cleanliness.

Duties and Responsibilities

- i. Preparing and serving tea;
- ii. Clearing and cleaning utensils;
- iii. Ensuring beverages are distributed in offices;
- iv. Ensuring that visitors and meetings are served adequately;
- v. Maintain cleanliness in the kitchen;
- vi. Preparation a shopping list for beverages;
- vii. Ensuring that 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. Undertake such other duties as may be reasonably required and which are consistent with the level of responsibility of this job role.

Requirements for appointment

- i. Kenya 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 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. Successful candidates (those who have been appointed to the advertised position) shall be required to obtain and submit **valid** copies of the following documents before engagement in compliance to the Chapter 6 of the Constitution of Kenya 2010;
 - 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. Self-declaration form duly executed by the Ethics & Anti – Corruption Commission (EACC)
 - v. **Clearance** certificate from a recognized Credit Reference Bureau (CRB)

C. Visit: <https://portal.kentrade.go.ke:9002/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 10, 2023.**

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