



KENYA TRADE NETWORK AGENCY

CAREER OPPORTUNITIES

The Kenya Trade Network Agency (KenTrade) is a State Corporation under the National Treasury and Economic Planning whose mandate is to implement, operationalize and manage the National Electronic Single Window System (Trade Facilitation Platform) 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.

1. Manager, Human Resource & Administration - KTNA 3

Job Title: Manager, Human Resource & Administration - KTNA 3

Reports to: Director, Corporate Services

Duty Station: Nairobi

Purpose of the Job

To provide technical expertise, advice, strategic partnership and leadership on matters relating to Human Resource Management and Administration services in support of the overall Agency objectives in order to achieve the Agency Mandate. It is also tasked with trade facilitation by providing strategic direction on the stakeholder's capacity building for effective and efficient implementation of trade facilitation initiatives.

Duties and Responsibilities

- i. Coordinating the formulation, review, harmonization and implementation of human resource and administration plans, policies, guidelines and regulations;
- ii. Building capacity of human resource and administration for effective execution of human resource and administration function;
- iii. Developing human resource management plans to ensure effective succession management;

- iv. Ensuring institutionalization of performance management including performance appraisal system;
- v. Overseeing the preparation of Board papers relating to human resource and administration for deliberation and decision making by the Board ;
- vi. Overseeing allocation and utilization of office space; supervising office management services and staff;
- vii. Investigating all security incidences and liaising with the Police and other security services;
- viii. Undertaking prompt settlement of accident vehicle cases; coordinating rental management;
- ix. Ensuring safe custody of the Agency's assets;
- x. Liaising with relevant legal entities to acquire legal documents such as motor vehicle and assets insurances and licenses;
- xi. Ensuring implementation and promotion of best human resource and administration standards and practices.
- xii. Oversee organizational change initiatives
- xiii. Overall in charge of culture management in the organization
- xiv. Handle industrial disputes

Minimum Academic, Professional Qualifications and Experience

- i. At least nine (9) years' working experience, four (4) of which should be in a management position in the Agency or in a comparable position in the public service or in other reputable organization.
- ii. Master's Degree in any of the following disciplines: Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution.
- iii. Bachelor's Degree in any of the following disciplines: - Human Resource Management/Development/Planning, Public Administration, Business Administration, Political Science/Government, Anthropology or equivalent qualification from a recognized institution.
- iv. Certified Human Resource Management Professional (CHRP (K)
- v. Higher Diploma in Human Resources Management or or an equivalent relevant qualification shall be an added advantage.
- vi. Leadership development programme lasting not less than four (4) weeks from a recognized institution.
- vii. Membership to the Institute of Human Resources Management with a current practicing certificate.

viii. Meets the provisions of Chapter Six of the constitution.

2. Manager, Internal Audit – KTNA 3

Job Title: Manager, Internal Audit

Reports to: Chief Executive Officer

Duty Station: Nairobi

Purpose of the Job

To provide an independent, objective assurance and consulting service to the KenTrade Board and Management that is designed to add value through the systematic evaluation of the organizations processes and operations in order to assure the effectiveness and efficiency of compliance, internal control, risk management and governance processes.

Duties and Responsibilities

- i. Conduct risk based preliminary review of all areas of the organization to establish a risk-based work plan of action at the beginning of each financial year. The plan includes audit activities, review of risk management, quality management and compliance reviews.
- ii. Ensure the implementation of the approved work plan, directly and through subordinates, by undertaking activities which include audit and compliance reviews, review of risk management and of quality management system activities and prepare reports of the same.
- iii. Develop, implement and review audit policies for the agency.
- iv. Develop, implement and review the Board Audit and Risk committee charter.
- v. Organize, convene and record meetings of the audit and risk committee, having prepared reports of review exercises done in each quarter and other relevant activities affecting the compliance and risk aspects of the agency.
- vi. Provide leadership to management and staff on audit aspects on various decisions and activities.
- vii. Provide leadership and direction to the Internal Audit, Risk and Compliance Department staff.
- viii. Monitor developments in various regulations, laws and developments that affect the Agency to ensure up to date advice.
- ix. Oversee the information systems audit.
- x. Performance controlling targets and activities.

- xi. In concert with the Manager, Finance, coordinate external audit activities.

Minimum Academic, Professional Qualifications and Experience

- i. At least nine (9) years' working experience, four (4) of which should be in a management position in the Agency or in a comparable position in the public service or in other reputable organization.
- ii. Master's' degree in a relevant field from a recognized institution.
- iii. Bachelor's' degree in Commerce, Business Administration, Computer Science, Information Systems or any other relevant degree or equivalent qualification from a recognized institution.
- iv. Certified Public Accountants (CPA) Examination; Certified Chartered Accountants (ACCA) or equivalent qualification from a recognized institution.
- v. Be a member in good standing with the Institute of Certified Public Accountants of Kenya (ICPAK).
- vi. Leadership development programme lasting not less than four (4) weeks from a recognized institution.
- viii. Meets the provision of Chapter Six of the Constitution.

3. Driver - KTNA 10

Job Title: Driver

Reports to: Administration Officer

Duty Station: Nairobi

Purpose of 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

- 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 vehicles;
- vii. Timely reporting of any accidents and follow up of police abstract and related documents;
- viii. Daily 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 Qualifications and Experience

- i. Kenya Certificate of Secondary Education (KCSE) minimum mean grade 'C-' (C minus) or its equivalent.
- ii. Relevant experience of not less than three (3) years.
- iii. Valid Class BCE Driving License free from any endorsement.
- iv. Occupational Trade Test Grade III for drivers.
- v. 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 shall be required to obtain and submit **valid** copies of the following documents before an offer is made.
 - 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://kentrade.go.ke/careers>
- From there, you will be directed to the e-recruitment portal where you can:
- 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 information about the applicant
- ii. Academic qualifications – attach certificates
- iii. Professional qualifications - attach certificates
- 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 November 18, 2024.**

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